

A scenic photograph of a college campus. In the foreground, two large trees with white blossoms stand on either side of a brick building. The building has a spherical outdoor lamp. In the middle ground, there is a paved area with picnic tables and a railing overlooking a valley. In the background, a range of mountains with snow-capped peaks is visible under a clear blue sky.

**Truckee Meadows
Community College
2016-2017 Catalog**

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WELCOME TO TRUCKEE MEADOWS COMMUNITY COLLEGE

I am pleased you have chosen TMCC to continue your education. TMCC serves more than 25,000 students each year in credit and non-credit courses at five educational sites and online. We offer many outstanding educational programs designed to prepare you for a successful career, to help you transfer to a four-year degree program, or to explore lifelong learning opportunities. This year we will offer a four year degree option as well.

At TMCC you will find a welcoming and supportive environment where you can discuss and share a wide range of ideas with your instructors and classmates. Our faculty and staff strive to provide the best possible learning experience to assist you with your studies. The college's mission focuses on student success, academic excellence, and access to lifelong learning, each of which is part of your academic experience.

As Nevada and the Reno-Sparks region continues to recover from the economic downturn, a new economy is emerging. TMCC stands ready to develop and offer educational programs to meet the new and expanding needs of our service area. By continuing your education beyond high school or expanding on your current skills, you are taking the first step to prepare for a more secure future.

Thanks again for choosing TMCC. If you need help getting started or continuing with your studies, please don't hesitate to contact one of the resources in this catalog. Have a great semester!

Kyle Dalpe
TMCC Acting President

GENERAL INFORMATION

Family Education Rights and Privacy Act (FERPA)

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 the Statement of Policy in Accordance with FERPA (p. 323).

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(s), 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, a student wishes to restrict the release of directory information, they may access the FERPA restriction component of MyTMCC (<http://my.tmcc.edu>), 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.

Students may also print this page, sign and return to the Admissions and Records Office.

Signature: _____ Date: _____

Printed name: _____

Student Responsibilities

Student Responsibilities

- Read and understand the contents of the College Catalog.
- Become familiar with College policies and procedures.
- Be aware of College deadlines, including dates for registration, fee payments (<http://www.tmcc.edu/accounting-services/students/tuition-and-fees>), 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. See Change of Student Information.
- 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 Rules and Disciplinary Procedures for Students (p. 320) or contact the student conduct officer to address any conduct concerns.
- Use the College Catalog program worksheet to plan which courses to take each semester and utilize the Academic Advisor Report (AAR) in My TMCC to track your program progress.
- Schedule an appointment with a faculty member in your chosen program of study or an academic advisor 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.

Change of Student Information

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 may 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, a registration hold is placed until the address is corrected. Contact The Admissions and Records Office to remove address holds.

- Request to change personal Identification data: Students can process a change of name by completing the NSHE form (<http://system.nevada.edu/Nshe/index.cfm/administration/academics-student-affairs/forms/personal-identification-data>) and bringing legal documentation supporting the name change to the Admissions and Records Office.
- A change of address can be made through MyTMCC (<http://my.tmcc.edu>), or in-person at the Admissions and Records Office.
- Students may submit the Degree, Emphasis or Certificate Change form (<http://www.tmcc.edu/admissions/downloads>) on line or in person to the Admissions and Records Office.

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.

About Truckee Meadows Community College

About TMCC

Truckee Meadows Community College (<http://www.tmcc.edu/about>) 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.

NSHE Board of Regents

TMCC is part of the Nevada System of Higher Education (<http://system.nevada.edu/Nshe>) (NSHE) and governed by the Board of Regents (<http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/current-regents1>). The Chancellor (<http://system.nevada.edu/Nshe/index.cfm/administration/chancellor>) is appointed by the Board to serve as the NSHE's chief executive officer.

John V. White, Acting Chancellor	Jason Geddes, Ph.D.
Rick Trachok, Chairman	Trevor Hayes
Michael B. Wixon, Vice Chairman	James Dean Leavitt
Dr. Andrea Anderson	Sam Lieberman
Cedric Crear	Kevin C. Melcher
Robert Davidson	Kevin J. Paige

Mark W. Doubrava

Allison Stephens

College Officers

Dr. J. Kyle Dalpe, Ph.D.	Acting President
Dr. Barbara Buchanan, Ph.D.	Vice President of Academic Affairs
Vacant	Vice President of Finance and Administrative Services
Ms. Estella LeVario-Gutierrez, M.S.	Vice President of Student Services

Institutional Vision, Mission, Values and Core Themes

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 I: Student Success
- Core Theme II: Academic Excellence
- Core Theme III: Access to Lifelong Learning

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 the administrative staff of the institution. 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>)

Notice of Nondiscrimination

TMCC 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.

All matters of alleged discrimination under the previously cited laws, regulations and policies should be referred to the Title IX and Section 504 Director (<http://www.tmcc.edu/diversity/facstaff>).

More information can be found at <http://www.tmcc.edu/diversity/> and the Policies and Regulations section regarding:

- Grievance Procedures Relating to Equal Opportunity (p. 307)
- NSHE Sexual Harassment Policy and Complaint Procedure (p. 309)

Equal Employment Opportunity and Affirmative Action 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.

College Locations

TMCC serves the residents of Washoe County at five college sites (<http://www.tmcc.edu/about/college-locations>) located in the Reno area, in addition to partnership locations (<http://www.tmcc.edu/schedule/classlocations>).

Dandini Campus

Location: 7000 Dandini Blvd, Reno, NV 89512

Phone: 775-673-7000

Located in north Reno, the main Dandini 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.

Applied Technology Center (EDSN)

Location: 475 Edison Way, Reno, NV 89502

Phone: 775-856-5300

Located in east Reno, the Applied Technology 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)

Location: 5270 Neil Road, Reno, NV 89502

Phone: 775-829-9004

Located in central Reno, the Meadowood Center opened in 2003 and provides academic courses, professional certification programs, and workshops, Adult Basic Education, English as a Second Language, general education, customized training and personal enrichment courses.

Nell J. Redfield Foundation Performing Arts Center (RPAC)

Location: 505 Keystone Avenue, Reno, NV 89503

Phone: 775-789-5671

Located in west Reno, the Nell J. Redfield Foundation Performing Arts Center opened in 2003 and houses the College's performing arts classes, including Dance, Music and Theater.

William N. Pennington Health Sciences Center (HSC)

Location: 18600 Wedge Parkway, Reno, NV 8911

Phone: 775-856-5300

Located off Mount Rose Highway in south Reno, the William N. Pennington Health Sciences Center opened in 2005 as a joint campus with the University of Nevada, Reno, and houses the Nursing, Paramedic and Emergency Medical Services (EMS), Radiologic Technology and Veterinary Technician programs as well as offering general education courses.

TMCC High School

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 transferable college units 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.

Academic Calendar

This calendar is subject to change. For the most current calendar please visit the the VPAA (<http://catalog.tmcc.edu/vpaa>) Website and navigate to the Academic Calendar.

Fall Semester 2016

Academic Semester Begins	August 18, 2016
Instruction Begins	August 29, 2016
Labor Day (Holiday)	September 3-5, 2016
Nevada Day (Holiday)	October 28, 2016
Veterans Day (Holiday)	November 11, 2016
Thanksgiving Break (Holiday)	November 24-27, 2016
Instruction Ends	December 17, 2016
Final Grades Due - Fall Semester Ends	December 20, 2016
Number Instructional Days ¹	75
Number Academic Days ¹	84
Christmas Day (Holiday)	12/25/2016-12/26/2016

Winter Session 2017

Session Dates	December 27, 2016 - January 19, 2017
Final Grades Due	1/23/2017

Spring Semester 2017

Academic Semester Begins	January 9, 2017
Martin Luther King, Jr. Day (Holiday)	January 16, 2017
Instruction Begins	January 23, 2017
Presidents Day (Holiday)	February 20, 2017
Spring Break	March 18-24, 2017
Instruction Ends	May 12, 2017
Final Grades Due	May 16, 2017
Graduation - Spring Semester Ends	May 19, 2017
Number of Instructional Days ¹	74
Number of Academic Days ¹	88
Memorial Day (Holiday)	5/27/17-5/29/17

Summer Session 2017

First Term	May 30 - June 30, 2017
Independence Day (Holiday)	7/4/17
Grades Due First Term	7/5/17
Second Term	July 10 - August 11, 2017
Grades Due Second Term	8/15/17

¹ Does not include Saturdays, Sundays or Holidays

ADMISSION

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 \$20 non-refundable fee, and follow the Steps to Enroll (<http://www.tmcc.edu/steps-to-enroll>).

- 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 F1 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.

Degree-Seeking Status

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.

Continuous Enrollment in Math and English Courses

The NSHE Board of Regents requires degree-seeking students to complete their college-level English and math courses within their first year of school. Students working towards a degree or certificate must be continuously enrolled in English and math until completing the college-level classes required for their program. This may include: ENG 101, ENG 113, BUS 106, BUS 108 for English and MATH 120, MATH 120E, MATH 126, MATH 126E, BUS 117 or COT 110 for Mathematics.

For more information, please see the Board of Regents Handbook, Title 4, Chapter 16, Section 1 ([http://system.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Handbook/T4CH16StudentAdmissionRegistrationGradesandExaminations\(1\).pdf](http://system.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Handbook/T4CH16StudentAdmissionRegistrationGradesandExaminations(1).pdf)).

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 ENG 98 or ENG 112 and MATH 95 in the ACCUPLACER, will remain admitted as non-degree seeking. These students will be referred to:

- Math Skills Center (<http://www.tmcc.edu/skillscenter>)
- English Skills Center (<http://www.tmcc.edu/english/placement-and-test-prep>)
- Adult Basic Education (<http://www.tmcc.edu/abe>)
- English Language Learners Program (<http://www.tmcc.edu/abe/ellesl-program>)

Changing From Non Degree-Seeking to Degree-Seeking

To qualify for degree-seeking status, students must:

- 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 ([http://system.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Handbook/T4CH16StudentAdmissionRegistrationGradesandExaminations\(1\).pdf](http://system.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Handbook/T4CH16StudentAdmissionRegistrationGradesandExaminations(1).pdf)); or
- take the ACCUPLACER placement test and score a minimum course placement of ENG 98 or
- Request and present official ACT or SAT transcripts. Transcripts must show a minimum course placement of ENG 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.

ENROLLMENT / REGISTRATION

Course Registration and Enrollment

Adding a Class

Any person wishing to enroll for courses taught by the College must register during the scheduled registration periods using my.tmcc.edu. Each semester, the College publishes a class schedule with detailed information on courses offerings, registration procedures and dates, and add/drop periods. Registration periods are assigned to students based on the number of completed credits.

Students may add classes through my.tmcc.edu 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. Refunds are based on the times the class has met and not student attendance. See the Refund Policy (<http://www.tmcc.edu/admissions/policies>) for more information. It is important for students to verify the accuracy of their enrollment schedules and fees any time a change is made.

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 non-attendance for religious obligations, please refer to Religious Holiday Observations (p. 320).

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.

Concurrent Enrollment

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

Units earned at TMCC are awarded on the basis of semester units. A regular Fall or Spring semester consists of 15 weeks. Summer and Winter sessions are offered in condensed timeframes but maintain a regular semester's number of instructional hours and workload.

Credit/Unit Load

All classes taken for credit constitute the total credit load for each student. The maximum number of units a student may carry without the approval of an academic advisor is 18 units during the Fall/Spring terms and 14 units during Summer term (seven units per Summer session). A student wishing to carry more than 18 units in Fall/Spring and 14 units during Summer term must have a grade point average of 3.0 or higher, have completed one semester at or above full time enrollment (12 or more units) and get approval from an Academic Advisor.

Withdrawing from Class

Refunds for withdrawing from classes are based on the times the class has met and not on attendance. 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 (<http://www.tmcc.edu/admissions/policies>) for additional information. 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 recorded in MyTMCC (<http://my.tmcc.edu>).

Auditing a Class

A student who wishes to enroll for no credit may register as an auditor. An auditor pays regular fees and thereby has access to the classroom and course materials. A student who audits a course will not receive a grade or credit for that course. Students may change from credit to audit or audit to credit by completing the Audit Form (<http://www.tmcc.edu/admissions/downloads>) online and must do so by the last day to withdraw from a class.

Cancellation of Classes

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

Enrollment Status

Enrollment Verification

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 (<http://www.studentclearinghouse.org>) or contact them by phone at 703-742-4200.

Full-time, Part-time students

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

Full-time	12 units or more
Three-quarter time	9 to 11 units
Half-time	6 to 8 units
Less than half-time	Fewer than 6 units

Students who receive Veterans assistance and/or financial aid must refer to Satisfactory Academic Progress Policy (p. 322) and Progression Standards for Students Receiving Veterans Education Benefits (p. 313) for the specific federal enrollment requirements students must maintain to remain eligible to receive benefits.

Student Classification

Freshman	A student who has earned fewer than 30 units
Sophomore	A student who has earned 30 to 59 units.
Junior	A student who has earned 60 to 89 units.
Senior	A student who has earned 90 or more units.
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.

Developmental/Remedial Credit

NSHE Policy on Developmental/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 units unless otherwise authorized by the institution.

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

Developmental Courses

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

English

ENG 98	Preparatory Composition
READ 95	Reading and Improvement

English as a Second Language

ENG 81C	ESL Reading/Writing
ENG 88	ESL Grammar

Mathematics

MATH 95	Elementary Algebra
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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 math 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 English courses until completed.

Online Developmental Course Registration Policies

Online Developmental English

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

Online Developmental Math

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 ENG 98, taken within the past two years.

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

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 core requirements.

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

The Satisfactory/Unsatisfactory change form is available at Admissions Documents and Forms. (<http://www.tmcc.edu/admissions/downloads>)

Courses only offered on an S/U basis will be approved by the College and published as such in the class schedule. Examples of these courses include those in which experience, not mastery is evaluated (field trips, physical education) or in which prerequisites disallow novices from enrolling (advanced field study or practicum).

Math/English Placement Testing

Initial Placement of Students into Math and English Courses

Degree-seeking students who meet or exceed the minimum English or mathematics scores on any one of the college readiness assessments listed below must be placed into a college-level course in that subject and are exempt from being placed into any form of remedial instruction in that subject provided that the student:

1. Was continuously enrolled in an English course and a mathematics course in his or her senior year of high school unless an exception is approved on a case by case basis by an NSHE institution; and
2. Enrolls in an NSHE institution after high school in any term (summer/fall/winter/spring) during the academic year following high school graduation.

English College Readiness Assessments

Test	Minimum Score
ACT English	18
SAT Critical Reading	500
Smarter Balanced	2583 (Achievement Level 3)
PARCC	Level 4 Score

Math College Readiness Assessments

Test	Minimum Score
ACT Mathematics	22
SAT Mathematics	500
Smarter Balanced	2626 (Achievement Level 3)

PARCC

Level 4 Score

For more information, please see the Board of Regents Handbook, Title 4, Chapter 16, Section 1 ([http://system.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Handbook/T4CH16StudentAdmissionRegistrationGradesandExaminations\(1\).pdf](http://system.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Handbook/T4CH16StudentAdmissionRegistrationGradesandExaminations(1).pdf)).

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.

Alternate Pathways

Washoe County School District (WCSD) high school graduates that are new students at TMCC can use Alternate Pathways for placement into college-level English and math courses within 2 years of high school graduation.

- 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.
- WCSD graduates with an overall unweighted GPA \geq 3.0 and complete Intermediate Algebra (Algebra 3-4 in WCSD) 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 on a walk-in basis.

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.

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 (<http://www.tmcc.edu/english/placement-and-test-prep>) and Math Department (<http://www.tmcc.edu/math/placement-and-test-prep>) web pages for course placement scores and policies. TMCC reserves the right to change course placement scores.

Transfer to TMCC

Transferring in Credit

TMCC accepts credit/units from a variety of training and educational programs toward an associate degree and/or certificate of achievement.

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

- From other colleges and universities: 45 units
- From credit by examination: 30 units
- From nontraditional sources: 15 units or a maximum of 25% of the total units required for the degree

Transcripts received from other colleges or universities must come directly from that school to the Admissions and Records Office to be classified as official transcripts. TMCC accepts official transcripts from students provided the envelope is not open. All other transcripts will be considered unofficial and will not be evaluated. For the full policy, see the Transfer Credit Policy on the Evaluation of Previous Training and Education (p. 329) section of this College Catalog.

Credit by Exam

TMCC accepts the following examinations for students attempting to earn college-level credit. Please refer to the section on Transfer Credit Policy on the Evaluation of Previous Training and Education (p. 329) for more detail.

- ACT-PEP (Proficiency Examination Program)

- CBAPE (Advanced Placement)
- CLEP (College Level Examination Program)
- DANTES (Defense Activities for Nontraditional Education Support)-Subject Standardized Tests
- Department Examinations
- International Baccalaureate (IB)
- Challenge Examinations (see below)

Challenge Exams

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 Transfer Credit Policy on the Evaluation of Previous Training and Education (p. 329). 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.

TUITION AND FEES

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 (<http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/current-regents1>) 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 (*primarily due to budgetary shortfalls*).

The amount 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 2016-2017 school year. **Note:** Auditors pay the same per-unit fees.

All Students

Summer Registration Fee	\$94.50/unit
Summer Technology Fee	\$5.50/unit
Application fee (non-refundable)	\$20.00
Technology Fee	\$5.50/unit

In-state Students

Fees (Fall)	\$91.50/unit
Fees (Spring)	\$91.50/unit

Western Undergraduate Education (WUE) Students

Tuition and Fees (Fall)	\$137.25/unit
Tuition and fees (Spring)	\$137.50/unit

Out-of-State Students in fewer than 7 Units

Fees (Fall)	\$192.25/unit
Fees (Spring)	\$192.25/unit

Out-of-State Students in 7 or more Units

Fees (Fall)	\$91.50/unit plus tuition
Fees (Spring)	\$91.50/unit plus tuition
Tuition (Fall and Spring)	\$3,322.50/semester

Out-of-State Distance Education Students

Fees (Fall and Spring)	\$137.25/credit
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International Students

Fees (Fall)	\$91.50/unit plus tuition
Fees (Spring)	\$91.50/unit plus tuition
Tuition (Fall and Spring)	\$3,322.50/semester
Additional International Student Fee	\$50.00/semester
Additional International Application Fee	\$25.00 at time applying

Books and Supplies: plan on spending an additional \$300-\$400.

Parking: at TMCC, parking is free.

Detailed Fee Information

Resident Fees

\$91.50 per credit, plus a \$5.50 per credit technology fee. Except for early and priority registration, fees are generally due two days after you register. Check the TMCC Dates and Deadlines Calendar (<http://www.tmcc.edu/admissions/dates-and-deadlines>) for the early and priority registration fee payment deadline. Students are responsible for either paying for, or dropping from, each class in which they are registered. If a student has not paid for a class by the established deadline, that student's enrollment may be canceled. If a student has not dropped a class they no longer want to take,

they will still be responsible for the fees. Fees are assessed on a per-credit basis. Audited classes cost the same as credit classes. TMCC Workforce Development (<http://www.tmcc.edu/wdce>) classes are self-supporting, so charges vary accordingly.

Residency for Tuition Purposes

Pursuant to the passage of Senate Bill 32 (Chapter 374, Statutes of Nevada 2005), as of July 1, 2005, a financially independent student must be a bona fide resident of the State of Nevada for at least 12 months prior to matriculation to qualify for in-state tuition. Further, for a dependent student to qualify for in-state tuition, the student's family must be a Nevada resident. Please contact the Admissions and Records Office (<http://www.tmcc.edu/admissions>) (<http://www.tmcc.edu/admissions>) for further details.

Nonresident Tuition

Students classified as nonresident students taking seven or more units shall pay nonresident tuition (\$3,322.50/semester) plus per unit registration fees. Registration in Workforce Development and Community Education (WDCE) and Summer courses, which are not state-funded, shall not cause tuition to be assessed, nor shall enrollment in WDCE 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 (<http://www.tmcc.edu/admissions>). The regulations for determining residency and tuition charges are described in the Board of Regents Handbook, Title 4, Chapter 15, Section 3 printed in Regulations for Determining Residency and Tuition Charges of this College Catalog.

Application Fee

A \$20 one-time, non-refundable fee is charged to first-time TMCC students only. This fee cannot be refunded, even if classes are full or you dropped or canceled your classes.

Excess Credit Fee

An Excess Credit Fee shall be charged to a student who has attempted credits equal to 150 percent of the credits required for the student's program of study. The amount of this additional fee is equal to 50 percent of the per credit registration fee. Attempted credits include all graded courses on a student's transcript, including but not limited to the grades of F and W (withdrawal) and repeated courses.

The fee will be charged, for example, after 90 credits have been attempted towards a 60-credit associate's degree or 45 credits towards a 30-credit certificate program.

Exceptions may apply on a case-by-case basis. The fee will be charged in all terms after passing the threshold number of credits until a degree is awarded to the student. Appeal procedures and other exceptions to this fee are outlined in the TMCC College Catalog.

See Also: NSHE Excess Credit Fee Appeal form (<http://system.nevada.edu/Nshe/index.cfm/administration/academics-student-affairs/forms/excess-credit-fee-forms>) | Policies and Procedures: Tuition Charges, Definitions, Excess Credit Fee

Western Undergraduate Exchange (WUE)

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

Out-of-State Tuition

Fees are calculated as follows: if students take fewer than seven units, they will be charged per unit. If students are taking seven or more credits, they will pay the In-State Fee rate per unit and an additional \$3,322.50 per semester.

Distance Education/Out-of-State Tuition

Students who physically reside outside the state of Nevada and who take *online classes only* may be eligible for a special distance education rate. To apply, students should submit the Request for Distance Education Special Tuition Rate form (<http://www.tmcc.edu/admissions/downloads>) to the Admissions and Records Office.

Lab and Special Fees

Some classes have additional lab fees or costs for supplies; refer to the class schedule (<http://schedule.tmcc.edu>) for details. These fees are added to the per-credit class fees.

Technology Fee

Fees printed in the class schedule include the \$5.50 per credit technology fee approved by the NSHE Board of Regents (<http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents>).

TMCC Fitness Center

Students attending TMCC or other NSHE institutions may purchase a semester TMCC Fitness Center (<http://www.tmcc.edu/fitness>) pass from Accounting Services for \$50 for the Spring/Fall Semester and \$30 for the summer term. Day passes are also available for \$5/day.

Fitness Center Refund policy: 100% during first week of purchase. After the first week, no refunds, no exceptions.

UNR Lombardi Recreation Center Fees

TMCC students enrolled in seven or more units may purchase a semester pass to the Lombardi Fitness Center at UNR. Please call the Lombardi Center at 775-784-1225 for more information.

Workforce Development and Community Education (WDCE) Course Fees

Registration fees for WDCE courses 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. Please see TMCC's Workforce Development and Community Education (<http://www.tmcc.edu/wdce>) program for more information.

Payment

Payment Information

Students should log in to MyTMCC (<http://my.tmcc.edu>) to find out how much they owe. During the early registration period, students must pay their fees by the published deadline. If a student enrolls after the early registration period they must pay your fees two days after they register. If a student does not pay by the deadline, their enrollment may be canceled.

TMCC Payment Plan

TMCC offers a 4- or 5-part payment plan to any student who owes \$200 or more of eligible charges on their student account (current semester charges). Students can select which plan is best for them. The plan divides the balance into four or five equal installments. A student's enrollment may be canceled if any payment is not made on time. Please log in to MyTMCC (<http://my.tmcc.edu>) to sign up. Payment plan is available during Spring and Fall semesters. It is not available for summer semester.

Unpaid Fees and Delinquent Accounts

All fees must be paid by the due date. If a student does not pay, their enrollment may be canceled. 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 a student owes any money to any NSHE institution, you are ineligible to register or receive a transcript, diploma or certificate. Delinquent accounts may be forwarded to a collection agency.

Federal/State/Employer Paid Programs

Students must submit the payment authorization from the paying party to the Cashier's office on or before the Friday of the week that they register.

Ways to Pay

1. Credit and Debit Card (Visa, MasterCard, Discover or American Express) payments and e-check payments may be made online. Log in to MyTMCC (<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's enrollment being canceled.
2. Personal check payments (not made online) are accepted. Make checks payable to "Board of Regents" and write the student's NSHE ID number on the check. TMCC assesses a \$25 collection fee on returned checks.
3. Pay by mail. Checks must be received by Accounting Services in time to be processed by the aforementioned due dates and times. Make checks payable to "Board of Regents". Mail to:
Accounting Services/Cashier's Office
Truckee Meadows Community College
7000 Dandini Blvd., RDMT 318
Reno, NV 89512
4. Bring payment to Accounting Services/Cashier's Office, or the TMCC Cashier drop box to avoid lines. The drop box is located on the Dandini Campus (<http://www.tmcc.edu/about/college-locations>), Red Mountain Building, room 318.

Please contact Accounting Services (<http://www.tmcc.edu/accounting-services/contact>) with any questions regarding student fees or tuition. To pay fees online, please log in to MyTMCC (<http://my.tmcc.edu>).

Refunds

Refund Policy

Students who do not attend or stop attending their classes and fail to withdraw through MyTMCC (<http://my.tmcc.edu>) within the refund periods will be held responsible for all tuition and fees. Refunds for withdrawing classes are based on the number of times that the class has met and not the number of times that a student has attended.

Instructor withdrawals do not remove charges.

Withdrawals during the 100% refund period remove the 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.

Refund Periods

Fall/Spring Terms - Regular/Dynamic Extensive (DYE)

- 100% refund if the class is dropped through MyTMCC (<http://my.tmcc.edu>) by 11:59 p.m. on the Friday of the first official start date of classes.
- 50% refund if the class is dropped through MyTMCC (<http://my.tmcc.edu>) by 11:59 p.m. on the Friday of the third week from the official start date of classes.

Fall/Spring Terms - Dynamic (DYN)

- 100% refund if the class is dropped through MyTMCC (<http://my.tmcc.edu>) by 11:59 p.m. on the first official start date that the class meets.
- 50% refund if the class is dropped through MyTMCC (<http://my.tmcc.edu>) by 11:59 p.m. of the first 20% of the class period starting from the first official start date of classes.

Fall/Winter/Spring Terms - Dynamic Intensive (DYI)

- 100% refund if the class is dropped through MyTMCC (<http://my.tmcc.edu>) by 11:59 p.m. the day before the first official start date of classes.

Summer Courses (Lasting Five Weeks)

- 100% refund if the class is dropped through MyTMCC (<http://my.tmcc.edu>) by 11:59 p.m. on the first official start date of classes.
- 50% refund if the class is dropped through MyTMCC (<http://my.tmcc.edu>) by 11:59 p.m. of the first 20% of the class period starting from the first official start date of classes.

Cancelled Courses

No action is required by the student. Students will receive a 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 for cash or check payments are made to direct deposit if a student has set this up in MyTMCC (<http://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(s) 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(s) online.

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

Refunds for WDCE Courses

Workforce Development and Community Education (<http://www.tmcc.edu/wdce>) (WDCE) programs adhere to different refund policies. Please consult WDCE's course guide for refund details.

FINANCIAL AID, SCHOLARSHIPS AND STUDENT EMPLOYMENT

Financial Aid Eligibility and Application

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.

Eligibility

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 Community 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

Financial Aid

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, students 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.

Scholarships

Scholarship applications are available at scholarships.tmcc.edu. The TMCC scholarship application has an annual due date of March 1.

Student Employment

Student employment and work study positions are posted all year at studentjobs.tmcc.edu (<http://studentjobs.tmcc.edu>), but are filled according to job and fund availability and the qualifications of the applicant.

Financial Aid Application Process

Please refer to the Applying for Financial Aid (<http://www.tmcc.edu/financialaid/apply>) webpage.

Types of Financial Aid, Scholarships and Student Employment

Please refer to the Financial Aid Website for more information on:

Grants (<http://www.tmcc.edu/financialaid/types-of-financial-aid/grants>)

Loans (<http://www.tmcc.edu/financialaid/types-of-financial-aid/loans>)

Work Study (<http://www.tmcc.edu/financialaid/types-of-financial-aid/workstudy>)

Scholarships (<http://www.tmcc.edu/financialaid/scholarships/scholarships>)

Student Employment (<http://www.tmcc.edu/financialaid/student-employment/types-of-student-employment>)

Academic Progress Standards for Financial Aid Students

Federal and State regulations require all financial aid recipients to meet established progress standards. For complete details, please review the Financial Aid Academic Progress Policy (<http://www.tmcc.edu/financialaid/information/academic-progress-policy>).

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 visit the Financial Aid website (<http://www.tmcc.edu/financialaid>).

Financial Aid Student Rights and Responsibilities

Financial Aid Student Rights

Students have an equal opportunity to receive financial aid. After submitting a 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 their minimum requirements for eligibility, as well as other important Consumer Information Disclosures (<http://www.tmcc.edu/financialaid/consumer-information/consumer-information-disclosures>).

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. Students must check their To Do lists and Financial Aid status in MyTMCC (<http://my.tmcc.edu>) on a regular basis.

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 Community Education classes are not considered part of the credit load nor in the completion rate.

Important Federal Regulation

Federal regulations mandate that funds only pay for classes that are required for a student's declared program(s) of study. You will only receive financial aid for classes that are required for your degree program. You may still enroll in any class you want; however, your financial aid funding will be reduced to cover only those classes that are counted in your Academic Requirements report. If you receive a financial aid refund, you may authorize it be used to pay for additional classes not required for your degree.

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

See the Satisfactory Academic Progress Policy (p. 322) 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. 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 Center 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.

GRADES

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 units 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 Community 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.

Grade Reports, Incomplete Grades and Grade Appeals

Grade Reports

Students can access grades and print a copy of their grade report at my.tmcc.edu (<http://my.tmcc.edu>) approximately one week after the end of term. To receive a complete summary of their academic history, students should request an official transcript.

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 class with an "I" grade cannot be used as a prerequisite for another class. A conference between the instructor and the student should be held prior to the due date for grades at the end of the semester 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 to complete all agreed upon work 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.

Grade Appeals

Location: Vice President of Academic Affairs Office, Sierra Building 200 I

Phone: 775-673-7090

Fax: 775-674-7691

Website: <http://tmcc.edu/vpaa>

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 the purpose of the Grade Appeal Policy (<http://www.tmcc.edu/vpaa/policies-and-procedures/grade-appeal>) 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:

- 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.

This policy does not cover instances where students have been assigned grades based on academic dishonesty or academic misconduct. For grade appeals alleging discrimination, harassment or retaliation in violation of TMCC's Sexual Harassment Policy (p. 309), please contact the Equity and Inclusion Office (<http://tmcc.edu/diversity>).

A student who wishes to appeal the grade must do so within 90 days of the official ending date of class. The academic dean's decision on a grade appeal is final.

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.

This policy applies to all degree-seeking or certificate-seeking students. Additional progress standards for veterans, scholarship awardees and financial aid recipients are also applied as appropriate.

See the Satisfactory Academic Progress Policy (p. 322) or Vice President for Academic Affairs (<http://www.tmcc.edu/vpaa>) to review the policy in its entirety.

Course Retake and Grade Replacement

Course Retake

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 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 units 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 submit a completed Grade Replacement Request Form (<http://www.tmcc.edu/admissions/downloads>) online to the Admissions and Records Office; or, the form can be printed and submitted via fax, as a scanned document sent via an email, or in person.

Academic Forgiveness

Students may petition, one time only, to have up to two consecutive semesters worth of units 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 units 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 (<http://www.tmcc.edu/admissions/downloads>). The completed form must be submitted to the Admissions and Records Office in person, by fax, or as a scanned document sent via e-mail.

GRADUATION

Choice of Catalog for Graduation

Students may elect to graduate under one of the following catalogs as long as the catalog selected is not more than 6 years old. Students may not use a combination of course catalogs for graduation. Summer session is included in the previous course catalog year, i.e., Summer 2017 would be under the 2016-2017 course catalog.

- **Matriculation:** The catalog in effect the year that a student initially enrolls at TMCC. Workforce Development and Community Education (WDCE) and Career and Technical Education (CTE) College Credit classes do not apply towards initial enrollment.
- **Degree Declaration:** The catalog in effect the year a student officially declares a degree, emphasis or certificate.
- **First Offered:** If a degree, emphasis or certificate is offered for the first time after a student has enrolled, they may follow the catalog requirements for the year it is first offered.
- **Graduation:** The catalog in effect the year that a student will graduate. Nursing, Radiologic Technician, Dental Assisting, Dental Hygiene and Veterinary Technician programs require students to graduate under the course catalog year they were accepted. 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.

Transferring in Units Towards Graduation

Students wishing to apply units earned at other institutions must submit an official transcript showing the posted grades to the Admissions and Records Office. Transcripts showing courses "in progress" may not be used towards graduation.

Graduation Requirements

Students must satisfy all of the following requirements to earn a degree or certificate of achievement at TMCC:

1. Submit a completed Application for Graduation (<http://www.tmcc.edu/admissions/graduation-commencement/steps-to-graduate>) to the Admissions and Records Office for each degree or certificate of achievement earned. Students may earn two degrees/certificates subsequently or simultaneously, provided that they satisfy the requirements for each. The application must include the Graduate Outcomes 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 a student's diploma/certificate and permanent academic record is the last month of the semester in which the application for graduation is approved.

1. Complete 15 semester, degree-applicable units "in residence". This means that a student must complete a minimum of 15 degree-applicable units in person or through Web College at TMCC. This applies to all associate degrees and certificates of achievement. Developmental courses are not degree applicable. Units awarded for challenge examinations, military training, continuing education units, proprietary schools, Dual Credit through Washoe County Schools, Peace Officers Standard Training, American Institute of Banking, and Advanced American Red cross are not considered in residence.
2. Maintain a minimum, overall cumulative grade point average (GPA) of 2.0 and a minimum cumulative GPA of 2.0 for all coursework at TMCC. The overall cumulative GPA is calculated by combining the GPA of all courses taken at TMCC and the GPA of transfer courses used to fulfill the degree or certificate requirements.
3. Meet all financial and library obligations to the Nevada System of Higher Education. If a student has any outstanding debt, they may pay it at the Cashier's Office (<http://www.tmcc.edu/accounting-services>). Library obligations can be cleared through the Elizabeth Sturm Library (<http://www.tmcc.edu/library>).
4. Complete the curriculum requirements for the degree, emphasis, or certificate according to their Choice of Catalog for Graduation (Matriculation, Degree Declaration, First Offered, Graduation).

Commencement

All graduating students are encouraged to participate in Commencement, which is held at the close of the Spring semester each year. At that time, all degrees and certificates of achievement are conferred upon the Fall, Spring and Summer graduates for the year. Diplomas are not handed out at Commencement.

Student Right-to-Know

TMCC is pleased to provide the following information regarding our institution's graduation/completion and transfer-out rates. The information is provided in compliance with the Higher Education Act of 1965, as amended. The rates reflect the graduation, completion and transfer-out status of students who enrolled during the 2011-2012 school year and for whom 150% of the normal time-to-completion has elapsed.

During the fall semester of 2012, 540 first-time, full-time, certificate or degree-seeking students entered TMCC. After 3 years, 30% of these students had graduated from our institution or completed their programs and 14% had transferred to other higher education institutions.

Questions related to this report should be directed to:

Institutional Research, Analysis and Effectiveness Office
775-673-8240

While reviewing this information, please bear in mind:

- Graduation and transfer-out rates are based on 3 years of attendance that equates to 150% of our longest program.
- Graduation (and transfer-out) rates do not include students who left the school to serve in the armed forces, on official church missions, or in the foreign service of the federal government. Students who died or were totally and permanently disabled are also excluded.
- The majority of TMCC's students are not full-time (In Fall 2015, only 29% enrolled in 12 or more units per semester), and graduation is not the only measure of success for all of our students.

DEGREES AND CERTIFICATES

Overview of Degrees and Certificates Offered

Bachelor of Applied Science

TMCC has been given *candidacy status* by the Northwest Commission on Colleges and Universities at the baccalaureate level to offer Bachelor of Applied Science (BAS) degrees, and its BAS degree programs are included under the accreditation of the College. Bachelor of Applied Science degrees are designed to grow professional skills and respond to the demand for highly technical professionals in the workplace. BAS degrees contain a minimum of 40 upper division units, and 32 units must be earned at TMCC.

Associate of Arts and Associate of Science

Associate of Arts (AA) and Associate of Science (AS) degrees are designed for students who plan to transfer to a four-year college or university for a baccalaureate degree. Satisfactory completion of an AA or AS guarantees fulfillment of lower-division General Education requirements at UNR, UNLV, or NSC. Students planning to transfer should refer to the catalog of the institution they plan to transfer to or an applicable transfer agreement.

Students may choose from the following options:

- The Associate of Arts or Associate of Science Transfer degree, which uses any approved curriculum to fulfill General Education, Diversity, U.S./Nevada Constitutions, Foreign Language (AA only), additional Science (AS only) and Elective requirements.
- An emphasis of at least 15 units in a specific field of study, such as the Associate of Science-Chemistry Emphasis, which more closely aligns with a designated major at a four-year institution.
- A named AA or AS degree, such as the Associate of Arts Fine Arts Degree, which may require specific courses to fulfill General Education, Diversity, U.S./Nevada Constitutions, additional degree requirements and/or Electives.

Associate of Applied Science

The Associate of Applied Science (AAS) is a non-transfer degree designed for students who seek employment and/or certification following completion.

Certificate of Achievement

The Certificate of Achievement is a non-transferable certificate within an AAS degree program.

Associate of General Studies

The Associate of General Studies (AGS) is a non-transfer degree designed for students who desire a well-rounded education.

Certificate of Achievement General Studies

The Certificate of Achievement-General Studies (AGS) is a non-transferable certificate within the AGS degree.

Skills Certificate

Skills certificates may be designed as stackable credentials within existing associate degree tracks and are intended to provide training for entry level positions or career advancement. They are shorter and narrower in focus than certificates of achievement and do not have a General Education component. Skill certificates prepare students to take state, national and/or industry-recognized certification or licensing examinations. Please note that while skills certificate programs provide this instruction and training, TMCC does not guarantee that a student will pass the intended certification or licensing exam.

Degrees and Certificates

Program Name	Division	Plan
Administrative Professional (p. 174)	Business	Associate of Applied Science
Administrative Professional (p. 175)	Business	Certificate of Achievement
Advanced Emergency Medical Technician (p. 102)	Liberal Arts	Skills Certificate
Advanced Manufacturing Emphasis (p. 127)	Technical Sciences	Associate of Applied Science
Anthropology (p. 37)	Liberal Arts	Associate of Arts
Apprenticeship (p. 156)	Technical Sciences	Associate of Applied Science
Apprenticeship (p. 157)	Technical Sciences	Certificate of Achievement
Architecture (p. 65)	Technical Sciences	Associate of Arts
Architectural Design Technology - Residential Design Technology Emphasis (p. 61)	Technical Sciences	Associate of Applied Science
Art History Emphasis (p. 111)	Liberal Arts	Associate of Arts
Automotive ASE Technician (p. 165)	Technical Sciences	Certificate of Achievement
Automotive Certified Technician Emphasis (p. 163)	Technical Sciences	Associate of Applied Science
Automotive General Service Technician (p. 166)	Technical Sciences	Certificate of Achievement
Automotive Service Excellence (ASE) - Basic (p. 168)	Technical Sciences	Skills Certificate
Automotive Service Excellence (ASE) - Diesel Technician: Heavy Duty Power Trains (p. 168)	Technical Sciences	Skills Certificate
Automotive Service Excellence (ASE) - Diesel Technician: Light and Heavy Duty (HD) Diesel Engines (p. 169)	Technical Sciences	Skills Certificate
Automotive Service Excellence (ASE) - General Service (p. 167)	Technical Sciences	Skills Certificate
Automotive Service Excellence (ASE) - Master (p. 169)	Technical Sciences	Skills Certificate
Biology Emphasis (p. 38)	Sciences	Associate of Science
Bookkeeping (p. 46)	Business	Certificate of Achievement
Business (p. 42)	Business	Associate of Applied Science
Business (p. 47)	Business	Certificate of Achievement
Business Emphasis (p. 44)	Business	Associate of Arts
CAD Technician (p. 137)	Technical Sciences	Skills Certificate
Certified Professional Bookkeeper (p. 50)	Business	Skills Certificate
Chemistry (p. 145)	Sciences	Associate of Science
Cisco Certification: Cisco Certified Network Associate (CCNA) Routing and Switching Preparation (p. 57)	Sciences	Skills Certificate
Cisco Certification: Cisco Certified Network Associate (CCNA) Security Preparation (p. 58)	Sciences	Skills Certificate
Commercial Refrigeration (p. 67)	Technical Sciences	Skills Certificate
Community Health Science Emphasis (p. 52)	Sciences	Associate of Science
Computer Numeric Controlled (CNC) Machining (p. 134)	Technical Sciences	Certificate of Achievement
Computer Programming Emphasis (p. 55)	Sciences	Associate of Applied Science
Computer Science (p. 60)	Sciences	Associate of Science
Computer Technologies (p. 57)	Sciences	Certificate of Achievement
CompTIA Certification Preparation (p. 58)	Sciences	Skills Certificate
Construction Estimating (p. 67)	Technical Sciences	Skills Certificate
Construction Management Emphasis (p. 63)	Technical Sciences	Associate of Applied Science

Construction Project Management Emphasis (p. 68)	Technical Sciences	Skills Certificate
Criminal Justice (p. 70)	Technical Sciences	Associate of Arts
Culinary Arts (p. 71)	Sciences	Associate of Applied Science
Culinary Arts (p. 73)	Sciences	Certificate of Achievement
Culinary Arts, Baking and Pastry (p. 74)	Sciences	Certificate of Achievement
Culinary Arts Entrepreneurs (p. 72)	Sciences	Associate of Applied Science
Culinary Arts Entrepreneurs (p. 74)	Sciences	Certificate of Achievement
Cyber Security Skills Preparation (p. 59)	Sciences	Skills Certificate
Dance Emphasis (p. 112)	Liberal Arts	Associate of Arts
Dental Assisting (p. 75)	Sciences	Associate of Applied Science
Dental Assisting (p. 78)	Sciences	Certificate of Achievement
Dental Hygiene (p. 81)	Sciences	Associate of Science
Diesel General Service Technician (p. 167)	Technical Sciences	Certificate of Achievement
Diesel Technician Emphasis (p. 164)	Technical Sciences	Associate of Applied Science
Dietetic Technology (p. 83)	Sciences	Associate of Applied Science
Dietetic Technology (p. 84)	Sciences	Associate of Science
Dietetic Technology (p. 85)	Sciences	Skills Certificate
Drafting Emphasis (p. 128)	Technical Sciences	Associate of Applied Science
Drafting Technologies (p. 135)	Technical Sciences	Certificate of Achievement
Early Childhood Education (p. 91)	Liberal Arts	Associate of Arts
Early Childhood Education - Administration of Early Care and Education Programs Emphasis (p. 87)	Liberal Arts	Associate of Applied Science
Early Childhood Education - Infant/Toddler Emphasis (p. 88)	Liberal Arts	Associate of Applied Science
Early Childhood Education - Preschool Emphasis (p. 90)	Liberal Arts	Associate of Applied Science
Early Childhood Educator 1 (p. 93)	Liberal Arts	Skills Certificate
Early Childhood Educator 2 (p. 93)	Liberal Arts	Skills Certificate
Early Childhood Educator 3 (p. 94)	Liberal Arts	Skills Certificate
Early Childhood Educator 4 (p. 94)	Liberal Arts	Skills Certificate
Education (p. 95)	Liberal Arts	Associate of Arts
Emergency Medical Services (p. 99)	Liberal Arts	Associate of Applied Science
Emergency Medical Services (p. 101)	Liberal Arts	Certificate of Achievement
Emergency Medical Technician (p. 102)	Liberal Arts	Skills Certificate
Emergency Medical Technician Instructor Training (p. 103)	Liberal Arts	Skills Certificate
Energy Technologies (p. 103)	Technical Sciences	Certificate of Achievement
Engineering (p. 146)	Sciences	Associate of Science
English (p. 109)	Liberal Arts	Associate of Arts
Entrepreneurship (p. 48)	Business	Certificate of Achievement
Entrepreneurship Emphasis (p. 45)	Business	Associate of Arts
Environmental Science (p. 147)	Sciences	Associate of Science
Fine Arts (p. 110)	Liberal Arts	Associate of Arts
Fire Technology (p. 119)	Technical Sciences	Associate of Applied Science
Fire Technology (p. 120)	Technical Sciences	Certificate of Achievement
Food Processing Technology Emphasis (p. 129)	Technical Sciences	Associate of Applied Science
General Studies (p. 120)		Associate of General Studies
General Studies (p. 121)		Certificate of Achievement
Geoscience Emphasis (p. 149)	Sciences	Associate of Science
Geothermal Energy Emphasis (p. 103)	Technical Sciences	Associate of Applied Science

Graphic Communications (p. 121)	Sciences	Associate of Applied Science
Graphic Communications (p. 122)	Sciences	Certificate of Achievement
Health Sciences (p. 39)	Sciences	Certificate of Achievement
Heating, Ventilation, Air Conditioning/ Refrigeration (HVAC/R) Emphasis (p. 64)	Technical Sciences	Associate of Applied Science
Heating, Ventilation, Air Conditioning/ Refrigeration (HVAC/R) (p. 66)	Technical Sciences	Certificate of Achievement
Heating, Ventilation, Air-Conditioning/ Refrigeration (HVAC/R) (p. 68)	Technical Sciences	Skills Certificate
History (p. 124)	Liberal Arts	Associate of Arts
Integrated Elementary Education with Specializations Emphasis (p. 96)	Liberal Arts	Associate of Science
Law Enforcement Emphasis (p. 69)	Technical Sciences	Associate of Applied Science
Linux Professional Certification Preparation (p. 59)	Sciences	Skills Certificate
Logistics Management (p. 43)	Business	Associate of Applied Science
Logistics Management (p. 48)	Business	Certificate of Achievement
Logistics Operations Management (p. 41)	Business	Bachelor of Applied Science
Logistics Technician (p. 49)	Business	Certificate of Achievement
Machining Emphasis (p. 130)	Technical Sciences	Associate of Applied Science
Machining Level 1-CNC Milling: Operations and Programming (p. 137)	Technical Sciences	Skills Certificate
Machining Level 1-CNC Turning: Operations and Programming (p. 138)	Technical Sciences	Skills Certificate
Massage Certificate Program (p. 176)	Business	Certification Preparation
Mathematics (p. 140)	Sciences	Associate of Science
Music (p. 117)	Liberal Arts	Certificate of Achievement
Music Emphasis (p. 113)	Liberal Arts	Associate of Arts
Musical Theater Emphasis (p. 114)	Liberal Arts	Associate of Arts
Networking and Server Technologies Emphasis (p. 56)	Sciences	Associate of Applied Science
Northern Nevada Law Enforcement Academy (http://catalog.tmcc.edu/degrees-certificates/ programs/criminal-justice/peace-officers- certification-northern-nevada-law-enforcement- academy)	Technical Sciences	Peace Officers Certification
Nursing (p. 141)	Sciences	Associate of Science
Nursing Assistant (p. 51)	Sciences	Skills Certificate
Paralegal/Law (p. 144)	Liberal Arts	Associate of Applied Science
Personal Trainer Program (p. 177)	Business	Certification Preparation
Philosophy Emphasis (p. 125)	Liberal Arts	Associate of Arts
Phlebotomy (p. 51)	Sciences	Skills Certificate
Production Systems Emphasis (p. 131)	Technical Sciences	Associate of Applied Science
Production Technician (p. 135)	Technical Sciences	Certificate of Achievement
Radiologic Technology (p. 152)	Sciences	Associate of Applied Science
Radiologic Technology (p. 155)	Sciences	Certificate of Achievement
Radiologic Technology (p. 155)	Sciences	Skills Certificate
Real Estate Salesperson (p. 50)	Business	Skills Certificate
Renewable Energy and Resources Emphasis (p. 150)	Sciences	Associate of Science
Secondary Education Emphasis (p. 97)	Liberal Arts	Associate of Science
Social Sciences (p. 151)	Liberal Arts	Associate of Arts
Solar Energy Emphasis (p. 104)	Technical Sciences	Associate of Applied Science
Solar Energy Technician (p. 107)	Technical Sciences	Skills Certificate

Spanish Emphasis (p. 126)	Liberal Arts	Associate of Arts
Theater (p. 118)	Liberal Arts	Certificate of Achievement
Theater Emphasis (p. 116)	Liberal Arts	Associate of Arts
Unmanned Aerial Systems Technician (p. 158)	Technical Sciences	Certificate of Achievement
Veterinary Technology (p. 171)	Technical Sciences	Associate of Applied Science
Web Development Emphasis (p. 53)	Sciences	Associate of Applied Science
Welding: Flux-Cored Arc Welding (FCAW) & Gas Tungsten Arc Welding (GTAW) (p. 138)	Technical Sciences	Skills Certificate
Welding: Shielded Metal Arc-Welding (SMAW) & Gas Metal Arc-Welding (GMAW) (p. 139)	Technical Sciences	Skills Certificate
Welding Emphasis (p. 133)	Technical Sciences	Associate of Applied Science
Welding Technology (p. 136)	Technical Sciences	Certificate of Achievement
Wind Energy Emphasis (p. 106)	Technical Sciences	Associate of Applied Science
Wind Energy Technician (p. 108)	Technical Sciences	Skills Certificate

ANTHROPOLOGY

Degree Offered

- 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.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (p. 178).
4. Have no financial or library obligation to the college.

Required Coursework

General Education Requirements

<i>English</i>	3-6
Must include ENG 102 or ENG 114 ¹	
<i>Fine Arts</i>	3
<i>Humanities</i>	3
<i>Mathematics</i>	3
MATH 120 or Higher	
<i>Science</i>	6
Required:	
ANTH 102	Introduction to Physical Anthropology ²
Select 3 additional units from General Education Science list	
<i>Social Science</i>	
Required:	
ANTH 201	Peoples and Cultures of the World ²
	3

Additional College Requirements

<i>Diversity</i>		[3]
Required:		
ANTH 201	Peoples and Cultures of the World ²	[3]
<i>Foreign Language</i>		0-14
<i>U.S. and Nevada Constitutions</i>		3
Degree Requirements		
ANTH 101	Introduction to Cultural Anthropology ²	3
ANTH 110L	Physical Anthropology Laboratory ²	1
ANTH 202	Archaeology ²	3
ANTH 281	Introduction to Language ²	3
Elective Requirements ³		9-26
Total Units		60

¹ If you place into ENG 102 or ENG 114 the additional 3 required units will become elective units.

² 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.

³ For a list of transferable electives, please consult with Academic Advisement.

Course	Title	Units
1st semester		
ANTH 101	Introduction to Cultural Anthropology	3
	Foreign Language ⁶	4
	Humanities ⁴	3
	Mathematics ⁴	3
ENG 101	Composition I	3
Semester Total		16
2nd semester		
ANTH 110L	Physical Anthropology Laboratory	1
ANTH 102	Introduction to Physical Anthropology	3
	Foreign Language ⁶	4
	U.S. and Nevada Constitutions ⁴	3
ENG 102	Composition II	3
Semester Total		14
3rd semester		
	Elective ⁵	3
ANTH 201	Peoples and Cultures of the World	3
ANTH 281	Introduction to Language	3
	Foreign Language ⁶	3
	Science ⁴	3
Semester Total		15
4th semester		
	Electives ⁵	6
ANTH 202	Archaeology	3
	Fine Arts ⁴	3
	Foreign Language ⁶	3
Semester Total		15
Total Units		60

⁴ See approved General Education list for the AA/AS Degree. (p. 178)

⁵ See program recommendations or requirements.

⁶ See approved Foreign Language list for the AA Degree. (<http://catalog.tmcc.edu/degrees-certificates/programs/anthropology/aa-anthropology-emphasis/%20degrees-certificates/general-education/aa-foreign-language-requirements>)

Biology

Degrees

- Associate of Science Degree - Biology Emphasis
- Associate of Science Degree - Community Health Science Emphasis

Certificate of Achievement

- 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.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (p. 178).
4. Have no financial or library obligation to the college.

General Education Requirements

English 3-6

Must include ENG 102 or ENG 114 ¹

Fine Arts 3

Recommended:

THTR 210 Theater: a Cultural Context

Humanities 3

Mathematics

Required:

MATH 127 Pre-Calculus II 3

Science

Required:

CHEM 121 General Chemistry I
& CHEM 122 and General Chemistry II 6

Social Science 3

Additional College Requirements

Diversity courses ² [3]

Science courses ² [6]

U.S. and Nevada Constitutions courses ² [3]

Degree Requirements

BIOL 190 Introduction to Cell and Molecular Biology
& 190L and Introduction to Cell and Molecular Biology
Laboratory 4

BIOL 191 Introduction to Organismal Biology
& 191L and Intro 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 Physics for Scientists and Engineers I
& 180L and Physics for Scientists/Engineers Lab I

STAT 152 Introduction to Statistics 3

Additional GE Science 2

Elective Requirements

Select nine units of the following: 9

BIOL 201

BIOL 202 General Botany

BIOL 223 Human Anatomy and Physiology I

BIOL 224 Human Anatomy and Physiology II

BIOL 251 General Microbiology

BIOL 295 Current Topics in Infectious Disease

BIOL 299 Selected Topics in Biology

Total Units 60

¹ If you place into ENG 102 or ENG 114 the additional 3 required units will become elective units.

² Course may also count toward additional degree requirements. Please consult with Academic Advisement.

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

Course	Title	Units
1st semester		
CHEM 121	General Chemistry I	4
English ⁴		3
MATH 127	Pre-Calculus II	3
STAT 152	Introduction to Statistics	3
Diversity/Fine Arts ⁴		3
Semester Total		16
2nd semester		
BIOL 190	Introduction to Cell and Molecular Biology	4
CHEM 122	General Chemistry II	4

English ⁴		3
MATH 181	Calculus I	4
Semester Total		15
3rd semester		
Elective ⁴		4
Social Science/U.S. Nevada Constitutions ³		3
BIOL 191	Introduction to Organismal Biology	4
CHEM 241	Organic Chemistry I	3
Semester Total		14
4th semester		
Elective ⁴		5
Humanities ³		3
CHEM 242	Organic Chemistry II	3
PHYS 151	General Physics I	4
or	or Physics for Scientists and Engineers I <i>and</i>	
PHYS 180	Physics for Scientists/Engineers Lab I	
<i>and</i>		
PHYS 180L		
Semester Total		15
Total Units		60

³ See approved General Education list for the AA/AS Degree. (<http://catalog.tmcc.edu/degrees-certificates/programs/biology/as-biology-emphasis/%20degrees-certificates/general-education/aa-as>)

⁴ See program recommendations or requirements.

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.

Certificates of Achievement are a set of courses within an AAS degree that can serve as a stepping stone to an AAS degree or allow students to enter the workforce. Certificates of Achievement have a general education component.

To earn a Certificate of Achievement, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 semester credit hours within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>Communications</i>		
Required:		
ENG 101	Composition I	3
or ENG 113	Composition I for International Students	
<i>Human Relations</i>		3
<i>Mathematics</i>		
Required:		
MATH 120	Fundamentals of College Mathematics ¹	3
or MATH 126	Pre-Calculus I	
Certificate Requirements		
BIOL 190	Introduction to Cell and Molecular Biology & 190L	4
BIOL 223	Human Anatomy and Physiology I	4
BIOL 224	Human Anatomy and Physiology II	4
Elective Requirements		
Select nine units of the following:		9
BIOL 251	General Microbiology	
CHEM 121	General Chemistry I	
CHEM 220	Introductory Organic Chemistry	
CLS 151	Phlebotomy	
& CLS 152	and Applied Phlebotomy	
NURS 130	Nursing Assistant	
NUTR 223	Principles of Nutrition	
Total Units		30

¹ Required for BIOL 190.

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

Course	Title	Units
1st semester		
Elective ³		3
ENG 101	Composition I	3
or ENG 113	or Composition I for International Students	
Human Relations ²		3
MATH 120	Fundamentals of College Mathematics	3
or	or Pre-Calculus I	
MATH 126		
Semester Total		12
2nd semester		
Elective ³		6
BIOL 190	Introduction to Cell and Molecular Biology	3
BIOL 190L	Introduction to Cell and Molecular Biology Laboratory	1
Semester Total		10
3rd semester		
BIOL 223	Human Anatomy and Physiology I	4
BIOL 224	Human Anatomy and Physiology II	4
Semester Total		8
Total Units		30

² See approved General Education list for the AAS Degree. (p. 181)

³ See program recommendation or requirements.

Business

Degrees

- Bachelor of Applied Science-Logistics Operations Management
- Associate of Arts Degree - Business Emphasis
- Associate of Arts Degree - Entrepreneurship Emphasis
- Associate of Applied Science Degree - Business
- Associate of Applied Science Degree - Logistics Management

Certificates of Achievement

- Certificate of Achievement - Bookkeeping
- Certificate of Achievement - Business
- Certificate of Achievement - Entrepreneurship
- Certificate of Achievement - Logistics Management
- Certificate of Achievement - Logistics Technician

Skills Certificates

- Skills Certificate - Certified Professional Bookkeeper
- Skills Certificate - Real Estate Salesperson

BACHELOR OF APPLIED SCIENCE - LOGISTICS OPERATIONS MANAGEMENT

This is an applied four-year degree which provides students with the technical expertise and knowledge needed to meet the Northern Nevada operations and logistics industry technical workforce needs. The Logistics Management AAS and Operations Systems AAS are feeder degrees to the program. Students' year 3, semester 1 classes are dependent on the AAS they earned. This degree responds to employers' expressed needs to have a well-qualified logistics operations workforce trained and ready to meet workforce demand, thus ensuring long-term economic success for the region.

Degree Outcomes

Students completing the BAS in Logistics Operations Management will:

- Identify the underlying principles of the role of logistics operations management within business.
- Apply to concepts of the professional skills and competency in logistics operations management, such as transportation, procurement, operations design, supervision and management, safety, and warehousing.
- Will be prepared to work as logistics operations professionals within one or more of the job categories related to this field.

Completion of one of the following degrees is required for entrance into the BAS in Logistics Management. 60

Associate of Applied Science, Logistics Management

Associate of Applied Science, Productions Systems

General Education Requirements must be met. Depending on courses taken in the AAS, you may be required to take additional units to satisfy these requirements.

English¹ [3-6]

ENG 102	Composition II	
or ENG 114	Composition II For International Students	

Fine Arts [3]

Humanities [3]

Mathematics

Required:

MATH 120 Fundamentals of College Mathematics (or higher) [3]

Science [6]

Social Science

Required:

ECON 102 Principles of Microeconomics [3]

Student entering with either AAS in Productions Systems or Logistics Management will need to follow the specified courses in the first semester. 60

Select Option 1 or 2 12

Option 1 for AAS in Productions Systems graduates:

LGM 202 International Logistics Management [3]

LGM 209 Logistics and Quality Management Tools II [3]

LGM 210 Studies in Procurement and Logistics [3]

LGM 212 Transportation Management [3]

Option 2 for AAS in Logistics Management graduates:

DFT 110 Print Reading for Industry [3]

MPT 110 Automated Production Concepts I² [3]

MPT 140 Quality Control² [3]

MPT 135 Material Handling² [2]

OSH 222 General Industry Safety [1]

Degree requirements for all students:

BUS 325 Legal Environment 3

BUS 330 Business Presentations 3

LGM 320 Logistics Security 3

LGM 330 Warehousing 3

LGM 340 Production & Logistics Information Systems 3

LGM 352 Decision Modeling for Logistics 3

LGM 410 Finance and Budgeting 3

LGM 420 Safety and Risk Management 3

LGM 450 Sustainability: Environmental and Financial Impact 3

LGM 460 Legal Concepts for Transportation and Logistics Management 3

LGM 470 Import Export Management 3

SCM 474 Purchasing and Global Sourcing 3

Science Lab, GE 3

Additional Degree Requirements

Electives: any transferable elective 3

Capstones:

LGM 490 Field Study and Research Capstone 6
& LGM 491 and Logistics Operations Management Internship

Total Units 120

¹ If you place into ENG 102 or ENG 114, there are no additional units of English required for the BAS. Students must have a total of 120 units to complete the BAS degree.

² Must complete all modules to meet total unit requirements.

Course	Title	Units
1st semester		
Option 1: Entering with AAS in Productions Systems		
LGM 202	International Logistics Management	3
LGM 209	Logistics and Quality Management Tools II	3
LGM 210	Studies in Procurement and Logistics	3
LGM 212	Transportation Management	3
LGM 320	Logistics Security	3
Semester Total		15
Total Units		15

Course	Title	Units
1st semester		
Option 2: Entering with AAS in Logistics Management		
DFT 110	Print Reading for Industry	3
LGM 320	Logistics Security	3
MPT 110	Automated Production Concepts I	0.5
MPT 135	Material Handling	0.5
MPT 140	Quality Control	0.5

OSH 222	General Industry Safety	1
Semester Total		8.5
Total Units		8.5

Course	Title	Units
1st semester		
Total Units from AAS degree		60
Total units from option 1 or 2:		15
Semester Total		75

2nd semester		
BUS 330	Business Presentations	3
LGM 330	Warehousing	3
LGM 340	Production & Logistics Information Systems	3
LGM 352	Decision Modeling for Logistics	3
Science : GE Lab		3
Semester Total		15

3rd semester		
BUS 325	Legal Environment	3
LGM 410	Finance and Budgeting	3
LGM 420	Safety and Risk Management	3
SCM 474	Purchasing and Global Sourcing	3
Elective: Choose any transferable elective.		3
Semester Total		15

4th semester		
LGM 450	Sustainability: Environmental and Financial Impact	3
LGM 460	Legal Concepts for Transportation and Logistics Management	3
LGM 470	Import Export Management	3
LGM 490	Field Study and Research Capstone	3
LGM 491	Logistics Operations Management Internship	3
Semester Total		15
Total Units		120

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.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

- Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
- Complete a minimum of 15 units within the college.
- Satisfy General Education requirements for the AAS (p. 181).
- Have no financial or library obligation to the college.

General Education Requirements

*Diversity*¹ [3]

Recommended:

THTR 210 Theater: a Cultural Context

Communications 3

Recommended:

BUS 107 Business Speech Communications
or COM 113 Fundamentals of Speech Communications

English 3

Recommended:

BUS 106 Business English

Fine Arts/Humanities/Social Science 3

Recommended:

THTR 210 Theater: a Cultural Context

Human Relations 3

Recommended:

MGT 212 Leadership and Human Relations

Mathematics 3

Recommended:

BUS 117 Applied Business Math
MATH 120 Fundamentals of College Mathematics (or higher)

Science 3

U.S. and Nevada Constitutions 3

Recommended:

PSC 101 Introduction to American Politics
or CH 203 American Experiences and Constitutional Change

Degree Requirements

ACC 135 Bookkeeping I 3

or ACC 201 Financial Accounting

ACC 136 Bookkeeping II 3

or ACC 202 Managerial Accounting

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

ENT 200 Fundamentals of Entrepreneurship 3

IS 101 Introduction to Information Systems 3

LGM 201 Essentials of Logistics Management 3

MGT 171 Supervision 3

MGT 201 Principles of Management 3

MKT 210 Marketing Principles 3

Elective Requirements

Select 3 units from the following: 3

ACC, BUS, COT, ECON, ENT, IS, LGM, MGT, MKT or RE	
Total Units	60

¹ May also count toward degree requirements. Please consult with Academic Advisement.

Course	Title	Units
1st semester		
BUS 101	Introduction to Business	3
English ³		3
Mathematics ³		3
MGT 171	Supervision	3
U.S. and Nevada Constitutions ³		3
Semester Total		15
2nd semester		
ACC 135	Bookkeeping I	3
BUS 108	Business Letters and Reports (Communications)	3
Communications ³		3
ECON 102	Principles of Microeconomics	3
IS 101	Introduction to Information Systems	3
Semester Total		15
3rd semester		
ACC 136	Bookkeeping II	3
ECON 103	Principles of Macroeconomics	3
Human Relations ³		3
MGT 201	Principles of Management	3
THTR 210	Theater: a Cultural Context	3
Semester Total		15
4th semester		
Elective ³		3
ENT 200	Fundamentals of Entrepreneurship	3
Science ²		3
LGM 201	Essentials of Logistics Management	3
MKT 210	Marketing Principles	3
Semester Total		15
Total Units		60

² See approved General Education list for the AAS Degree. (<http://catalog.tmcc.edu/degrees-certificates/programs/business/aas-business/%20degrees-certificates/general-education/aas>)

³ See program recommendations or requirements.

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.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

English/Communications

Required:

ENG 102	Composition II	3
or ENG 114	Composition II For International Students	

Select one English/Communications course 3

Fine Arts/Humanities/Social Science 3

Recommended:

ART 263 Survey of African, Oceanic, & Native American Art

ART 270 Women in Art

DAN 101 Dance Appreciation

THTR 210 Theater: a Cultural Context

Human Relations 3

Recommended:

MGT 171 Supervision ²

Mathematics

Required:

MATH 120 Fundamentals of College Mathematics (or higher) 3

Science 3

Additional College Requirements

Diversity ¹ [3]

Recommended:

ART 263 Survey of African, Oceanic, & Native American Art

ART 270 Women in Art

DAN 101 Dance Appreciation

THTR 210 Theater: a Cultural Context

U.S. and Nevada Constitutions 3

Recommended:

CH 203 American Experiences and Constitutional Change

or PSC 101 Introduction to American Politics

Degree Requirements

ACC 135 Bookkeeping I 3

or ACC 201 Financial Accounting

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 212	Leadership and Human Relations	3
MKT 210	Marketing Principles	3

Emphasis Requirements

LGM 201	Essentials of Logistics Management	3
LGM 202	International Logistics Management	3
LGM 208	Logistics and Quality Management Tools I	3
LGM 210	Studies in Procurement and Logistics	3
LGM 212	Transportation Management	3
BUS 225	Business Operations Applied Statistics	3

Total Units		60
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¹ May also count toward degree requirements. Please consult with Academic Advisement.

² If planning on completing the BAS in Logistics Operations Management, MGT 171 is required.

Course	Title	Units
1st semester		
ENG 101 or ENG 113	Composition I or Composition I for International Students	3
	Human Relations ⁴	3
MATH 120	Fundamentals of College Mathematics	3
LGM 201	Essentials of Logistics Management	3
LGM 210	Studies in Procurement and Logistics	3
Semester Total		15
2nd semester		
BUS 101	Introduction to Business	3
BUS 225	Business Operations Applied Statistics	3
ENG 102 or ENG 114	Composition II or Composition II For International Students	3
LGM 202	International Logistics Management	3
Science ³		3
Semester Total		15
3rd semester		
ACC 135	Bookkeeping I	3
BUS 108	Business Letters and Reports	3
ECON 102	Principles of Microeconomics	3
LGM 208	Logistics and Quality Management Tools I	3
U.S. and Nevada Constitutions ⁴		3
Semester Total		15
4th semester		
Diversity/Fine Arts ⁴		3
ECON 103	Principles of Macroeconomics	3
LGM 212	Transportation Management	3
MGT 171	Supervision	3
MKT 210	Marketing Principles	3
Semester Total		15
Total Units		60

³ See approved General Education list for the AAS Degree. (<http://catalog.tmcc.edu/degrees-certificates/programs/business/aas-logistics-management/%20degrees-certificates/general-education/aas>)

⁴ See program recommendations or requirements.

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 units 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.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (p. 178).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>English</i>	3-6
Must include ENG 102 or ENG 114 ¹	
<i>Fine Arts</i>	3
Recommended:	
THTR 210	Theater: a Cultural Context
<i>Humanities</i>	3
Recommended:	
CH 201	Ancient and Medieval Cultures
or CH 202	The Modern World
<i>Mathematics</i>	3
Required:	

MATH 176	Introductory Calculus for Business and Social Sciences (or equivalent)	3
<i>Science</i>		6
Lab required. See transfer requirements.		
<i>Social Science</i>		3
Recommended:		
ANTH 101	Introduction to Cultural Anthropology	
PSC 211	Introduction to Comparative Politics	
PSC 231	Introduction to International Relations	
PSY 101	General Psychology	
SOC 101	Principles of Sociology	
Additional College Requirements		
<i>Diversity</i> ²		[3]
<i>Foreign Language</i>		0
<i>U.S. and Nevada Constitutions</i> ²		[3]
Recommended:		
CH 203	American Experiences and Constitutional Change or PSC 101	Introduction to American Politics
Degree 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
Elective Requirements		
Select one of the following Social Science courses:		3
ANTH 101	Introduction to Cultural Anthropology	
PSC 211	Introduction to Comparative Politics	
PSC 231	Introduction to International Relations	
PSY 101	General Psychology	
SOC 101	Principles of Sociology	
Select 6 units of transferable electives.		6
Total Units		60

¹ If you place into ENG 102 or ENG 114, the additional 3 required units will become elective units.

² May also count toward degree requirements. Please consult with Academic Advisement.

Course	Title	Units
1st semester		
COM 113	Fundamentals of Speech Communications	3
ENG 101	Composition I or ENG 113 or Composition I for International Students	3
Social Science ⁴		3
IS 101	Introduction to Information Systems	3
MATH 126	Pre-Calculus I (or transferable elective) ³	3
Semester Total		15

2nd semester		
Social Science ⁴		3
ECON 102	Principles of Microeconomics	3
ENG 102	Composition II (English) or ENG 114 or Composition II For International Students	3
MATH 176	Introductory Calculus for Business and Social Sciences	3
Diversity/Fine Arts ⁴		3
Semester Total		15

3rd semester		
ACC 201	Financial Accounting	3
ECON 103	Principles of Macroeconomics	3
ECON 261	Principles of Statistics I	3
Humanities ⁴		3
Science ³		3
Semester Total		15

4th semester		
ACC 202	Managerial Accounting	3
U.S. and Nevada Constitutions ⁴		3
ECON 262	Principles of Statistics II	3
Science ³		3
MKT 210	Marketing Principles	3
Semester Total		15
Total Units		60

³ See approved General Education list for the AA/AS Degree. (p. 181)

⁴ See program recommendations or requirements.

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.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (p. 178).

4. Have no financial or library obligation to the college.

General Education Requirements

English		3-6
Must include ENG 102 or ENG 114 ¹		
Fine Arts		3
Recommended:		
THTR 210	Theater: a Cultural Context	
Humanities		3
Recommended:		
CH 203	American Experiences and Constitutional Change	
Mathematics		
Required:		
MATH 176	Introductory Calculus for Business and Social Sciences (or higher)	3
Science		6
Social Science		
Required:		
ECON 102	Principles of Microeconomics	3
Additional College Requirements		
Diversity ²		[3]
Recommended:		
THTR 210	Theater: a Cultural Context	
Foreign Language		0
U.S. and Nevada Constitutions ²		[3]
Recommended:		
CH 203	American Experiences and Constitutional Change	3
or PSC 101	Introduction to American Politics	
Degree 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
ENT 200	Fundamentals of Entrepreneurship ³	3
IS 101	Introduction to Information Systems	3
MKT 210	Marketing Principles	3
Select an additional 6 units from the following or any ENT course: ³		6
ENT 210	The Art, Science and Discipline of Creativity	
ENT 230	Financing Your Small Business Venture	
ENT 240	Marketing for Small Business	
ENT 280	Entrepreneurship and Business Plan Development	
Elective Requirements		
Select one of the following:		3
MATH 126	Pre-Calculus I	
Any ENT course		
Total Units		60

¹ If you place into ENG 102 or ENG 114, the additional 3 required units will become elective units.

² May also count toward degree requirements. Please consult with Academic Advisement.

³ ENT 200 and the six additional ENT courses in the degree 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 (pingle@unr.edu) (775-784-6634).

Course	Title	Units
1st semester		
COM 113	Fundamentals of Speech Communications	3
Elective ⁵		3
English ⁵		3
ENT 200	Fundamentals of Entrepreneurship	3
MATH 176	Introductory Calculus for Business and Social Sciences	3
Semester Total		15
2nd semester		
ECON 102	Principles of Microeconomics	3
ECON 103	Principles of Macroeconomics	3
English ⁵		3
ENT 230	Financing Your Small Business Venture	3
Fine Arts/Diversity ⁵		3
Semester Total		15
3rd semester		
ACC 201	Financial Accounting	3
ECON 261	Principles of Statistics I	3
ENT 280	Entrepreneurship and Business Plan Development	3
Humanities/U.S. and Nevada Constitutions ⁵		3
Science ⁵		3
Semester Total		15
4th semester		
ACC 202	Managerial Accounting	3
ECON 262	Principles of Statistics II	3
IS 101	Introduction to Information Systems	3
MKT 210	Marketing Principles	3
Science ⁵		3
Semester Total		15
Total Units		60

⁴ See approved General Education list for the AA/AS Degree (p. 178)

⁵ See program recommendations or requirements.

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.

Certificates of Achievement are a set of courses within an AAS degree that can serve as a stepping stone to an AAS degree or allow students to enter the workforce. Certificates of Achievement have a general education component.

To earn a Certificate of Achievement, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 semester credit hours within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

Communications 3

Select one of the following:

BUS 106 Business English

BUS 107 Business Speech Communications

BUS 108 Business Letters and Reports

Human Relations

Required:

MGT 212 Leadership and Human Relations 3

Mathematics

Required:

BUS 117 Applied Business Math 3

Certificate 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 Units 30

Course	Title	Units
1st semester		
ACC 135	Bookkeeping I	3
ACC 180	Payroll and Employee Benefit Accounting	3
BUS 108	Business Letters and Reports	3
BUS 117	Applied Business Math	3
IS 101	Introduction to Information Systems	3
Semester Total		15
2nd semester		
ACC 136	Bookkeeping II	3

ACC 220	Microcomputer Accounting Systems	3
ACC 295	Work Experience	3
IS 201	Computer Applications	3
MGT 212	Leadership and Human Relations	3
Semester Total		15
Total Units		30

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.

Certificates of Achievement are a set of courses within an AAS degree that can serve as a stepping stone to an AAS degree or allow students to enter the workforce. Certificates of Achievement have a general education component.

To earn a Certificate of Achievement, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 semester credit hours within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

Communications 3

Recommended:

BUS 106 Business English

Human Relations 3

Recommended:

MGT 212 Leadership and Human Relations

Mathematics 3

Recommended:

BUS 117 or MATH 120 or higher

Certificate Requirements

ACC 135 Bookkeeping I 3

or ACC 201 Financial Accounting

ACC 136 Bookkeeping II 3

or ACC 202 Managerial Accounting

BUS 101	Introduction to Business	3
BUS 107	Business Speech Communications	3
BUS 108	Business Letters and Reports	3
MKT 210	Marketing Principles	3
MGT 171	Supervision	3
or MGT 201	Principles of Management	

Total Units		30
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Course	Title	Units
1st semester		
ACC 135	Bookkeeping I	3
or ACC 201	or Financial Accounting	
BUS 107	Business Speech Communications	3
Communications ¹		3
Mathematics ¹		3
Human Relations ¹		3
Semester Total		15
2nd semester		
ACC 136	Bookkeeping II	3
or ACC 202	or Managerial Accounting	
BUS 101	Introduction to Business	3
BUS 108	Business Letters and Reports	3
MGT 171	Supervision	3
or MGT 201	or Principles of Management	
MKT 210	Marketing Principles	3
Semester Total		15
Total Units		30

¹ See program recommendations or requirements.

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.

Certificates of Achievement are a set of courses within an AAS degree that can serve as a stepping stone to an AAS degree or allow students to enter the workforce. Certificates of Achievement have a general education component.

To earn a Certificate of Achievement, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 semester credit hours within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>Communications</i>	3
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Recommended:

BUS 106	Business English
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<i>Human Relations</i>	3
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Recommended:

MGT 212	Leadership and Human Relations
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<i>Mathematics</i>	3
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Recommended:

BUS 117 or MATH 120 or higher

Certificate Requirements

ACC 201	Financial Accounting	3
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ACC 202	Managerial Accounting	3
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ENT 200	Fundamentals of Entrepreneurship	3
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ENT 210	The Art, Science and Discipline of Creativity	3
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ENT 230	Financing Your Small Business Venture	3
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ENT 240	Marketing for Small Business	3
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ENT 260	Intellectual Property	3
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Total Units		30
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Course	Title	Units
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1st semester

ACC 201	Financial Accounting	3
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BUS 106	Business English	3
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Communications ¹		3
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ENT 200	Fundamentals of Entrepreneurship	3
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Human Relations ¹		3
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Mathematics ¹		3
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Semester Total		18
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2nd semester

ACC 202	Managerial Accounting	3
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ENT 210	The Art, Science and Discipline of Creativity	3
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ENT 230	Financing Your Small Business Venture	3
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ENT 240	Marketing for Small Business	3
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ENT 260	Intellectual Property	3
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Semester Total		15
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Total Units		33
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¹ See program recommendations or requirements.

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.

Certificates of Achievement are a set of courses within an AAS degree that can serve as a stepping stone to an AAS degree or allow students to enter the workforce. Certificates of Achievement have a general education component.

To earn a Certificate of Achievement, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 semester credit hours within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

Communications 3

Recommended:

BUS 106 Business English

Human Relations 3

Recommended:

MGT 212 Leadership and Human Relations

Mathematics 3

Recommended:

BUS 117 or MATH 120 or higher

Certificate Requirements

LGM 201 Essentials of Logistics Management 3

LGM 202 International Logistics Management 3

or LGM 205 Logistics Planning and Control

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 Units 30

Course	Title	Units
1st semester		
Mathematics ¹		3
LGM 201	Essentials of Logistics Management	3
LGM 202	International Logistics Management	3
or	or Logistics Planning and Control	
LGM 205		
LGM 208	Logistics and Quality Management Tools I	3
LGM 210	Studies in Procurement and Logistics	3
Semester Total		15

2nd semester

Communications¹ 3

LGM 207 Service Logistics 3

LGM 209 Logistics and Quality Management Tools II 3

LGM 212 Transportation Management 3

Human Relations¹ 3

Semester Total 15

Total Units 30

¹ See program recommendations or requirements.

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.

Certificates of Achievement are a set of courses within an AAS degree that can serve as a stepping stone to an AAS degree or allow students to enter the workforce. Certificates of Achievement have a general education component.

To earn a Certificate of Achievement, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 semester credit hours within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

Communications 3

Human Relations

Required:

MGT 171 Supervision 3

Mathematics

Required:

MATH 108 Math for Technicians (or higher) 3

Certificate 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 Units		31

Course	Title	Units
1st semester		
Communications ¹		3
IS 101	Introduction to Information Systems	3
LGM 201	Essentials of Logistics Management	3
MATH 108	Math for Technicians (or Higher)	3
MPT 140	Quality Control	3
OSH 222	General Industry Safety	1
Semester Total		16
2nd semester		
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
MGT 171	Supervision	3
MPT 135	Material Handling	2
Semester Total		15
Total Units		31

¹ See approved General Education list for the AAS Degree. (p. 181)

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 internal accounting controls and compare and contrast situations whereby the potential for fraud exists within such systems.
- Reinforce concepts in a review course and identify important skills necessary to pass the national certifications examination.

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester.

To earn a skills certificate, students must:

- Maintain a minimum cumulative GPA of 2.0

- Have no financial or library obligation to the college

Certificate Requirements

ACC 135 & ACC 136 or ACC 201	Bookkeeping I and Bookkeeping II Financial Accounting	3-6
ACC 180	Payroll and Employee Benefit Accounting	3
ACC 290	Certified Bookkeeper Course	3-6
Total Units		9-15

Recommended Course Sequence: Option 1

Course	Title	Units
1st semester		
ACC 135	Bookkeeping I	3
ACC 180	Payroll and Employee Benefit Accounting	3
Semester Total		6
2nd semester		
ACC 136	Bookkeeping II	3
Semester Total		3
3rd semester		
ACC 290	Certified Bookkeeper Course	3-6
Semester Total		3-6
Total Units		12-15

Recommended Course Sequence: Option 2

Course	Title	Units
1st semester		
ACC 201	Financial Accounting	3
ACC 180	Payroll and Employee Benefit Accounting	3
Semester Total		6
2nd semester		
ACC 290	Certified Bookkeeper Course	3-6
Semester Total		3-6
3rd semester		
ACC 290	Certified Bookkeeper Course	(3)
Semester Total		0
Total Units		9-12

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.

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester.

To earn a skills certificate, students must:

1. Maintain a minimum cumulative GPA of 2.0
2. Have no financial or library obligation to the college

Certificate Requirements

RE 101	Real Estate Principles	3
RE 103	Real Estate Law and Practice	3
Total Units		6

Course	Title	Units
1st semester		
RE 101	Real Estate Principles	3
RE 103	Real Estate Law and Practice	3
Semester Total		6
Total Units		6

Certified Nursing Assistant

Skills Certificates

- 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).

Pre-Registration Requirements

Students must initiate a background check (good for 1 year; cost: \$49.50) and show proof of receipt, complete a drug screen (good for 1 year;

cost: \$55) and have documentation of required immunizations and current major medical insurance and have a Basic Life Support (BLS) Healthcare Provider CPR card (cost: \$20; included in \$55 total cost) prior to enrolling in the CNA Program. Students will not be allowed to enroll in the CNA Program classes until all requirements are met. Please visit www.tmcc.edu/cna for more details.

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.

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester.

To earn a skills certificate, students must:

1. Maintain a minimum cumulative GPA of 2.0
2. Have no financial or library obligation to the college

Certificate Requirement

NURS 130	Nursing Assistant	6
Total Units		6

Course	Title	Units
1st semester		
NURS 130	Nursing Assistant	6
Semester Total		6
Total Units		6

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).

Pre-Registration Requirements

Students must initiate a background check (good for 1 year; cost: \$49.50) and show proof of receipt, complete a drug screen (good for 1 year; cost: \$55) and have documentation of required immunizations and current major medical insurance prior to enrolling in Phlebotomy/CLS classes. Students will not be allowed to enroll in Phlebotomy/CLS classes until all

requirements are met. Please visit www.tmcc.edu/cna/phlebotomy-and-cls for more details.

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.

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester.

To earn a skills certificate, students must:

1. Maintain a minimum cumulative GPA of 2.0
2. Have no financial or library obligation to the college

Certificate Requirement

CLS 151	Phlebotomy	2
CLS 152	Applied Phlebotomy	2
CLS 153	Phlebotomy Clinical Practicum	2
Total Units		6

Course	Title	Units
1st semester		
CLS 151	Phlebotomy	2
CLS 152	Applied Phlebotomy	2
CLS 153	Phlebotomy Clinical Practicum	2
Semester Total		6
Total Units		6

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.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (p. 178).
4. Have no financial or library obligation to the college.

Required Coursework

General Education Requirements

English 3-6

Must include ENG 102 or ENG 114 ¹

Fine Arts 3

Humanities 3

Mathematics 3

MATH 126 or Higher

Science 6

Social Science 3

Additional College Requirements

Diversity ² [3]

Science ² [6]

U.S. and Nevada Constitutions ² [3]

Degree Requirements

BIOL 190 Introduction to Cell and Molecular Biology 4
& 190L and Introduction to Cell and Molecular Biology Laboratory

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

Any two PEX or DAN courses (two activities) 2

Additional GE Science unit 1

Elective Requirements

Select six units of the following: 6

BIOL 251 General Microbiology

BIOL 295 Current Topics in Infectious Disease

CEP 254 Biopscho-Social Factors in Addiction

CPD 116 Substance Abuse-Fundamental Facts and Insights

CPD 120 Treatment Planning and Case Management

ENV 100 Humans and the Environment

HDFS 201 Lifespan Human Development

HDFS 202 Introduction to Families

MHDD 102 Medical Component

MHDD 109 Introduction to Therapeutic Interventions

MHDD 150 Issues in Substance Abuse

MHDD 153	Life Span Development
MHDD 154	Advanced Therapeutic Interventions
NRES 210	Environmental Pollution
NRES 211	Conservation, Humans and Biodiversity
NURS 140	Medical Terminology
OSH 101	Intro to Safety and Health
PHIL 244	Bioethics
PSY 240	Introduction to Research Methods
PSY 261	Introduction to Social Psychology
SOC 101	Principles of Sociology
SOC 102	Contemporary Social Issues
Total Units	

60

¹ If you place into ENG 102 or ENG 114, the additional 3 required units will become elective units.

² Course may also count toward degree requirements. Please consult with Academic Advisement.

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

Suggested Course Sequence

Course	Title	Units
1st semester		
CHS 101 or CHS 102	Introduction to Community Health Sciences or Foundations of Personal Health and Wellness	3
English ⁴		3
Fine Arts/Diversity ³		3
MATH 126	Pre-Calculus I (or higher)	3
NUTR 121	Human Nutrition	3
Semester Total		15
2nd semester		
BIOL 190 & 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory	4
CHS 101 or CHS 102 (Degree)	Introduction to Community Health Sciences or Foundations of Personal Health and Wellness	3
English ⁴		3
Science ³		4
Any PEX or DAN course		1
Semester Total		15
3rd semester		
Social Science/Diversity ¹		3
BIOL 223	Human Anatomy and Physiology I	4
CHS 200 or CHS 230	Introduction to Public Health Biology or Introduction to Environmental Health	3
STAT 152	Introduction to Statistics	3
Any PEX or DAN course		1
Semester Total		14
4th semester		
Elective ⁴		6
BIOL 224	Human Anatomy and Physiology II	4

CHS 200 or CHS 230	Introduction to Public Health Biology or Introduction to Environmental Health	3
U.S. and Nevada Constitutions/Humanities ³		3
Semester Total		16
Total Units		60

³ See approved General Education list for the AA/AS Degree. (p. 178)

⁴ See program recommendations or requirements.

Computer Information Technology Degrees

- 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

Certificates of Achievement

- Certificate of Achievement - Computer Technologies

Skills Certificates

- 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 - Cybersecurity Skills Preparation
- Skills Certificate - Linux Professional Certification Preparation

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.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>Diversity</i>	[3]
<i>Communications</i>	3
Recommended:	
BUS 107 Business Speech Communications	
COM 113 Fundamentals of Speech Communications	
COM 215 Introduction to Group Communication	
<i>English</i>	3
Recommended:	
BUS 108 Business Letters and Reports	
ENG 101 Composition I	
or ENG 113 Composition I for International Students	
ENG 102 Composition II	
or ENG 114 Composition II For International Students	
ENG 107 Technical Communications I	
ENG 108 Technical Communications II	
<i>Fine Arts/Humanities/Social Science</i>	3
<i>Human Relations</i>	3
Recommended:	
MGT 212 Leadership and Human Relations	
<i>Mathematics</i>	3
Required:	
MATH 126 Pre-Calculus I (or higher)	
<i>Science</i>	3
<i>U.S. and Nevada Constitutions</i>	3
Degree Requirements	
CIT 112 Network +	3
CIT 114 IT Essentials	4
CIT 128 Introduction to Software Development	4
CIT 263 Project Management	3
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
Select 3 units of graphic software application courses:	3
GRC 120 Software Applications-Beginning Photoshop	
GRC 123 Software Applications-Advanced Photoshop	
GRC 124 Software Applications-Beginning Illustrator	
GRC 125 Graphic Software	
GRC 126 Software Applications-Advanced Illustrator	

GRC 127	Software Applications-Beginning InDesign
GRC 128	Software Applications-Advanced InDesign
GRC 129	Software Applications-Beginning Dreamweaver
GRC 130	Software Applications-Beginning Flash

Select one beginning programming course: 3

CIT 130	Beginning Java
CIT 134	Beginning C# Programming
CS 135	Computer Science I

Select one operating system course: 3-5

CIT 173	Introduction to Linux
CIT 211	MCITP/MCTS Windows Workstation OS

Elective Requirements

Select at least 2-4 units from the following list to ensure a minimum degree total of 60 units: 2-4

CIT 130	Beginning Java
CIT 134	Beginning C# Programming
CIT 230	Advanced Java
CIT 234	Advanced C# Programming
CIT 257	Web Languages
CIT 290	Internship in CIT I
CS 135	Computer Science I
CS 202	Computer Science II

Total Units 60

Course	Title	Units
1st semester		
CIT 114	IT Essentials	4
CIT 128	Introduction to Software Development	4
CIT 151	Beginning Web Development	3
Mathematics ²		3
Semester Total		14
2nd semester		
One Programming course ²		3
One Operating System course ²		3
CIT 112	Network +	3
Communications ¹		3
English ¹		3
Semester Total		15
3rd semester		
Summer Session: 3 units of Graphic Software Application courses from list ²		3
Semester Total		3
4th semester		
CIT 152	Web Script Language Programming	3
CIT 180	Database Concepts and SQL	3
Fine Arts/Humanities/Social Science/Diversity ¹		3
Human Relations ¹		3
Semester Total		12
5th semester		
Elective ²		4
CIT 251	Advanced Web Development	3
CIT 263	Project Management	3
U.S. and Nevada Constitutions ¹		3

Science ¹	3
Semester Total	16
Total Units	60

¹ See approved General Education list for the AAS Degree. (p. 181)

² See program recommendations or requirements.

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.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>Diversity</i> ¹	[3]
<i>Communications/English</i>	6
Highly Recommended: (select 3 units)	
BUS 107	Business Speech Communications
COM 113	Fundamentals of Speech Communications
COM 215	Introduction to Group Communication
Highly Recommended: (Select 3 units)	
BUS 108	Business Letters and Reports
ENG 101	Composition I
or ENG 113	Composition I for International Students
ENG 102	Composition II
or ENG 114	Composition II For International Students

ENG 107	Technical Communications I	
ENG 108	Technical Communications II	
<i>Fine Arts/Humanities/Social Science</i>		3
<i>Human Relations</i>		3
Highly Recommended:		
MGT 212	Leadership and Human Relations	
<i>Mathematics</i>		
Required:		
MATH 126	Pre-Calculus I (or higher)	3
<i>Science</i>		3
<i>U.S. and Nevada Constitutions</i>		3
Degree Requirements		
CIT 112	Network +	3-4
or CSCO 120	CCNA Internetworking Fundamentals	
CIT 128	Introduction to Software Development	4
CIT 114	IT Essentials	4
Emphasis Requirements		
CIT 151	Beginning Web Development	3
CIT 180	Database Concepts and SQL	3
Students must complete the beginning and advanced courses in two programming languages for 12 units:		12
CIT 263	Project Management	
<i>Java</i>		
CIT 130	Beginning Java	
& CIT 230	and Advanced Java	
<i>C#</i>		
CIT 134	Beginning C# Programming	
& CIT 234	and Advanced C# Programming	
<i>C++</i>		
Elective Requirements		
CS 135	Computer Science I	3
Select at least 6 units from any CIT, CS, or CSCO course not used in the degree or emphasis requirements to ensure a minimum degree total of 60 units:		
CIT, CS or CSCO		6-7
Total Units		60

¹ Can also be used to satisfy another General Education, Degree/Emphasis, or Elective requirement. (p. 181)

Course	Title	Units
1st semester		
CIT 114	IT Essentials	4
CIT 128	Introduction to Software Development	4
English ³		3
MATH 126	Pre-Calculus I	3
Semester Total		14
2nd semester		
CIT 151	Beginning Web Development	3
CIT 112	Network +	3-4
or	or CCNA Internetworking Fundamentals	
CSCO 120		
Science ²		3
Social Science/Humanities/Diversity ³		3

First Programming Language - Beginning Course	3
Semester Total	16
3rd semester	
Communications ³	3
CIT 180 Database Concepts and SQL	3
Human Relations ³	3
First Programming Language - Advanced Course	3
Second Programming Language - Beginning Course	3
Semester Total	15
4th semester	
Any CIT, CS or CSCO course not included in the degree requirements (Elective)	6-7
CIT 263 Project Management	3
Second Programming Language - Advanced Course	3
U.S. and Nevada Constitutions ²	3
Semester Total	15
Total Units	60

² See approved General Education list for the AAS Degree. (p. 181)

³ See program recommendations or requirements.

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.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)

2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>Diversity</i> ¹	[3]
<i>Communications</i>	3
Highly Recommended:	
BUS 107 Business Speech Communications	
COM 113 Fundamentals of Speech Communications	
COM 215 Introduction to Group Communication	
<i>English</i>	3
Highly Recommended:	
BUS 108 Business Letters and Reports	
ENG 101 Composition I	
or ENG 113 Composition I for International Students	
ENG 102 Composition II	
or ENG 114 Composition II For International Students	
ENG 107 Technical Communications I	
ENG 108 Technical Communications II	
<i>Fine Arts/Humanities/Social Science</i>	3
<i>Human Relations</i>	3
Recommended:	
MGT 212 Leadership and Human Relations	
<i>Mathematics</i>	3
Select MATH 126 or higher	
<i>Science</i>	3
<i>U.S. and Nevada Constitutions</i>	3
Degree Requirements	
CIT 114 IT Essentials	4
CIT 128 Introduction to Software Development	4
CIT 263 Project Management	3
CSCO 120 CCNA Internetworking Fundamentals	4
Elective Requirements	
Select at least 24 units from the following courses:	24
Linux Courses	
CIT 173 Introduction to Linux	
CIT 174 Linux System Administration	
CIT 176 Linux Shell Programming	
Microsoft Windows Courses	
CIT 211 MCITP/MCTS Windows Workstation OS	
CIT 212 MCITP/MCTS Windows Server OS	
CIT 213 MCITP/MCTS Network Infrastructure	
CIT 214 MCITP Application Infrastructure	
CIT 215 MCITP Active Directory	
Cisco Courses	
CSCO 121 CCNA Routing and Switching Essentials	
CSCO 220 CCNA Scaling Networks	
CSCO 221 CCNA WAN Fundamentals	
CSCO 230 Fundamentals of Network Security	
Other Courses	

CIT 217	Security +	
Total Units		60

¹ See the diversity section of the general education descriptions for a complete list of courses. May also count toward additional college requirements. Please consult with Academic Advisement.

Course	Title	Units
1st semester		
CIT 114	IT Essentials	4
CSCO 120	CCNA Internetworking Fundamentals	4
English ³		3
Mathematics ³		3
Semester Total		14
2nd semester		
Science ²		3
CIT 128	Introduction to Software Development	4
Elective ³		3-4
Communications ³		3
U.S. and Nevada Constitutions ²		3
Semester Total		16
3rd semester		
Elective ³		9
Fine Arts/Humanities/Social Science/Diversity ²		3
Human Relations ³		3
Semester Total		15
4th semester		
Elective ³		12
CIT 263	Project Management	3
Semester Total		15
Total Units		60

² See approved General Education list for the AAS Degree. (<http://catalog.tmcc.edu/degrees-certificates/programs/computer-information-technology/aas-computer-information-technology-networking-server-technologies-emphasis/%20degrees-certificates/general-education/aas>)

³ See program recommendations or requirements.

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.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

Communications 3

Highly Recommended:

BUS 107 Business Speech Communications
or ENG 107 Technical Communications I

Human Relations 3

Highly Recommended:

MGT 212 Leadership and Human Relations

Mathematics 3

Recommended:

MATH 126 Pre-Calculus I (or higher)

Certificate Requirements

CIT 114 IT Essentials 4

CIT 128 Introduction to Software Development 4

CIT 263 Project Management 3

CSCO 120 CCNA Internetworking Fundamentals 4

Emphasis Requirements

Select at least 6 units from any CIT, CS, CSCO, or IS course numbered 100 or higher 6

Total Units 30

Course	Title	Units
1st semester		
CIT 114	IT Essentials	4
CIT 128	Introduction to Software Development	4
CSCO 120	CCNA Internetworking Fundamentals	4
Mathematics ¹		3
Semester Total		15
2nd semester		
CIT 263	Project Management	3
Communications ¹		3
Emphasis Requirement ¹		6
Human Relations ¹		3
Semester Total		15
Total Units		30

¹ See program recommendations or requirements.

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.

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student’s transcripts at the end of the semester.

To earn a skills certificate, students must:

1. Maintain a minimum cumulative GPA of 2.0
2. Have no financial or library obligation to the college

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 Units		14

Course	Title	Units
1st semester		
CSCO 120	CCNA Internetworking Fundamentals	4
Semester Total		4
2nd semester		
CSCO 121	CCNA Routing and Switching Essentials	4
Semester Total		4
3rd semester		
CSCO 220	CCNA Scaling Networks	3
CSCO 221	CCNA WAN Fundamentals	3
Semester Total		6
Total Units		14

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.

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student’s transcripts at the end of the semester.

To earn a skills certificate, students must:

1. Maintain a minimum cumulative GPA of 2.0
2. Have no financial or library obligation to the college

Certificate Requirement

CSCO 120	CCNA Internetworking Fundamentals	4
CSCO 121	CCNA Routing and Switching Essentials	4
CSCO 230	Fundamentals of Network Security	4
Total Units		12

Course	Title	Units
1st semester		
CSCO 120	CCNA Internetworking Fundamentals (Certificate)	4
Semester Total		4
2nd semester		
CSCO 121	CCNA Routing and Switching Essentials (Certificate)	4
Semester Total		4
3rd semester		
CSCO 230	Fundamentals of Network Security (Certificate)	4
Semester Total		4
Total Units		12

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.

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester.

To earn a skills certificate, students must:

1. Maintain a minimum cumulative GPA of 2.0
2. Have no financial or library obligation to the college

Certificate Requirement

CIT 112	Network +	3
CIT 114	IT Essentials	4
CS 151	Introduction to Cybersecurity	3
Total Units		10

Course	Title	Units
1st semester		
CIT 112	Network +	3
CIT 114	IT Essentials	4
CS 151	Introduction to Cybersecurity	3
Semester Total		10
Total Units		10

Skills Certificate - Cybersecurity Skills Preparation

Skills Certificate - Cybersecurity Skills Preparation

This certificate is designed to provide the knowledge and skills recommended by the National Security Agency for 2 year college programs. It provides foundational cybersecurity skills and preparation for professional certifications, such as Security +, that are recognized by the Department of Defense.

Certificate Outcomes

Students completing the certificate will:

- List the fundamental concepts of the Information Assurance / Cyber Defense discipline and describe how they can be used to provide system security.
- Describe cyber defense tools, methods and components.

- Describe and apply cyber defense methods to prepare a system to repel attacks.

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester.

To earn a skills certificate, students must:

1. Maintain a minimum cumulative GPA of 2.0
2. Have no financial or library obligation to the college

Certificate Requirement

CIT 112	Network +	3
CIT 114	IT Essentials	4
CIT 173	Introduction to Linux	3
CS 151	Introduction to Cybersecurity	3
CS 252	Digital Forensics Fundamentals	3
CS 135	Computer Science I	3
Total Units		19

Course	Title	Units
1st semester		
CIT 112	Network +	3
CIT 114	IT Essentials	4
CIT 173	Introduction to Linux	3
Semester Total		10
2nd semester		
CS 135	Computer Science I	3
CS 151	Introduction to Cybersecurity	3
CS 252	Digital Forensics Fundamentals	3
Semester Total		9
Total Units		19

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 student's 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.

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester.

To earn a skills certificate, students must:

1. Maintain a minimum cumulative GPA of 2.0
2. Have no financial or library obligation to the college

Certificate Requirement

CIT 173	Introduction to Linux	3
CIT 174	Linux System Administration	3
CIT 112	Network +	3
Total Units		9

Course	Title	Units
1st semester		
CIT 173	Introduction to Linux	3
Semester Total		3
2nd semester		
CIT 174	Linux System Administration	3
Semester Total		3
3rd semester		
CIT 112	Network +	3
Semester Total		3
Total Units		9

Computer Science Degree

- 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.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (p. 178).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>English</i>		3-6
Must include ENG 102 or ENG 114 ¹		
<i>Fine Arts</i>		3
Highly recommended for students wishing to major in Computer Science:		
ART 100	Visual Foundations	
ART 260	Survey of Art History I	
ART 261	Survey of Art History II	
HUM 105	The Art of Film	
MUS 121	Music Appreciation	
THTR 100	Introduction to Theater	
THTR 105	Introduction to Acting I	
THTR 180	Cinema as Art and Communication	
THTR 210	Theater: a Cultural Context	
<i>Humanities</i>		
Required:		
CH 201	Ancient and Medieval Cultures	3
<i>Mathematics</i>		
Required:		
MATH 181	Calculus I ²	3
<i>Science</i>		
Required:		
PHYS 180	Physics for Scientists and Engineers I ³	3
PHYS 181	Physics for Scientists and Engineers II ³	3
<i>Social Science</i>		
Required:		
CH 202	The Modern World	3
Additional College Requirements		
<i>Diversity</i>		3
Recommended:		
ANTH 201	Peoples and Cultures of the World	
ANTH 205	Ethnic Groups in Contemporary Societies	
EDU 203	Introduction to Special Education	
HIST 208	World History I	
HIST 209	World History II	
HIST 227	Introduction to Latin American History & Culture I	
PSY 276	Aging in Modern American Society	
SOC 205	Ethnic Groups in Contemporary Societies	
SOC 276	Aging in Modern American Society	
<i>Science</i>		

CHEM 121	General Chemistry I ³	4
PHYS 180L	Physics for Scientists/Engineers Lab I ³	1
PHYS 181L	Physics for Scientists/Engineers Lab II ³	1

U.S. and Nevada Constitutions

Required:

CH 203	American Experiences and Constitutional Change	3
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Degree Requirements⁴

CPE 201	Digital Design	3
CS 135	Computer Science I	3
CS 202	Computer Science II ³	3
CS 219	Computer Organization	3
ENGR 100 or CIT 128	Introduction to Engineering Design Introduction to Software Development	3-4
MATH 182	Calculus II ³	4
MATH 283	Calculus III ³	4

Elective Requirements

MATH 181	Calculus I (additional 1 unit from Gen. Ed.) ³	1
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Total Units		60
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¹ If you place into ENG 102 or ENG 114 the additional 3 required units will become elective units.

² MATH 181. Additional unit may be used to satisfy electives.

³ Courses must be completed with a "C" or better.

⁴ CS Emphasis students must also maintain at least a "C" average in the Mathematics, Science and Degree requirements courses.

Course	Title	Units
1st semester		
Fine Arts ⁶		3
CS 135	Computer Science I	3
ENG 101 or ENG 113	Composition I or Composition I for International Students	3
ENGR 100 or CIT 128	Introduction to Engineering Design or Introduction to Software Development	3-4
CHEM 121	General Chemistry I	4
Semester Total		16
2nd semester		
CS 202	Computer Science II	3
Diversity ⁶		3
ENG 102 or ENG 114	Composition II or Composition II For International Students	3
MATH 181	Calculus I ⁶	4
Semester Total		13
3rd semester		
CH 201	Ancient and Medieval Cultures ⁶	3
CPE 201	Digital Design	3
MATH 182	Calculus II	4
PHYS 180 & 180L	Physics for Scientists and Engineers I and Physics for Scientists/Engineers Lab I	4
Semester Total		14
4th semester		
CH 202	The Modern World ⁶	3
CH 203	American Experiences and Constitutional Change ⁶	3

CS 219	Computer Organization	3
MATH 283	Calculus III	4
PHYS 181 & 181L	Physics for Scientists and Engineers II and Physics for Scientists/Engineers Lab II	4
Semester Total		17
Total Units		60

⁵ See approved General Education list for the AA/AS Degree.

⁶ See program recommendations or requirements.

Construction Technology

Degrees

- 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

- Certificate of Achievement - Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R)

Skills Certificates

- Skills Certificate - Commercial Refrigeration (p.)
- Skills Certificate - Construction Estimating
- Skills Certificate - Construction Project Management
- Skills Certificate - Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) (p. 68)

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.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

Diversity ¹ [3]

Recommended:

AAD 201 or select a Fine Arts/Humanities/Social Science course that also qualifies as a Diversity unit

Communications/English 6

Fine Arts/Humanities/Social Science 3

Recommended:

AAD 201 or select a Diversity course that also qualifies as a Fine Arts/Humanities/Social Science unit

Human Relations 3

Recommended:

MGT 171 Supervision

MGT 212 Leadership and Human Relations

MGT 201 Principles of Management

Mathematics 3

Required:

MATH 108 Math for Technicians (or higher)

Science 3

Recommended:

ENV 100 Humans and the Environment

U.S. and Nevada Constitutions 3

Recommended:

PSC 101 Introduction to American Politics

Degree 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

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 Architecture Design I 3

AAD 282 Fundamentals of Architecture Design II 3

ADT 230	Mechanical and Electrical Equip for Buildings	3
ADT 245	Statics and Strength of Materials	3
CONS 111	Commercial Building Codes	3

Elective Requirements

Select at least 3 units from the following: 3

AAD 100	Introduction to Architectural Design	
ADT 256	Introduction to Land Use Planning	
ADT 290	Intern in Arch Design Technology	
ENRG 130	Introduction to Solar Energy	

Total Units 65

¹ May also count toward additional college requirements. Please consult with Academic Advisement.

Course	Title	Units
1st semester		
AAD 180	Fundamentals of Design I	3
AAD 181	Fundamentals of Design I Discussion	3
ADT 105	Architectural Drafting I	5
MATH 108	Math for Technicians	3
Semester Total		14

2nd semester

AAD 125	Construction Drawings and Detailing	3
AAD 182	Fundamentals of Design II	3
AAD 183	Fundamentals of Design Discussion II	3
Communications/English ²		3
Semester Total		12

3rd semester

Diversity/Humanities ³		3
AAD 223	Graphic Software for Arch, Const, Dsgnr, Planners	3
AAD 280	Fundamentals of Architecture Design I	3
CONS 111	Commercial Building Codes	3
Semester Total		12

4th semester

AAD 265	Computer Applications in Architecture I	3
AAD 282	Fundamentals of Architecture Design II	3
ADT 245	Statics and Strength of Materials	3
Science ³		3
Communications/English ²		3
Semester Total		15

5th semester

Elective ³		3
ADT 230	Mechanical and Electrical Equip for Buildings	3
Human Relations ³		3
U.S. and Nevada Constitutions ³		3
Semester Total		12

Total Units 65

² See approved General Education list for the AAS Degree. (<http://catalog.tmcc.edu/degrees-certificates/programs/construction-technology/aas-architectural-design-technology/%20/degrees-certificates/general-education/aas>)

³ See program recommendations or requirements.

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.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

*Diversity*¹ [3]

Recommended:

AAD 201 History of the Built Environment

Communications/English 6

Recommended:

ENG 107 Technical Communications I

Fine Arts/Humanities/Social Science 3

Recommended:

AAD 201 History of the Built Environment

Human Relations 3

Recommended:

MGT 171 Supervision

Mathematics 3

Required:

MATH 108 Math for Technicians (or higher)

Science 3

Recommended:

ENV 100 Humans and the Environment

U.S. and Nevada Constitutions 3

Degree Requirements

CONS 111 Commercial Building Codes 3

CONS 120 Print Reading and Specification 3

OSH 222 General Industry Safety 1

Emphasis Requirements

AAD 125 Construction Drawings and Detailing 3

ADT 230 Mechanical and Electrical Equip 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

Elective Requirements

Select at least 2 units from the following: 2

ADT 120 Introduction to Leed and Sustainable Building

ADT 245 Statics and Strength of Materials

ADT 256 Introduction to Land Use Planning

CONS 198 Special Topics in Construction

CONS 290 Internship in Construction

MGT 201 Principles of Management

Total Units 61

¹ May also count toward additional college requirements. Please consult with Academic Advisement.

Course	Title	Units
1st semester		
AAD 125	Construction Drawings and Detailing	3
CONS 120	Print Reading and Specification	3
CONS 155	On-Site Construction Supervision	3
AAD 201	History of the Built Environment	3
OSH 222	General Industry Safety (Core)	1
Social Science/Diversity ³		3
U.S. and Nevada Constitutions ²		3
Semester Total		19
2nd semester		
English ²		3
CONS 111	Commercial Building Codes	3
Communications ³		3
Human Relations ³		3
MATH 108	Math for Technicians	3
Semester Total		15
3rd semester		
ADT 230	Mechanical and Electrical Equip for Buildings	3

CONS 121	Principles of Construction Estimating	3
Elective ³		2
ENV 100	Humans and the Environment (Science)	3
Science ³		3
SUR 161	Elementary Surveying	4
Semester Total		18
4th semester		
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
Semester Total		15
Total Units		67

² See approved General Education list for the AAS Degree. (p. 181)

³ See program recommendations or requirements.

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.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.

3. Satisfy General Education requirements for the AAS (p. 181).

4. Have no financial or library obligation to the college.

General Education Requirements

<i>Diversity</i> ¹	[3]
<i>Communications/English</i>	6
<i>Fine Arts/Humanities/Social Science</i>	3
<i>Human Relations</i>	3
Recommended:	
CE 201	Workplace Readiness
<i>Mathematics</i>	3
Recommended:	
MATH 108	Math for Technicians
<i>Science</i>	3
<i>U.S. and Nevada Constitutions</i>	3

Core Requirements

CONS 111	Commercial Building Codes	3
CONS 120	Print Reading and Specification	3
OSH 222	General Industry Safety	1

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
AC 106	Residential Gas Heating	6
or AC 200	Commercial Refrigeration I	

Elective Requirements

Select 6 units from the following:	6
AC 111	Heat Pumps
AC 122	Sheet Metal II
AC 210	Boiler Operation and Maintenance
AC 295	Internship HVAC Career
CONS 121	Principles of Construction Estimating
ENRG 142	Solar Thermal Technologies
Any other AC courses not listed	
Total Units	61

¹ May also count toward additional college requirements. Please consult with Academic Advisement.

Course	Title	Units
1st semester		
AC 102	Refrigeration Theory	3
AC 107	Electrical and Controls for HVAC	6
CONS 120	Print Reading and Specification	3
Mathematics ³		3
OSH 222	General Industry Safety	1
Semester Total		16
2nd semester		
AC 121	Sheet Metal I	3
Communications ²		3
CONS 111	Commercial Building Codes	3

ENRG 130	Introduction to Solar Energy	3
Science ²		3
Semester Total		15
3rd semester		
AC 150	Basic Refrigeration Servicing	6
Elective ³		3
English ²		3
U.S. and Nevada Constitutions ²		3
Semester Total		15
4th semester		
AAD 201	History of the Built Environment (Social Science/Diversity)	3
AC 106	Residential Gas Heating	6
or AC 200	or Commercial Refrigeration I	
Elective ³		3
Human Relations ³		3
Semester Total		15
Total Units		61

² See approved General Education list for the AAS Degree. (<http://catalog.tmcc.edu/degrees-certificates/programs/construction-technology/aas-construction-technologies-hvacr-emphasis/%20degrees-certificates/general-education/aas>)

³ See program recommendations or requirements.

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.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)

2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (p. 178).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>English</i>		3-6
Must include ENG 102 or ENG 114 ¹		
<i>Fine Arts</i>		3
Recommended:		
ART 100	Visual Foundations	
<i>Humanities</i>		
Required:		
AAD 201	History of the Built Environment	3
<i>Mathematics</i>		
Required:		
MATH 126	Pre-Calculus I (or higher)	3
<i>Science</i>		
6		
Recommended:		
PHYS 100	Introductory Physics (or higher)	
ENV 100	Humans and the Environment	
<i>Social Science</i>		
3		
Recommend selection of a course to fulfill by U.S. and Nevada Constitutions requirements.		

Additional College Requirements

<i>Diversity</i>		
Required		
AAD 201	History of the Built Environment	[3]
<i>Foreign Language</i>		
0		
<i>U.S. and Nevada Constitutions</i> ²		
[3]		

Degree 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 Arch, Const, Dsgnr, 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

Elective Requirements

Select 12 units from the following:		12
AAD 101	Design with Nature	
AAD 125	Construction Drawings and Detailing	
AAD 182	Fundamentals of Design II	
AAD 183	Fundamentals of Design Discussion II	
AAD 230	Design with Climate	
ADT 245	Statics and Strength of Materials	

Total Units 60

¹ If you place into ENG 102 or ENG 114 the additional 3 required units will become elective units.

² May also count toward additional college requirements. Please consult with Academic Advisement.

Course	Title	Units
1st semester		
AAD 100	Introduction to Architectural Design	3
AAD 180	Fundamentals of Design I	3
AAD 181	Fundamentals of Design I Discussion	3
ENG 101 or ENG 113	Composition I or Composition I for International Students	3
MATH 126	Pre-Calculus I (or higher)	3
Semester Total		15
2nd semester		
AAD 201	History of the Built Environment	3
ENG 102	Composition II	3
Electives ³		6
Fine Arts ³		3
Semester Total		15
3rd semester		
AAD 223	Graphic Software for Arch, Const, Dsgnr, Planners	3
AAD 280	Fundamentals of Architecture Design I	3
Science (must include at least 1 Lab course) ³		6
Social Science/U.S. and Nevada Constitutions ³		3
Semester Total		15
4th semester		
Electives ³		6
AAD 202	Analysis of the Built Environment	3
AAD 265	Computer Applications in Architecture I	3
AAD 282	Fundamentals of Architecture Design II	3
Semester Total		15
Total Units		60

³ See program recommendations or requirements.

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.

Certificates of Achievement are a set of courses within an AAS degree that can serve as a stepping stone to an AAS degree or allow students to enter the workforce. Certificates of Achievement have a general education component.

To earn a Certificate of Achievement, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 semester credit hours within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>Communications</i>	3
<i>Human Relations</i>	3

Recommended:

CE 201	Workplace Readiness
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<i>Mathematics</i>	3
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Certificate 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

Elective Requirements

Select 6 units from the following: 6

AC 106	Residential Gas Heating
AC 111	Heat Pumps
AC 121	Sheet Metal I
AC 200	Commercial Refrigeration I
AC 210	Boiler Operation and Maintenance

Total Units	31
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Course	Title	Units
1st semester		
AC 102	Refrigeration Theory	3
AC 107	Electrical and Controls for HVAC	6
Communications ¹		3
Mathematics ¹		3
OSH 222	General Industry Safety	1
Semester Total		16
2nd semester		
AC 150	Basic Refrigeration Servicing	6
Electives ²		6
Human Relations ²		3
Semester Total		15
Total Units		31

¹ See approved General Education list for the AAS Degree. (p. 181)

² See program recommendations or requirements.

Skills Certificate - Commercial Refrigeration

The skills developed in this certificate program will help prepare students for entry level positions to install, service, or repair commercial refrigeration systems. Students will gain a basic knowledge of electrical systems and components, schematic reading, and troubleshooting techniques in commercial refrigerations. Students must pass all courses with a score of 70% or higher. This skills certificate will prepare students to take certification exams for: HVAC/R Excellence-Electrical and HVAC/R Excellence-Commercial Refrigeration.

Certificate Outcomes

Students completing the certificate will:

- Identify, troubleshoot, and repair commercial refrigeration units.
- Identify, explain, and apply design techniques to commercial Refrigeration systems.
- Identify, explain, and apply service and repair techniques to commercial refrigeration systems.

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester.

To earn a skills certificate, students must:

1. Maintain a minimum cumulative GPA of 2.0
2. Have no financial or library obligation to the college

Certificate Requirements

AC 102	Refrigeration Theory	3
AC 107	Electrical and Controls for HVAC	6
AC 113	Schematic Reading for HVAC/R	3
AC 150	Basic Refrigeration Servicing	6
AC 200	Commercial Refrigeration I	6
Total Units		24

Course	Title	Units
1st semester		
AC 102	Refrigeration Theory	3
AC 107	Electrical and Controls for HVAC	6
AC 198	Special Topics in HVAC	0.5-6
Semester Total		12
2nd semester		
AC 150	Basic Refrigeration Servicing	6
AC 200	Commercial Refrigeration I	6
Semester Total		12
Total Units		24

Skills Certificate - Construction Technologies - Construction Estimating

The Construction Estimating Skills Certificate will provide a credential for specialized education and training required for construction professionals to read plans and specifications for projects, develop project estimates and budgets and interpret contractual requirements. This certificate will enhance employment opportunities for students and address industry needs within the workforce.

Certificate Outcomes

Students will:

- Examine and evaluate construction plans, specifications, documents and contracts.
- Generate material take-off quantities.
- Prepare estimates and contract proposals.
- Review project budgets and actual costs data in order to implement efficient project management strategies.

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester.

To earn a skills certificate, students must:

1. Maintain a minimum cumulative GPA of 2.0
2. Have no financial or library obligation to the college

Certificate Requirements

AAD 125	Construction Drawings and Detailing	3
CONS 120	Print Reading and Specification	3
CONS 121	Principles of Construction Estimating	3
CONS 211	Construction Cost Control	3
CONS 221	Construction Estimating II	3
CONS 282	Construction Law	3
Total Units		18

Course	Title	Units
1st semester		
AAD 125	Construction Drawings and Detailing (Certificate)	3
CONS 120	Print Reading and Specification (Certificate)	3
CONS 121	Principles of Construction Estimating (Certificate)	3
Semester Total		9
2nd semester		
CONS 211	Construction Cost Control (Certificate)	3
CONS 221	Construction Estimating II (Certificate)	3
CONS 282	Construction Law (Certificate)	3
Semester Total		9
Total Units		18

Skills Certificate - Construction Technologies - Construction Project Management Emphasis

Construction

The Construction Project Management Skills Certificate will provide a credential for specialized education and training required for construction professionals to manage projects, while utilizing proven management systems, methods and applications for efficient project completion. The certificate will enhance employment opportunities for students and address industry needs within the workforce.

Certificate Outcomes

Students will formulate and organize proven management applications used for safety, project site supervision, scheduling, cost control and contractual compliances in order to implement efficient project management strategies.

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester.

To earn a skills certificate, students must:

1. Maintain a minimum cumulative GPA of 2.0
2. Have no financial or library obligation to the college

Certificate Requirement

CONS 155	On-Site Construction Supervision	3
CONS 205		3
MGT 171	Supervision	3
CONS 211	Construction Cost Control	3
CONS 281	Construction Planning, Scheduling and Control	3
CONS 282	Construction Law	3
Total Units		18

Course	Title	Units
1st semester		
CONS 155	On-Site Construction Supervision	3
CONS 205		3
MGT 171	Supervision	3
Semester Total		9
2nd semester		
CONS 211	Construction Cost Control	3
CONS 281	Construction Planning, Scheduling and Control	3
CONS 282	Construction Law	3
Semester Total		9
Total Units		18

Skills Certificate - Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)

The skills developed in the certificate program will help prepare students for entry-level positions to install, service, or repair air conditioning/heating systems. Students will gain a basic knowledge of electrical systems and components, schematic reading, and troubleshooting techniques in air conditioning/heating.

The skills certificate will prepare students to take the certification exams for: ©HVAC/R Excellence-Electrical and ©HVAC/R Excellence-Heating, Electrical, Air, Technology (H.E.A.T.). Students must pass all courses 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, explain, troubleshoot, repair electrical systems and controls in HVAC/R systems and controls.
- Identify and apply the elements of design techniques in HVAC/R.
- Identify, troubleshoot and repair HVAC/R.

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester.

To earn a skills certificate, students must:

1. Maintain a minimum cumulative GPA of 2.0
2. Have no financial or library obligation to the college

Certificate Requirement

AC 102	Refrigeration Theory	3
AC 106	Residential Gas Heating	6
AC 107	Electrical and Controls for HVAC	6
AC 113	Schematic Reading for HVAC/R	3
AC 150	Basic Refrigeration Servicing	6
Total Units		24

Course	Title	Units
1st semester		
AC 102	Refrigeration Theory (Certificate)	3
AC 107	Electrical and Controls for HVAC (Certificate)	6
AC 113	Schematic Reading for HVAC/R	3
Semester Total		12

2nd semester		
AC 106	Residential Gas Heating (Certificate)	6

AC 150	Basic Refrigeration Servicing (Certificate)	6
Semester Total		12
Total Units		24

Criminal Justice Degree

- Associate of Arts Degree - Criminal Justice
- Associate of Applied Science Degree - Criminal Justice - Law Enforcement Emphasis

Certification

- Certification - Peace Officers, Northern Nevada Law Enforcement Academy

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.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

*Diversity*² [3]

*Communications/English*¹ 3-6

must include:

ENG 102 Composition II
or ENG 114 Composition II For International Students

Fine Arts/Humanities/Social Science 3

Human Relations 3

Mathematics 3

Science 3

U.S. and Nevada Constitutions 3

Emphasis Requirements

CRJ 104 Introduction to Administration of Justice 3

CRJ 211 Police in America: An Introduction 3

CRJ 222 Criminal Law and Procedure 3

Elective Requirements

Select 30 units from CRJ courses or approved electives. See department for approved substitutions. 30

Recommended:

CRJ 125 Legal Careers and Law Schools

CRJ 126 Legal Research and Methods

CRJ 127 Legal Writing

CRJ 155 The Juvenile Justice System

CRJ 162 Investigative Photography I

CRJ 163 Investigative Photography II

CRJ 164 Introduction to Criminal Investigation

CRJ 214 Principles of Police Patrol Techniques

CRJ 215 Probation and Parole

CRJ 225 Criminal Evidence

CRJ 226 Preventions and Control of Delinquency

CRJ 265 Introduction to Physical Evidence

CRJ 270 Introduction to Criminology

CRJ 289 Law and Justice

CRJ 290 Internship in Criminal Justice

CRJ 299 Special Topics

Total Units 60

¹ If you place into ENG 102 or ENG 114 the additional 3 required units will become elective units.

² May also count toward additional degree requirements. Please consult with Academic Advisement.

Course	Title	Units
1st semester		
Elective ⁴		3
CRJ 104	Introduction to Administration of Justice	3

CRJ 211	Police in America: An Introduction	3
Mathematics ³		3
ENG 101 or ENG 113	Composition I or Composition I for International Students	3
Semester Total		15
2nd semester		
Select 2 Electives ⁴		6
Human Relations ³		3
Science ³		3
ENG 102 or ENG 114	Composition II or Composition II For International Students	3
Semester Total		15
3rd semester		
Select 3 Electives ⁴		9
CRJ 222	Criminal Law and Procedure	3
Fine Arts/Humanities/Social Science ³		3
Semester Total		15
4th semester		
Select 4 Electives ⁴		12
U.S. and Nevada Constitutions ³		3
Semester Total		15
Total Units		60

³ See approved General Education list for the AAS Degree. (<http://catalog.tmcc.edu/degrees-certificates/programs/criminal-justice/aas-criminal-justice-law-enforcement-emphasis/%20degrees-certificates/general-education/aas>)

⁴ See program recommendations or requirements.

Associate of Arts Degree - Criminal Justice

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.

Note: In accordance with the TMCC/UNR transfer agreement, students who complete the TMCC Criminal Justice Degree Associate of Arts prior to entering the UNR Bachelor of Arts program fulfill all General Education requirements. Students who plan to transfer without a Degree should consult with an academic advisor at TMCC for important information about transferring general education courses.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

- Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
- Complete a minimum of 15 units within the college.
- Satisfy General Education requirements for the AA/AS (p. 178).
- Have no financial or library obligation to the college.

General Education Requirements

<i>English</i>	3-6
Required:	
ENG 102 or ENG 114	Composition II Composition II For International Students
<i>Fine Arts</i>	3
<i>Humanities</i>	3
<i>Mathematics</i>	3
Recommended:	
MATH 120	Fundamentals of College Mathematics (or higher)
<i>Science</i>	6
<i>Social Science</i>	3
Satisfied by U.S. and Nevada Constitutions requirement	
Additional College Requirements	
<i>Diversity</i> ¹	[3]
<i>Foreign Language</i>	0-14
<i>U.S. and Nevada Constitutions</i>	[3]

Degree Requirements

CRJ 104	Introduction to Administration of Justice	3
CRJ 222	Criminal Law and Procedure	3
Select 9 units from the following:		9
CPD 116	Substance Abuse-Fundamental Facts and Insights ²	
CRJ 106	Introduction to Corrections ²	
CRJ 125	Legal Careers and Law Schools ²	
CRJ 126	Legal Research and Methods ²	
CRJ 127	Legal Writing ²	
CRJ 211	Police in America: An Introduction ²	
CRJ 289	Law and Justice ²	

Elective Requirements

Select 7 units of transferable electives:		7-24
Recommended:		
PHIL 102	Critical Thinking and Reasoning ²	
STAT 152	Introduction to Statistics ²	

Total Units 60

¹ Course may also count toward degree requirements. Please consult with Academic Advisement.

² For students planning to complete either the general Bachelor of Arts or the Pre-Law specialization Bachelor of Arts in Criminal Justice at UNR, consult with Academic Advisement.

Course	Title	Units
1st semester		
	Humanities/Diversity course ³	3
CRJ 104	Introduction to Administration of Justice (5)	3
	Foreign Language ⁵	4
	Social Science/U.S. and Nevada Constitutions ³	3
	English ⁴	3
Semester Total		16
2nd semester		
	Select 2 Degree courses ⁴	6
	Foreign Language ⁵	4
ENG 102	Composition II	3
	Mathematics ⁴	3
Semester Total		16
3rd semester		
	Elective ⁴	3
	Degree course ⁴	3
CRJ 222	Criminal Law and Procedure	3
	Foreign Language ⁵	3
	Science ³	3
Semester Total		15
4th semester		
	Elective ⁴	4
	Fine Arts ³	3
	Foreign Language ⁵	3
	Science ³	3
Semester Total		13
Total Units		60

³ See approved General Education list for the AA/AS Degree. (p. 178)

⁴ See program recommendations or requirements.

⁵ See approved Foreign Language list for the AA Degree. (p. 180)

Culinary Arts

Degrees

- Associate of Applied Science Degree - Culinary Arts
- Associate of Applied Science Degree - Culinary Arts Entrepreneurs

Certificates of Achievement

- Certificate of Achievement - Culinary Arts
- Certificate of Achievement - Culinary Arts Entrepreneurs
- Certificate of Achievement - Culinary Arts, Baking and Pastry

Associate of Applied Science Degree - 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 ¹ [3]

Communications/English 6

English

Required:

ENG 101 Composition I

Fine Arts/Humanities/Social Science 3

Human Relations

Required:

MGT 212 Leadership and Human Relations 3

or MGT 201 Principles of Management

Mathematics

Required:

CUL 245 The Business Chef 3

Science

Required:

NUTR 121 Human Nutrition 3

U.S. and Nevada Constitutions 3

Degree 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

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

CUL 250 Saucier 3

Emphasis Requirements

Select 7 units from the following: 7

CUL 170 Retail Deli and Bakery

CUL 198 Special Topics in Culinary Arts

CUL 225 Advanced Baking

CUL 230 Pastry Arts

CUL 295 Work Experience in Culinary Arts

Total Units 67

¹ 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.

Course	Title	Units
1st semester		
CUL 100	Sanitation/HACCP	2
CUL 105	Basic Skills Development	3
ENG 101	Composition I	3
MGT 212 or MGT 201	Leadership and Human Relations or Principles of Management	3
Communications ²		3
Semester Total		14
2nd semester		
CUL 106	Understanding Culinary Techniques I	6
NUTR 121	Human Nutrition	3
Fine Arts/Humanities/Social Science ²		3
Semester Total		12
3rd semester		
CUL 108	Understanding Culinary Techniques II	6
CUL 245	The Business Chef	3
U.S. and Nevada Constitutions ²		3
Emphasis ³		1
Semester Total		13
4th semester		
CUL 114	Buffet Catering	3
CUL 125	Principles of Baking	3
CUL 210	American Regional Cuisine	3
CUL 250	Saucier	3
Emphasis ³		3
Semester Total		15
5th semester		
CUL 130	Garde Manger	3
CUL 200	Aromatics/Restaurant Experience	4
CUL 220	International Cuisine	3
Emphasis ³		3
Semester Total		13
Total Units		67

² See approved General Education list for the AAS Degree. (p. 181)

³ See program recommendations or requirements.

Associate of Applied Science Degree - Culinary Arts Entrepreneurs

The culinary arts entrepreneurs degree will provide graduates with the necessary business skill to open their own business and/or work in management capacity at a food related small business. Individuals will learn the skill sets necessary to work in and operate culinary facilities. They will learn aspects related to business, people, and culinary which will allow them 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.
- Students will create a business plan, including the creation, development and presentation of innovative ideas.

General Education Requirements

Diversity ¹	[3]
English/Communications	6

Required:

ENG 101	Composition I	
or ENG 113	Composition I for International Students	
Fine Arts/Humanities/Social Science		3

Human Relations

Required:

MGT 212	Leadership and Human Relations	3
or MGT 201	Principles of Management	

Mathematics

Required:

CUL 245	The Business Chef	3
Science		3
U.S. and Nevada Constitutions		3

Degree Requirements

ACC 201	Financial Accounting	3
CUL 100	Sanitation/HACCP	2
CUL 105	Basic Skills Development	3
CUL 106	Understanding Culinary Techniques I	6
CUL 125	Principles of Baking	3
ACC 202	Managerial Accounting	3
BUS 107	Business Speech Communications	3
ENT 200	Fundamentals of Entrepreneurship	3
ENT 230	Financing Your Small Business Venture	3
ENT 240	Marketing for Small Business	3
ENT 280	Entrepreneurship and Business Plan Development	3
IS 101	Introduction to Information Systems	3
CUL 295	Work Experience in Culinary Arts	1
or MGT 290	Internship in Management	

Total Units 60

¹ 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.

Course	Title	Units
1st semester		
CUL 100	Sanitation/HACCP	2
ENT 200	Fundamentals of Entrepreneurship	3
ENG 101	Composition I	3

CUL 245	The Business Chef	3
CUL 105	Basic Skills Development	3
Semester Total		14
2nd semester		
MGT 212 or MGT 201	Leadership and Human Relations or Principles of Management	3
CUL 106	Understanding Culinary Techniques I	6
ENT 240	Marketing for Small Business	3
ENT 280	Entrepreneurship and Business Plan Development	3
Semester Total		15
3rd semester		
BUS 107	Business Speech Communications	3
ACC 201	Financial Accounting Communications ²	3
Fine Arts/Humanities/Social Science/Diversity ²		3
IS 101	Introduction to Information Systems	3
CUL 295 or MGT 290	Work Experience in Culinary Arts or Internship in Management	1-6
Semester Total		16
4th semester		
CUL 125	Principles of Baking	3
ACC 202	Managerial Accounting	3
ENT 230	Financing Your Small Business Venture	3
U.S. and Nevada Constitutions ²		3
Science ²		3
Semester Total		15
Total Units		60

² See approved General Education list for the AAS Degree. (<http://catalog.tmcc.edu/degrees-certificates/programs/culinary-arts/aas-culinary-arts-entrepreneurs/%20degrees-certificates/general-education/aas>)

³ See program recommendations or requirements.

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.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>Communications</i>		3
Recommended:		
BUS 107	Business Speech Communications	
<i>English</i>		
Required:		
ENG 101	Composition I	3
or ENG 113	Composition I for International Students	
<i>Human Relations</i>		
Required:		
MGT 212 or MGT 201	Leadership and Human Relations Principles of Management	3
<i>Mathematics</i>		
Required:		
CUL 245	The Business Chef	3
Certificate 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	
or CUL 220	International Cuisine	
CUL 125	Principles of Baking	3
Total Units		35

Course	Title	Units
1st semester		
CUL 105	Basic Skills Development	3
CUL 100	Sanitation/HACCP	2
ENG 101 or ENG 113	Composition I or Composition I for International Students	3
MGT 212 or MGT 201	Leadership and Human Relations or Principles of Management	3
Semester Total		11
2nd semester		
Communications ¹		
CUL 106	Understanding Culinary Techniques I	6
CUL 245	The Business Chef	3
Semester Total		12
3rd semester		
CUL 108	Understanding Culinary Techniques II	6

CUL 114	Buffet Catering	3
or CUL 130	or Garde Manger	
or CUL 220	or International Cuisine	
CUL 125	Principles of Baking	3
Semester Total		12
Total Units		35

¹ See program recommendations or requirements.

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.

Certificates of Achievement are a set of courses within an AAS degree that can serve as a stepping stone to an AAS degree or allow students to enter the workforce. Certificates of Achievement have a general education component.

To earn a Certificate of Achievement, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 semester credit hours within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

Communications

Required:

ENG 101	Composition I	3
or ENG 113	Composition I for International Students	

Human Relations

Required:

MGT 212	Leadership and Human Relations	3
or MGT 201	Principles of Management	

Mathematics

Required:

CUL 245	The Business Chef	3
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Certificate Requirements

CUL 100	Sanitation/HACCP	2
CUL 105	Basic Skills Development	3
CUL 106	Understanding Culinary Techniques I	6
ENT 200	Fundamentals of 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	
Total Units		30

Course	Title	Units
1st semester		
CUL 100	Sanitation/HACCP	2
ENT 200	Fundamentals of Entrepreneurship	3
ENG 101	Composition I	3
or ENG 113	or Composition I for International Students	
CUL 245	The Business Chef	3
CUL 105	Basic Skills Development	3
Semester Total		14
2nd semester		
MGT 212	Leadership and Human Relations	3
or MGT 201	or Principles of Management	
CUL 106	Understanding Culinary Techniques I	6
ENT 240	Marketing for Small Business	3
CUL 295	Work Experience in Culinary Arts	1
or MGT 290	or Internship in Management	
ENT 280	Entrepreneurship and Business Plan Development	3
Semester Total		16
Total Units		30

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.

Certificates of Achievement are a set of courses within an AAS degree that can serve as a stepping stone to an AAS degree or allow students

to enter the workforce. Certificates of Achievement have a general education component.

To earn a Certificate of Achievement, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 semester credit hours within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

Communications 3

Recommended:

BUS 107 Business Speech Communications

English

Required:

ENG 101 Composition I 3

or ENG 113 Composition I for International Students

Human Relations

Required:

MGT 212 Leadership and Human Relations 3

or MGT 201 Principles of Management

Mathematics

Required:

CUL 245 The Business Chef 3

Certificate Requirements

CUL 100 Sanitation/HACCP 2

CUL 105 Basic Skills Development 3

CUL 106 Understanding Culinary Techniques I 6

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

Total Units 38

Course	Title	Units
1st semester		
CUL 105	Basic Skills Development	3
CUL 100	Sanitation/HACCP	2
ENG 101	Composition I	3
or ENG 113	or Composition I for International Students	
Semester Total		8
2nd semester		
CUL 245	The Business Chef	3
or	or	
CUL 106	Understanding Culinary Techniques I	6
MGT 212	Leadership and Human Relations	3
or	or Principles of Management	
MGT 201		
Semester Total		12
3rd semester		
CUL 125	Principles of Baking	3

CUL 225	Advanced Baking	3
Semester Total		6
4th semester		
Communications ¹		3
CUL 170	Retail Deli and Bakery	3
CUL 230	Pastry Arts	3
CUL 295	Work Experience in Culinary Arts	1-6
Semester Total		12
Total Units		38

4th semester

¹ See program recommendations or requirements.

Dental Assisting Degree

- Associate of Applied Science Degree - Dental Assisting

Certificate of Achievement

- Certificate of Achievement - Dental Assisting, Full-Time/Part-Time

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.

Special Admission Requirements and Procedures

Program completion time varies and depends on number of units 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.

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.

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 7th of the admission year 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:

- ENG 101 or ENG 113 – 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.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.

3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

It is recommended that the following courses be taken prior to entering the Dental Assisting Program.

*Diversity*¹ [3]

Communications/English

Required:

COM 113	Fundamentals of Speech Communications	3
ENG 101	Composition I	3

Fine Arts/Humanities/Social Science

Required:

PSY 101	General Psychology	3
SOC 101	Principles of Sociology	3

Human Relations [3]

Embedded in core requirements

Mathematics

Required:

MATH 100	Math for Allied Health Programs	3
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Science

Required:

BIOL 223	Human Anatomy and Physiology I	4
BIOL 224	Human Anatomy and Physiology II	4
NUTR 223	Principles of Nutrition	3

U.S. and Nevada Constitutions

Required:

PSC 101	Introduction to American Politics	3
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Level I (Fall)²

DA 110	Orientation to Dental Assisting	1
DA 111	Dental Radiography I ³	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 ³	4

Level II²

DA 121	Dental Radiography II ³	2
DA 122	Clinical Dental Science	2
DA 123	Practice Management and Procedures	2
DA 125	Supervised Clinical I ³	4
DA 127	Dental Materials and Lab Techniques II	2

Summer Session

DA 135	Supervised Clinical II ³	5
DA 137	Specialized Dental Assisting ³	1

Total Units 62.5

¹ 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.

² All DA courses are to be taken in the time sequence indicated. A grade of "C" or better required.

³ Starting Fall 2017 these courses may be subject to a unit increase. Please contact the program coordinator for updated information.

All emphasis courses are to be taken in the sequence indicated. A grade of 75% or better is required in all emphasis courses. Units may increase fall 2017. Contact program coordinator for details.

General Education Requirements are subject to change fall 2017. Contact program coordinator for updated information.

Full-time

Course	Title	Units
1st semester		
DA 110	Orientation to Dental Assisting (Level I - Fall)	1
DA 111	Dental Radiography I (Level I - Fall)	3
DA 112	Dental/Head and Neck Anatomy (Level I - Fall)	3
DA 115	Dental Health Education (Level I - Fall)	1
DA 116	Preclinical Dental Science (Level I - Fall)	1.5
DA 117	Dental Materials and Techniques I (Level I - Fall)	2
DA 119	Dental Chairside Procedures (Level I - Fall)	4
Semester Total		15.5

2nd semester

DA 121	Dental Radiography II (Level II - Spring)	2
DA 122	Clinical Dental Science (Level II - Spring)	2
DA 123	Practice Management and Procedures (Level II - Spring)	2
DA 125	Supervised Clinical I (Level II - Spring)	4
DA 127	Dental Materials and Lab Techniques II (Level II - Spring)	2
Semester Total		12

3rd semester

DA 135	Supervised Clinical II (Level III - Summer)	5
DA 137	Specialized Dental Assisting (Level III - Summer)	1
Semester Total		6
Total Units		33.5

Part-time

Course	Title	Units
1st semester		
COM 113	Fundamentals of Speech Communications (Level I - Fall)	3
DA 110	Orientation to Dental Assisting (Level I - Fall)	1
DA 112	Dental/Head and Neck Anatomy (Level I - Fall)	3
DA 116	Preclinical Dental Science (Level I - Fall)	1.5
ENG 101	Composition I (Level I - Fall)	3
PSY 101	General Psychology (Level I - Fall)	3
Semester Total		14.5

2nd semester

BIOL 223	Human Anatomy and Physiology I (Level II - Spring)	4
DA 122	Clinical Dental Science (Level II - Spring)	2
DA 123	Practice Management and Procedures (Level II - Spring)	2

PSC 101	Introduction to American Politics (Level II - Spring)	3
SOC 101	Principles of Sociology (Level II - Spring)	3
Semester Total		14
3rd semester		
BIOL 224	Human Anatomy and Physiology II (Level III - Fall)	4
DA 111	Dental Radiography I (Level III - Fall)	3
DA 115	Dental Health Education (Level III - Fall)	1
DA 117	Dental Materials and Techniques I (Level III - Fall)	2
DA 119	Dental Chairside Procedures (Level III - Fall)	4
Semester Total		14
4th semester		
DA 121	Dental Radiography II (Level IV - Spring)	2
DA 125	Supervised Clinical I (Level IV - Spring)	4
DA 127	Dental Materials and Lab Techniques II (Level IV - Spring)	2
NUTR 223	Principles of Nutrition (Level IV - Spring)	3
MATH 100	Math for Allied Health Programs (Level IV - Spring)	3
Semester Total		14
5th semester		
DA 135	Supervised Clinical II (Level V - Summer)	5
DA 137	Specialized Dental Assisting (Level V - Summer)	1
Semester Total		6
Total Units		62.5

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.

Special Admission Requirements and Procedures

Program completion time varies and depends on number of units 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.

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.¹
3. Provide proof of attendance of a Dental Assisting Program advisement/information session.¹

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: Contact program coordinator for updated information.

- ENG 101 or ENG 113 – 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.

Certificates of Achievement are a set of courses within an AAS degree that can serve as a stepping stone to an AAS degree or allow students to enter the workforce. Certificates of Achievement have a general education component.

To earn a Certificate of Achievement, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 semester credit hours within the college.
3. Satisfy General Education requirements for the AAS (p. 181).

4. Have no financial or library obligation to the college.

General Education Requirements

It is recommended that the following courses be taken prior to entering the Dental Assisting Program. “C” or better required.

Communications

Required:

ENG 101	Composition I	3
COM 113	Fundamentals of Speech Communications	3

Human Relations

[3]

Human Relations requirement is satisfied through embedded curriculum in the following: DA 110, DA 115, DA 119, DA 121, DA 123, DA 125, DA 135

Mathematics

[3]

Mathematics requirement is satisfied through embedded curriculum in the following: DA 111, DA 117, DA 119, DA 121, DA 123, DA 127.

Social Science

Required:

PSY 101	General Psychology	3
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Certificate 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

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

Summer Session

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

Total Units	42.5
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All certificate courses are to be taken in the sequence indicated. A grade of 75% or better is required in all certificate courses. Contact program coordinator for details.

Full-time

Course	Title	Units
1st semester		
These General Education courses, ENG 101, COMM 113, and PYS 101 are required to be completed and can be taken before, during or after the dental core courses.		9
DA 110	Orientation to Dental Assisting (Certificate - Level I - Fall)	1
DA 111	Dental Radiography I (Certificate - Level I - Fall)	3
DA 112	Dental/Head and Neck Anatomy (Certificate - Level I - Fall)	3

DA 115	Dental Health Education (Certificate - Level I - Fall)	1
DA 116	Preclinical Dental Science (Certificate - Level I - Fall)	1.5
DA 117	Dental Materials and Techniques I (Certificate - Level I - Fall)	2
DA 119	Dental Chairside Procedures (Certificate - Level I - Fall)	4
Semester Total		24.5
2nd semester		
DA 121	Dental Radiography II (Certificate - Level II - Spring)	2
DA 122	Clinical Dental Science (Certificate - Level II - Spring)	2
DA 123	Practice Management and Procedures (Certificate - Level II - Spring)	2
DA 125	Supervised Clinical I (Certificate - Level II - Spring)	4
DA 127	Dental Materials and Lab Techniques II (Certificate - Level II - Spring)	2
Semester Total		12
3rd semester		
DA 135	Supervised Clinical II (Certificate - Level III - Summer)	5
DA 137	Specialized Dental Assisting (Certificate - Level III - Summer)	1
Semester Total		6
Total Units		42.5

Part-time

Course	Title	Units
1st semester		
These General Education courses, ENG 101, COMM 113, and PYS 101, are required to be completed and can be taken before, during or after the dental core courses.		9
DA 110	Orientation to Dental Assisting (Certificate - Level I - Fall)	1
DA 112	Dental/Head and Neck Anatomy (Certificate - Level I - Fall)	3
DA 116	Preclinical Dental Science (Certificate - Level I - Fall)	1.5
Semester Total		14.5
2nd semester		
DA 122	Clinical Dental Science (Certificate - Level II - Spring)	2
DA 123	Practice Management and Procedures (Certificate - Level II - Spring)	2
Semester Total		4
3rd semester		
DA 111	Dental Radiography I (Certificate - Level III - Fall)	3
DA 115	Dental Health Education (Certificate - Level III - Fall)	1
DA 117	Dental Materials and Techniques I (Certificate - Level III - Fall)	2

DA 119	Dental Chairside Procedures (Certificate - Level III - Fall)	4
Semester Total		10
4th semester		
DA 121	Dental Radiography II (Certificate - Level IV - Spring)	2
DA 125	Supervised Clinical I (Certificate - Level IV - Spring)	4
DA 127	Dental Materials and Lab Techniques II (Certificate - Level IV - Spring)	2
Semester Total		8
5th semester		
DA 135	Supervised Clinical II (Certificate - Level V - Summer)	5
DA 137	Specialized Dental Assisting (Certificate - Level V - Summer)	1
Semester Total		6
Total Units		42.5

Dental Hygiene

Degree

- 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 following program degree requirements are required:

BIOL 223	Human Anatomy and Physiology I	4
BIOL 224	Human Anatomy and Physiology II	4
BIOL 251	General Microbiology	4
CHEM 220	Introductory Organic Chemistry	4
COM 113	Fundamentals of Speech Communications	3

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 (BIOL 223, BIOL 224, BIOL 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 be:

- Eligible to apply for and take the written National Board Dental Hygiene Examination (NBDHE).
- Eligible to apply for and take the ethics examination for state licensure.
- Eligible to apply for and sit for a state or regional clinical examination.

Note: It is highly recommended that all prospective Dental Hygiene students complete all general education courses in addition to the degree requirement courses prior to applying for admission to the program.

General Education Requirements

<i>English</i>		3-6
	Must include ENG 102 or ENG 114 ¹	
<i>Fine Arts</i>		3
	Recommended:	
THTR 210	Theater: a Cultural Context	
<i>Humanities</i>		
	Required:	
PHIL 135	Introduction to Ethics	3
<i>Mathematics</i>		
	Required:	
MATH 126	Pre-Calculus I (or higher)	3
<i>Science</i>		6
	Required:	
BIOL 190 & 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory	

CHEM 121	General Chemistry I	
<i>Social Science</i>		
Required:		
PSY 101	General Psychology	3
Additional College Requirements		
<i>Diversity</i> ²		[3]
<i>Science</i>		6
Science courses fulfilling the 6 units include:		
BIOL 190	Introduction to Cell and Molecular Biology (1 unit from General Education)	
BIOL 190L	Introduction to Cell and Molecular Biology Laboratory (1 unit from General Education)	
BIOL 251	General Microbiology (4 units)	
<i>U.S. and Nevada Constitutions</i>		3
Degree 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
SOC 101	Principles of Sociology	3
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 Units		105

¹ If you place into ENG 102 or ENG 114 there will be no additional electives required. The total degree units will be 102.

² May also count toward degree requirements. Please consult with Academic Advisement.

Course	Title	Units
1st semester		
COM 113	Fundamentals of Speech Communications	3
ENG 101	Composition I	3
or ENG 113	or Composition I for International Students	

Fine Arts/Diversity ⁴		3
MATH 126	Pre-Calculus I	3
Semester Total		12

2nd semester		
BIOL 190 & 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory	4
CHEM 121	General Chemistry I	4
ENG 102	Composition II	3
or ENG 114	or Composition II For International Students	
Semester Total		11

3rd semester		
BIOL 223	Human Anatomy and Physiology I	4
CHEM 220	Introductory Organic Chemistry	4
PHIL 135	Introduction to Ethics	3
PSY 101	General Psychology	3
Semester Total		14

4th semester		
BIOL 224	Human Anatomy and Physiology II	4
BIOL 251	General Microbiology	4
SOC 101	Principles of Sociology	3
<i>U.S. and Nevada Constitutions</i> ³		3
Semester Total		14

5th semester		
DH 102	Oral Biology	4
DH 103	Head and Neck Anatomy	2
DH 104	Dental Hygiene I	3
DH 105	Intro to Clinical Practice	2
DH 110	Concepts of Oral Health	2
DH 112	Oral Radiology	3
Semester Total		16

6th semester		
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 209	Pain and Anxiety Control	3
Semester Total		16

7th semester		
DH 203	Special Patients	2
DH 205	Clinical Practice II	5
DH 207	Periodontics I	2
DH 208	Community Dental Health I	2
DH 211	Dental Materials and Techniques	2
Semester Total		13

8th semester		
DH 107	Legal and Ethical Implications in Dental Hygiene	1
DH 214	Periodontics II	1
DH 215	Clinical Practice III	5

DH 218	Community Dental Health II	2
Semester Total		9
Total Units		105

³ See approved General Education list for the AA/AS Degree. (<http://catalog.tmcc.edu/degrees-certificates/programs/dental-hygiene/as-dental-hygiene/%20/degrees-certificates/general-education/aas>)

⁴ See program recommendations or requirements.

Dietetic Technology

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 (p. 83)

This track is for students who are seeking an Associate of Applied Science (AAS) degree. Students take eight units of science prerequisites: BIOL 190 and BIOL 190L. These units may not transfer to a four-year institution within the NSHE system.

Track 2: Dietetic Degree-Associate of Science (p. 84)

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 an 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-unit 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, NUTR 292 and NUTR 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: 1-800-877-1600 x5400
Fax: 312-899-4817
Email: acend@eatright.org

Degrees

- Associate of Applied Science Degree - Dietetic Technician
- Associate of Science Degree - Dietetics Emphasis

Skills Certificate

- Skills Certificate - Dietetic Technician

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 Dietetic Technology (p. 83) page.

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

Required:

NUTR 253	Cultural Considerations in Nutrition and Health Care	[3]
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Communications/English

6

Recommended:

ENG 101	Composition I
or ENG 113	Composition I for International Students

ENG 102	Composition II
or ENG 114	Composition II For International Students

BUS 107	Business Speech Communications
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Fine Arts/Humanities/Social Science

Required:

PSY 101	General Psychology	3
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<i>Human Relations</i>		3
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Mathematics

Required:

MATH 120	Fundamentals of College Mathematics (or higher)	3
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Science

Required:

BIOL 190	Introduction to Cell and Molecular Biology	3
<i>U.S. and Nevada Constitutions</i>		
Degree Requirements		
BIOL 190L	Introduction to Cell and Molecular Biology Laboratory	1
BIOL 200	Elements of Human Anatomy and Physiology	3
COM 113	Fundamentals of Speech Communications	3
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 Units		60.5

Course	Title	Units
1st semester		
CUL 100	Sanitation/HACCP	2
BIOL 200	Elements of Human Anatomy and Physiology	3
English/Communications ²		3
MATH 120	Fundamentals of College Mathematics (or higher) ²	3
NUTR 100	Introduction to Dietetic Technician Program	0.5
NUTR 220	Food Service Systems Management	3
Semester Total		14.5

2nd semester		
BIOL 190 & 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory	4
COM 113	Fundamentals of Speech Communications	3
Communications/English ²		3
NUTR 221	Quantity Food Purchasing	3
NUTR 223	Principles of Nutrition	3
Semester Total		16

3rd semester		
NUTR 291	Nutrition Internship-Food Service (Summer Session)	3
Semester Total		3

4th semester		
<i>U.S. and Nevada Constitutions</i> ¹		
NUTR 233	Community and Lifecycle Nutrition	3
NUTR 253	Cultural Considerations in Nutrition and Health Care	3
PSY 101	General Psychology	3
Semester Total		12

5th semester		
Human Relations ¹		3
NUTR 243	Medical Nutrition Therapy for Dietetic Techs I	3
NUTR 244	Medical Nutrition Therapy for Dietetic Techs II	3
NUTR 292	Nutrition Internship-Community	3
Semester Total		12

6th semester		
NUTR 293	Nutrition Internship-Clinical (Summer Session)	3
Semester Total		3
Total Units		60.5

¹ See approved General Education list for the AAS Degree. (p. 181)

² See program recommendations or requirements.

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	Sanitation/HACCP	2
NUTR 100	Introduction to Dietetic Technician Program	0.5
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 291	Nutrition Internship-Food Service	3
NUTR 292	Nutrition Internship-Community	3
NUTR 293	Nutrition Internship-Clinical	3

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.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (p. 178).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>English</i>	3-6
Must include ENG 102 or ENG 114 ¹	

<i>Fine Arts</i>		3
<i>Humanities</i>		3
<i>Mathematics</i>		3
<i>Science</i>		
Required:		
CHEM 121	General Chemistry I	6
& CHEM 122	and General Chemistry II	
<i>Social Science</i>		
Required:		
PSY 101	General Psychology	3
Additional College Requirements		
<i>Diversity</i> ²		[3]
Recommended:		
NUTR 253	Cultural Considerations in Nutrition and Health Care	
<i>Science</i>		6
Science courses fulfilling the 6 units include:		
BIOL 190	Introduction to Cell and Molecular Biology	
BIOL 190L	Introduction to Cell and Molecular Biology Laboratory	
CHEM 122	General Chemistry II (2 units from General Education)	
<i>U.S. and Nevada Constitutions</i>		3
Degree 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
Elective Requirements		
		0-3
Total Units		60

¹ If you place into ENG 102 or ENG 114 the additional 3 required units will become elective units.

² May also count toward degree requirements. Please consult with Academic Advisement.

Course	Title	Units
1st semester		
ENG 101	Composition I	3
or ENG 113	or Composition I for International Students	
Fine Arts ³		3
MATH 126	Pre-Calculus I (or higher)	3
NUTR 220	Food Service Systems Management	3
PSY 101	General Psychology	3
Semester Total		15
2nd semester		
BIOL 190	Introduction to Cell and Molecular Biology	4
& 190L	and Introduction to Cell and Molecular Biology Laboratory	

CHEM 121	General Chemistry I	4
ENG 102	Composition II	3
or ENG 114	or Composition II For International Students	
NUTR 221	Quantity Food Purchasing	3
Semester Total		14
3rd semester		
BIOL 223	Human Anatomy and Physiology I	4
CHEM 122	General Chemistry II	4
Humanities ³		3
NUTR 223	Principles of Nutrition	3
Semester Total		14
4th semester		
BIOL 224	Human Anatomy and Physiology II	4
BIOL 251	General Microbiology	4
COM 113	Fundamentals of Speech Communications	3
U.S. and Nevada Constitutions ³		3
NUTR 253	Cultural Considerations in Nutrition and Health Care	3
Semester Total		17
Total Units		60

³ See approved General Education list for the AA/AS Degree. (p. 178)

⁴ See program recommendations or requirements.

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 an 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-unit 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, NUTR 292 and

NUTR 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).

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester.

To earn a skills certificate, students must:

1. Maintain a minimum cumulative GPA of 2.0
2. Have no financial or library obligation to the college

Certificate Requirement

NUTR 291	Nutrition Internship-Food Service	3
NUTR 292	Nutrition Internship-Community	3
NUTR 293	Nutrition Internship-Clinical	3
Total Units		9

Course	Title	Units
1st semester		
NUTR 291	Nutrition Internship-Food Service (Certificate)	3
NUTR 292	Nutrition Internship-Community (Certificate)	3
Semester Total		6
2nd semester		
NUTR 293	Nutrition Internship-Clinical (Certificate)	3
Semester Total		3
Total Units		9

Early Childhood Education

Degrees

- Associate of Arts Degree - Early Childhood Education
- Associate of Applied Science Degree - Early Childhood Education - Administration of Early Care and Education Programs Emphasis
- Associate of Applied Science Degree - Early Childhood Education - Infant/Toddler Emphasis
- Associate of Applied Science Degree - Early Childhood Education - Preschool Emphasis

Skills Certificates

- Skills Certificate - Early Childhood Educator 1
- Skills Certificate - Early Childhood Educator 2
- Skills Certificate - Early Childhood Educator 3
- Skills Certificate - Early Childhood Educator 4

Program Information

The **Associate of Arts Degree in Early Childhood Education** is designed to serve students either as a stand alone Degree or as a University Transfer Degree.

The **Associate of Applied Science Degree in Early Childhood Education** prepares the graduate for a career working with young children and their families. The program has three degree emphases: Administration of Early Care and Education Programs, Preschool, and Infant/Toddler. Students select an emphasis based on their specific interest in one area of concentration.

Field Experience and Practicum Experience

All ECE degrees require courses with field experience and practicum experience in early childhood classrooms with young children (birth to age five). Field experiences and practicum experiences are focused student teaching experiences that require the student to demonstrate specific skills in an early childhood classroom with young children.

- Students must complete the practicum experience through TMCC.
- Students are required to have fingerprints, an approved background check, and a clear TB test prior to enrolling in courses with field experience or practicum experience. If a student fails to meet these requirements, or if the background check is not approved, the student will not be permitted to participate in courses with field experience or practicum experience.
- Students must meet all of the prerequisite/corequisite requirements, as well as have the practicum instructor's approval prior to enrolling in a practicum course.
- Two semesters of practicum are required. Students must complete the practicum courses in two, consecutive fall and spring semesters, during the final year of the ECE program of study.
- Students must work with the practicum instructor to arrange a practicum schedule and placement site.

Degree Outcomes

Students completing these degrees will demonstrate competence in the knowledge and skills defined in the National Association for the Education of Young Children (NAEYC) Early Childhood Associate Degree Accreditation (ECADA) Standards for Initial and Advanced Early Childhood Professional Preparation Programs.

1. Promoting Child Development and Learning
2. Building Family and Community Relationships
3. Observing, Documenting, and Assessing to Support Young Children and Families
4. Using Developmentally Effective Approaches
5. Using Content Knowledge to Build Meaningful Curriculum
6. Becoming a Professional

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 prepares the graduate for a career working with young children and their families. The program has three degree emphases: administration of early care and education programs, preschool, and infant/toddler. Students select an emphasis based on their specific interest in one area of concentration.

Degree Outcomes

Students completing the degree will:

- Demonstrate competence in the knowledge and skills defined in the National Association for the Education of Young Children (NAEYC) Early Childhood Associate Degree Accreditation (ECADA) Standards for Initial and Advanced Early Childhood Professional Preparation Programs.
 - a. Promoting Child Development and Learning
 - b. Building Family and Community Relationships
 - c. Observing, Documenting, and Assessing to Support Young Children and Families
 - d. Using Developmentally Effective Approaches
 - e. Using Content Knowledge to Build Meaningful Curriculum
 - f. Becoming a Professional

Emphasis Outcomes

Students completing the emphasis will:

- Demonstrate proficiency as a preschool teacher in an early childhood education program.
- Demonstrate proficiency in the administration of early care and education programs.

Field Experience and Practicum Experience:

All ECE degrees require courses with field experience and practicum experience in early childhood classrooms with young children (birth to age five). Field experiences and practicum experiences are focused student teaching experiences that require the student to demonstrate specific skills in an early childhood classroom with young children.

- Students must complete the practicum experience through TMCC.
- Students are required to have fingerprints, an approved background check, and a clear TB test prior to enrolling in courses with field experience or practicum experience. If a student fails to meet these requirements, or if the background check is not approved, the student will not be permitted to participate in courses with field experience or practicum experience.
- Students must meet all of the pre-requisite/co-requisite requirements, as well as have the practicum instructor's approval prior to enrolling in a practicum course.
- Two semesters of practicum are required. Students must complete the practicum courses in two, consecutive fall and spring semesters, during the final year of the ECE program of study.

- Students must work with the practicum instructor to arrange a practicum schedule and placement site.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>Diversity</i>		
Required:		
HDFS 232	Diversity in Children ¹	3
<i>Communications/English</i>		
Required:		
COM 215	Introduction to Group Communication	3
ENG 101	Composition I	3
or ENG 113	Composition I for International Students	
<i>Fine Arts/Humanities/Social Science</i>		
Recommended:		
PSY 101	General Psychology	
or SOC 101	Principles of Sociology	
<i>Human Relations</i>		
Required:		
MGT 212	Leadership and Human Relations	3
<i>Mathematics</i>		
3		
<i>Science</i>		
Required:		
NUTR 121	Human Nutrition	3
<i>U.S. and Nevada Constitutions</i>		
3		
Degree Requirements ¹		
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 250	Introduction to Early Childhood Education	3
HDFS 201	Lifespan Human Development	3
HDFS 202	Introduction to Families	3
Emphasis Requirements ¹		
ECE 121	Parent Caregiver Relationships	1
ECE 123	Health and Nutrition for Young Children	1
ECE 231	Preschool Practicum: Early Childhood Lab ²	2
ECE 240	Administration of the Preschool	3
ECE 244	Practicum in Administration in ECE Programs ²	2
ECE 245	Practicum Seminar ²	2
ECE 251	Curriculum in Early Childhood Education	3

MGT 171	Supervision	3
Total Units		65

¹ Students must maintain a cumulative grade point average of 2.0 (C) or better, and a minimum grade of "C" must be earned in each of the Degree and Emphasis requirements.

² Students must complete the practicum experience through TMCC.

Course	Title	Units
1st semester		
ECE 121	Parent Caregiver Relationships	1
ECE 190	Professionalism in Early Care and Education	3
ECE 250	Introduction to Early Childhood Education	3
ENG 101 or ENG 113	Composition I or Composition I for International Students	3
HDFS 201	Lifespan Human Development	3
Mathematics ³		3
Semester Total		16
2nd semester		
ECE 123	Health and Nutrition for Young Children	1
ECE 130	Infancy	3
ECE 204	Principles of Child Guidance	3
ECE 210	Observation, Documentation and Assessment of Young Children	3
HDFS 232	Diversity in Children	3
MGT 171	Supervision	3
Semester Total		16
3rd semester		
COM 215	Introduction to Group Communication	3
ECE 200	The Exceptional Child	3
ECE 231	Preschool Practicum: Early Childhood Lab (Fall Lab)	2
ECE 251	Curriculum in Early Childhood Education	3
HDFS 202	Introduction to Families	3
NUTR 121	Human Nutrition	3
Semester Total		17
4th semester		
ECE 240	Administration of the Preschool	3
ECE 244	Practicum in Administration in ECE Programs (Spring Lab)	2
ECE 245	Practicum Seminar	2
MGT 212	Leadership and Human Relations	3
Fine Arts/Humanities/Social Science ⁴		3
U.S. and Nevada Constitutions ³		3
Semester Total		16
Total Units		65

³ See approved General Education list for the AAS Degree. (<http://catalog.tmcc.edu/degrees-certificates/programs/early-childhood-education/aas-early-childhood-education/%20degrees-certificates/general-education/aas>)

⁴ See program recommendations or requirements.

Associate of Applied Science Degree - Early Childhood Education - Infant/Toddler Emphasis

The Associate of Applied Science in early childhood education prepares the graduate for a career working with young children and their families. The program has three degree emphases: administration of early care and education programs, preschool, and infant/toddler. Students select an emphasis based on their specific interests in one area of concentration.

Degree Outcomes

Students completing the degree will:

- Demonstrate competence in the knowledge and skills defined in the National Association for the Education of Young Children (NAEYC) Early Childhood Associate Degree Accreditation (ECADA) Standards for Initial and Advanced Early Childhood Professional Preparation Programs.
 1. Promoting Child Development and Learning
 2. Building Family and Community Relationships
 3. Observing, Documenting, and Assessing to Support Young Children and Families
 4. Using Developmentally Effective Approaches
 5. Using Content Knowledge to Build Meaningful Curriculum
 6. Becoming a Professional

Emphasis Outcomes

Students completing the emphasis will:

- Demonstrate proficiency as an infant and toddler teacher in an early childhood program.

Accreditation

The AAS Degree - Early Childhood Education - Infant/Toddler Emphasis is accredited by the National Association for the Education of Young Children (NAEYC) Early Childhood Associate Degree Accreditation (ECADA).

NAEYC/ECADA
1313 L St. N.W. Suite 500
Washington DC 20005
800-424-2460, Extension 8007

Field Experience and Practicum Experience:

All ECE degrees require courses with field experience and practicum experience in early childhood classrooms with young children (birth to age five). Field experiences and practicum experiences are focused student teaching experiences that require the student to demonstrate specific skills in an early childhood classroom with young children.

- Students must complete the practicum experience through TMCC.
- Students are required to have fingerprints, an approved background check, and a clear TB test prior to enrolling in courses with field experience or practicum experience. If a student fails to meet these

requirements, or if the background check is not approved, the student will not be permitted to participate in courses with field experience or practicum experience.

- Students must meet all of the prerequisite/corequisite requirements, as well as have the practicum instructor's approval prior to enrolling in a practicum course.
- Two semesters of practicum are required. Students must complete the practicum courses in two, consecutive fall and spring semesters, during the final year of the ECE program of study.
- Students must work with the practicum instructor to arrange a practicum schedule and placement site.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

Diversity

Required:

HDFS 232	Diversity in Children	3
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Communications/English

6

Required:

ENG 101	Composition I	
or ENG 113	Composition I for International Students	

Fine Arts/Humanities/Social Science

3

Recommended:

SOC 101	Principles of Sociology	
or PSY 101	General Psychology	

Human Relations

Required:

MGT 212	Leadership and Human Relations	3
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Mathematics

3

Science

Required:

NUTR 121	Human Nutrition	3
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U.S. and Nevada Constitutions

3

Degree Requirements¹

Required for all ECE emphases

ECE 130	Infancy	3
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ECE 190	Professionalism in Early Care and Education	3
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ECE 200	The Exceptional Child	3
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ECE 204	Principles of Child Guidance	3
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ECE 210	Observation, Documentation and Assessment of Young Children	3
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ECE 250	Introduction to Early Childhood Education	3
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HDFS 201	Lifespan Human Development	3
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HDFS 202	Introduction to Families	3
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Emphasis Requirements¹

ECE 121	Parent Caregiver Relationships	1
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ECE 127	Role of Play for Infants and Toddlers	1
ECE 128	Self Help Skills for Infants and Toddlers	1
ECE 129	Environments for Infant and Toddler	2
ECE 232	Practicum: Infant and Toddler ²	4
ECE 245	Practicum Seminar ²	2
ECE 252	Infant-Toddler Curriculum	3

Total Units		62
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¹ A student must maintain a cumulative grade point average of 2.0 (C) or better and a minimum grade of "C" must be earned in each of the degree and emphasis requirements.

² Students must complete the practicum experience through TMCC.

Course	Title	Units
1st semester		
ECE 121	Parent Caregiver Relationships	1
ECE 190	Professionalism in Early Care and Education	3
ECE 250	Introduction to Early Childhood Education	3
Mathematics ³		3
ENG 101	Composition I	3
or ENG 113	or Composition I for International Students	
HDFS 201	Lifespan Human Development	3
Semester Total		16

2nd semester

ECE 127	Role of Play for Infants and Toddlers	1
ECE 128	Self Help Skills for Infants and Toddlers	1
ECE 129	Environments for Infant and Toddler	2
ECE 130	Infancy	3
ECE 204	Principles of Child Guidance	3
ECE 210	Observation, Documentation and Assessment of Young Children	3
English/Communications ³		3
Semester Total		16

3rd semester

ECE 200	The Exceptional Child	3
ECE 232	Practicum: Infant and Toddler	2
ECE 252	Infant-Toddler Curriculum	3
HDFS 202	Introduction to Families	3
NUTR 121	Human Nutrition	3
Semester Total		14

4th semester

ECE 232	Practicum: Infant and Toddler	2
ECE 245	Practicum Seminar	2
HDFS 232	Diversity in Children	3
Fine Arts/Humanities/Social Science ³		3
MGT 212	Leadership and Human Relations	3
U.S. and Nevada Constitutions ³		3
Semester Total		16
Total Units		62

³ See approved General Education list for the AAS Degree. (p. 181)

Associate of Applied Science Degree - Early Childhood Education - Preschool Emphasis

The Associate of Applied Science in early childhood education prepares the graduate for a career working with young children and their families. The program has three degree emphases: administration of early care and education programs, preschool, and infant/toddler. Students select an emphasis based on their specific interest in one area of concentration.

Degree Outcomes

Students completing the degree will:

- Fulfill the requirements of the Associate of Applied Science.
- Demonstrate competence in the knowledge and skills defined in the National Association for the Education of Young Children (NAEYC) Early Childhood Associate Degree Accreditation (ECADA) Standards for Initial and Advanced Early Childhood Professional Preparation Programs.
 - a. Promoting Child Development and Learning
 - b. Building Family and Community Relationships
 - c. Observing, Documenting, and Assessing to Support Young Children and Families
 - d. Using Developmentally Effective Approaches
 - e. Using Content Knowledge to Build Meaningful Curriculum
 - f. Becoming a Professional

Emphasis Outcomes

Students completing the emphasis will:

- Demonstrate proficiency as a preschool teacher in an early childhood program.

Accreditation

The AAS Degree - Early Childhood Education - Preschool Emphasis is accredited by the National Association for the Education of Young Children (NAEYC) Early Childhood Associate Degree Accreditation (ECADA).

NAEYC/ECADA
 1313 L St. N.W. Suite 500
 Washington DC 20005
 800-424-2460, Extension 8007

Field Experience and Practicum Experience:

All ECE degrees require courses with field experience and practicum experience in early childhood classrooms with young children (birth to age five). Field experiences and practicum experiences are focused student teaching experiences that require the student to demonstrate specific skills in an early childhood classroom with young children.

- Students must complete the practicum experience through TMCC.
- Students are required to have fingerprints, an approved background check, and a clear TB test prior to enrolling in courses with field experience or practicum experience. If a student fails to meet these requirements, or if the background check is not approved, the student

will not be permitted to participate in courses with field experience or practicum experience.

- Students must meet all of the prerequisite/corequisite requirements, as well as have the practicum instructor's approval prior to enrolling in a practicum course.
- Two semesters of practicum are required. Students must complete the practicum courses in two, consecutive fall and spring semesters, during the final year of the ECE program of study.
- Students must work with the practicum instructor to arrange a practicum schedule and placement site.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>Diversity</i>		
Required:		
HDFS 232	Diversity in Children	3
<i>Communications/English</i>		6
Required:		
ENG 101 or ENG 113	Composition I Composition I for International Students	
<i>Fine Arts/Humanities/Social Science</i>		3
Recommended:		
SOC 101	Principles of Sociology	
PSY 101	General Psychology	
<i>Human Relations</i>		
Required:		
MGT 212	Leadership and Human Relations	3
<i>Mathematics</i>		3
<i>Science</i>		
Required:		
NUTR 121	Human Nutrition	3
<i>U.S. and Nevada Constitutions</i>		3
Degree Requirements ¹		
Required for all ECE emphases		
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 250	Introduction to Early Childhood Education	3
HDFS 201	Lifespan Human Development	3
HDFS 202	Introduction to Families	3
Emphasis Requirements ¹		
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 ²	4
ECE 245	Practicum Seminar ²	2
ECE 251	Curriculum in Early Childhood Education	3
ECE Electives		5
Choose from: ECE 151, ECE 152, ECE 156, ECE 157, ECE 158, ECE 161, ECE 169		
Total Units		65

¹ A student must maintain a cumulative grade point average of 2.0 (C) or better, and a minimum grade of "C" must be earned in each of the degree and emphasis requirements.

² Students must complete the practicum experience through TMCC.

Course	Title	Units
1st semester		
ECE 121	Parent Caregiver Relationships	1
ECE 190	Professionalism in Early Care and Education	3
ECE 250	Introduction to Early Childhood Education	3
HDFS 201	Lifespan Human Development	3
Mathematics ³		3
ENG 101 or ENG 113	Composition I (Communications/English) or Composition I for International Students	3
Semester Total		16

2nd semester		
Communications/English ⁴		3
ECE 130	Infancy	3
ECE 204	Principles of Child Guidance	3
ECE 155	Literacy and the Young Child	1
ECE 210	Observation, Documentation and Assessment of Young Children	3
Emphasis Elective ⁴		1
HDFS 232	Diversity in Children	3
Semester Total		17

3rd semester		
ECE 200	The Exceptional Child	3
ECE 231	Preschool Practicum: Early Childhood Lab (Fall Lab)	2
ECE 251	Curriculum in Early Childhood Education	3
Emphasis Elective ⁴		3
HDFS 202	Introduction to Families	3
NUTR 121	Human Nutrition	3
Semester Total		17

4th semester		
ECE 123	Health and Nutrition for Young Children	1
ECE 231	Preschool Practicum: Early Childhood Lab (Spring Lab)	2
Emphasis Elective ⁴		1
ECE 245	Practicum Seminar	2
MGT 212	Leadership and Human Relations	3
Fine Arts/Humanities/Social Science ³		3

U.S. and Nevada Constitutions ³	3
Semester Total	15
Total Units	65

³ See approved General Education list for the AAS Degree. (p. 181)

⁴ See program recommendations or requirements.

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 these degrees will:

- Demonstrate competence in the knowledge and skills defined in the National Association for the Education of Young Children (NAEYC) Early Childhood Associate Degree Accreditation (ECADA) Standards for Initial and Advanced Early Childhood Professional Preparation Programs.
 - a. Promoting Child Development and Learning
 - b. Building Family and Community Relationships
 - c. Observing, Documenting, and Assessing to Support Young Children and Families
 - d. Using Developmentally Effective Approaches
 - e. Using Content Knowledge to Build Meaningful Curriculum
 - f. Becoming a Professional
- Demonstrate proficiency as a preschool teacher in an early childhood program.
- Demonstrate the scope of knowledge and skills required to gain entry into a baccalaureate degree program.

Accreditation

The AA Degree - Early Childhood Education is accredited by the National Association for the Education of Young Children (NAEYC) Early Childhood Associate Degree Accreditation (ECADA).

NAEYC/ECADA
1313 L St. N.W. Suite 500
Washington DC 20005
800-424-2460, Extension 8007

Field Experience and Practicum Experience:

All ECE degrees require courses with field experience and practicum experience in early childhood classrooms with young children (birth to age five). Field experiences and practicum experiences are focused

student teaching experiences that require the student to demonstrate specific skills in an early childhood classroom with young children.

- Students must complete the practicum experience through TMCC.
- Students are required to have fingerprints, an approved background check, and a clear TB test prior to enrolling in courses with field experience or practicum experience. If a student fails to meet these requirements, or if the background check is not approved, the student will not be permitted to participate in courses with field experience or practicum experience.
- Students must meet all of the prerequisite/corequisite requirements, as well as have the practicum instructor's approval prior to enrolling in a practicum course.
- Two semesters of practicum are required. Students must complete the practicum courses in two, consecutive fall and spring semesters, during the final year of the ECE program of study.
- Students must work with the practicum instructor to arrange a practicum schedule and placement site.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (p. 178).
4. Have no financial or library obligation to the college.

General Education Requirements

English 3-6
Must include ENG 102 or ENG 114 ¹

Fine Arts 3

Humanities 3

Recommended:

CH 203 American Experiences and Constitutional Change

Mathematics

Required:

MATH 120 Fundamentals of College Mathematics (or higher) 3

Science 6

Required:

NUTR 121 Human Nutrition

Social Science

Required:

PSY 101 General Psychology 3

Additional College Requirements

Diversity

Required:

HDFS 232 Diversity in Children 3

Foreign Language 0

U.S. and Nevada Constitutions ³ [3]

Recommended:

CH 203 American Experiences and Constitutional Change

Degree Requirements ²

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 ⁴	4
ECE 245	Practicum Seminar ⁴	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	3
Total Units		60

¹ If you do not place into ENG 102 or ENG 114 the additional three units will be electives.

² Students must maintain a cumulative grade point average of 2.0 (C) or better, and a minimum grade of "C" must be earned in each degree and emphasis requirement.

³ Course may also count toward degree requirements. Please consult with Academic Advisement.

⁴ Students must complete the practicum experience through TMCC.

Course	Title	Units
1st semester		
ECE 190	Professionalism in Early Care and Education	3
ECE 250	Introduction to Early Childhood Education	3
ENG 101	Composition I (If needed) ¹ or ENG 113 or Composition I for International Students	0-3
HDFS 201	Lifespan Human Development	3
Mathematics ⁶		3
Semester Total		12
2nd semester		
ECE 130	Infancy	3
ECE 204	Principles of Child Guidance	3
ECE 210	Observation, Documentation and Assessment of Young Children	3
ENG 102	Composition II or ENG 114 or Composition II For International Students	3
HDFS 232	Diversity in Children	3
Semester Total		15
3rd semester		
ECE 200	The Exceptional Child	3
ECE 231	Preschool Practicum: Early Childhood Lab	2
ECE 251	Curriculum in Early Childhood Education	3
HDFS 202	Introduction to Families	3
NUTR 121	Human Nutrition	3
PSY 101	General Psychology	3
Semester Total		17
4th semester		
ECE 231	Preschool Practicum: Early Childhood Lab	2
ECE 245	Practicum Seminar	2
Fine Arts ⁵		3
Humanities/U.S. and Nevada Constitutions ⁶		3
Science ⁵		3

SOC 101	Principles of Sociology	3
Semester Total		16
Total Units		60

⁵ See approved General Education list for the AA/AS Degree. (p. 178)

⁶ See program recommendations or requirements.

Skills Certificate - Early Childhood Educator 1

The skills certificate in early childhood educator 1 includes nine units 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).

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester.

To earn a skills certificate, students must:

- Maintain a minimum cumulative GPA of 2.0
- Have no financial or library obligation to the college

Certificate Requirement

ECE 204	Principles of Child Guidance	3
ECE 250	Introduction to Early Childhood Education	3
HDFS 201	Lifespan Human Development	3
Total Units		9

Course	Title	Units
1st semester		
ECE 204	Principles of Child Guidance	3
ECE 250	Introduction to Early Childhood Education	3
Semester Total		6

2nd semester

HDFS 201	Lifespan Human Development	3
Semester Total		3
Total Units		9

Skills Certificate - Early Childhood Educator 2

The skills certificate in early childhood educator 2 includes 12 units 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).

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester.

To earn a skills certificate, students must:

- Maintain a minimum cumulative GPA of 2.0
- Have no financial or library obligation to the college

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 Units		12

Course	Title	Units
1st semester		
ECE 204	Principles of Child Guidance	3
ECE 250	Introduction to Early Childhood Education	3
Semester Total		6

2nd semester		
ECE 210	Observation, Documentation and Assessment of Young Children	3
HDFS 201	Lifespan Human Development	3
Semester Total		6
Total Units		12

Skills Certificate - Early Childhood Educator 3

The skills certificate in early childhood educator 3 includes 21 units 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).

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester.

To earn a skills certificate, students must:

- Maintain a minimum cumulative GPA of 2.0
- Have no financial or library obligation to the college

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 Units		21

Course	Title	Units
1st semester		
ECE 190	Professionalism in Early Care and Education	3
ECE 204	Principles of Child Guidance	3
ECE 250	Introduction to Early Childhood Education	3
Semester Total		9
2nd semester		
ECE 210	Observation, Documentation and Assessment of Young Children	3
HDFS 201	Lifespan Human Development	3
Semester Total		6
3rd semester		
ECE 200	The Exceptional Child	3
ECE 251	Curriculum in Early Childhood Education	3
Semester Total		6
Total Units		21

Skills Certificate - Early Childhood Educator 4

The skills certificate in early childhood educator 4 includes 30 units 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).

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester.

To earn a skills certificate, students must:

- Maintain a minimum cumulative GPA of 2.0
- Have no financial or library obligation to the college

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, B, or C		6

Option A: Infants/Toddlers

Required:

ECE 130	Infancy
ECE 252	Infant-Toddler Curriculum

Option B: Preschool

Select 6 units:

ECE 121	Parent Caregiver Relationships
ECE 123	Health and Nutrition for Young Children
ECE 130	Infancy
ECE 151	Math in the Preschool Curriculum
ECE 152	Science in the Preschool Curriculum
ECE 154	Literature for Preschool Children
ECE 155	Literacy and the Young Child
ECE 156	Music in the Preschool Curriculum
ECE 157	Art in the Preschool Curriculum
ECE 158	Activities for Physical Development in Young Child
ECE 161	Social Studies in the Preschool Curriculum
ECE 167	Child Abuse and Neglect
ECE 168	Infectious Diseases and 1st Aid in Childcare
ECE 169	Bilingual and Multicultural Experience in ECE
HDFS 202	Introduction to Families
HDFS 232	Diversity in Children

Option C: Administration of ECE

Select 6 units:

MGT 103	
MGT 171	Supervision
MGT 212	Leadership and Human Relations

Total Units	30
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Course	Title	Units
1st semester		
ECE 190	Professionalism in Early Care and Education	3
ECE 204	Principles of Child Guidance	3
ECE 250	Introduction to Early Childhood Education	3
Semester Total		9
2nd semester		
ECE 210	Observation, Documentation and Assessment of Young Children	3
ENG 101	Composition I	3
or ENG 113	or Composition I for International Students	
HDFS 201	Lifespan Human Development	3
Semester Total		9

3rd semester

ECE 200	The Exceptional Child	3
ECE 251	Curriculum in Early Childhood Education	3
Select 3 units from Option A, B, or C		3
Select 3 units from Option A, B, or C		3
Semester Total		12
Total Units		30

Education

Degrees

- Associate of Arts Degree - Secondary Education Emphasis
- Associate of Science Degree - Integrated Elementary Education with Specializations Emphasis
- Associate of Science Degree - Secondary Education Emphasis

Associate of Arts Degree - 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.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (p. 178).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>English</i>	3-6
Must include ENG 102 or ENG 114 ¹	

<i>Fine Arts</i>	3
<i>Humanities</i>	3
<i>Mathematics</i>	
MATH 120	Fundamentals of College Mathematics (or higher) 3
<i>Science</i>	6
Lab Required	
<i>Social Science</i>	3
Additional College Requirements	
<i>Diversity</i> ²	[3]
Recommended:	
EDU 203	Introduction to Special Education
<i>Foreign Language</i>	0-14
<i>U.S. and Nevada Constitutions</i>	3
Degree 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
Elective Requirements	
Select 4-21 units ³	4-21
Total Units	60

¹ If you place into ENG 102 or ENG 114 the additional 3 required units will become elective units.

² Course may also count toward emphasis requirements. Please consult with Academic Advisement.

³ Students transferring to UNR take units in their teaching major. See an advisor for more information.

Course	Title	Units
1st semester		
EDU 110	Society and Education	3
EDU 202	Introduction to Secondary Education	3
ENG 101	Composition I	3
or ENG 113	or Composition I for International Students	
<i>Fine Arts</i> ⁴		3
<i>Foreign Language</i> ⁴		4
Semester Total		16
2nd semester		
EDU 210	Nevada School Law	3
ENG 102	Composition II	3
or ENG 114	or Composition II For International Students	
<i>Foreign Language</i> ¹		4
<i>Humanities</i> ⁴		3
<i>Mathematics</i> ⁴		3
Semester Total		16
3rd semester		
EDU 203	Introduction to Special Education	3
<i>Elective</i> ⁵		3
<i>Foreign Language</i> ⁶		3
<i>Science</i> ⁴		3

<i>Social Science</i> ⁴	3	
Semester Total		15
4th semester		
EDU 214	Preparing Teachers to Use Technology	3
<i>Elective</i> ⁵		1
<i>Foreign Language</i> ⁶		3
<i>Science</i> ⁴		3
<i>U.S. and Nevada Constitutions</i> ⁴		3
Semester Total		13
Total Units		60

⁴ See approved General Education list for the AA/AS Degree. (p. 178)

⁵ See program recommendations or requirements.

⁶ See approved Foreign Language list for the AA Degree. (<http://catalog.tmc.edu/degrees-certificates/programs/education/aa-secondary-education-emphasis/%20/degrees-certificates/general-education/aa-foreign-language-requirements>)

Associate of Science Degree - 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.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (p. 178).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>English</i>	3-6
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Must include ENG 102 or ENG 114¹

<i>Fine Arts</i>	3
<i>Humanities</i>	3
<i>Mathematics</i>	3
Recommended:	
MATH 126 Pre-Calculus I (or higher)	
<i>Science</i>	6
Required:	
GEOL 100 Earthquakes, Volcanoes and Natural Disasters	3
or GEOL 101 Geology: Exploring Planet Earth	
or GEOG 103 Physical Geography	
& GEOG 104 and Physical Geography Lab	
CHEM 100 Molecules and Life in the Modern World	3
or CHEM 121 General Chemistry I	
Lab Required	
<i>Social Science</i>	
Required:	
GEOG 106 Introduction to Cultural Geography	3
Additional College Requirements	
<i>Diversity</i> ²	[3]
Recommended:	
EDU 203 Introduction to Special Education	
<i>Science</i>	6
Science courses fulfilling the 6 units include the following choices:	
Select one of the following:	
PHYS 100 Introductory Physics	
PHYS 151 General Physics I	
Select one of the following:	
BIOL 100 General Biology for Non-Majors	
BIOL 110 Biology for Elementary/Middle Level Education (recommended at UNR)	
BIOL 191 Introduction to Organismal Biology & 191L and Intro to Organismal Biology Lab	
ENV 100 Humans and the Environment (or higher)	
<i>U.S. and Nevada Constitutions</i>	3
Degree 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 & Geometrical Concepts for Elementary School Teachers	3
Specialization requirements for elementary education emphasis - Select one area:	0-3
<i>Early Childhood Specialization</i>	
ECE 250 Introduction to Early Childhood Education	
<i>Special Education Specialization</i>	
EDU 208 Students with Diverse Abilities and Backgrounds	
<i>English Language Learners</i>	
ENG 281 Introduction to Language ²	

or ENG 282 Introduction to Language and Literary Expression	
Total Units	60

- ¹ If you place into ENG 102 or ENG 114 the additional 3 required units will become elective units.
- ² Course may also count toward additional emphasis requirements. Please consult with Academic Advisement.

Course	Title	Units
1st semester		
EDU 110	Society and Education	3
EDU 201	Introduction to Elementary Education	3
EDU 203	Introduction to Special Education	3
ENG 101 or ENG 113	Composition I or Composition I for International Students	3
MATH 126	Pre-Calculus I	3
Semester Total		15
2nd semester		
EDU 210	Nevada School Law	3
ENG 102 or ENG 114	Composition II or Composition II For International Students	3
Humanities ³		3
MATH 122	Number Concepts for Elementary School Teachers	3
PHYS 100 or PHYS 151	Introductory Physics or General Physics I	3
Semester Total		15
3rd semester		
EDU 207	Exploration of Children's Literature	3
MATH 123	Statistical & Geometrical Concepts for Elementary School Teachers	3
Science ⁴		3
Specialization: Select course from the specialization requirements list ⁴		3
U.S. and Nevada Constitutions ³		3
Semester Total		15
4th semester		
Additional degree requirements (Science) ⁴		3
EDU 214	Preparing Teachers to Use Technology	3
Fine Arts ³		3
GEOG 106	Introduction to Cultural Geography	3
Science ⁴		3
Semester Total		15
Total Units		60

- ³ See approved General Education list for the AA/AS Degree. (p. 181)
- ⁴ See program recommendations or requirements.

Associate of Science Degree - 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.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (p. 178).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>English</i>	3-6
Must include ENG 102 or ENG 114 ¹	
<i>Fine Arts</i>	3
<i>Humanities</i>	3
<i>Mathematics</i>	3
Recommended:	
MATH 127	Pre-Calculus II
<i>Science</i>	6
Lab Required	
Required:	
Select one of the following:	
BIOL 100	General Biology for Non-Majors
ENV 100	Humans and the Environment
BIOL 191 & 191L	Introduction to Organismal Biology and Intro to Organismal Biology Lab
Select one of the following:	
CHEM 100	Molecules and Life in the Modern World
CHEM 121	General Chemistry I
GEOL 100	Earthquakes, Volcanoes and Natural Disasters
GEOL 101	Geology: Exploring Planet Earth
PHYS 100	Introductory Physics
PHYS 151	General Physics I

PHYS 180 & 180L	Physics for Scientists and Engineers I and Physics for Scientists/Engineers Lab I	
<i>Social Science</i>		3
Additional College Requirements		
<i>Diversity</i> ²		[3]
Recommended:		
EDU 203	Introduction to Special Education	
<i>Science</i>		6
Science courses fulfilling the 6 units include the following choices.		
Select one from each area:		
<i>Biology</i>		
BIOL 100	General Biology for Non-Majors	
ENV 100	Humans and the Environment	
BIOL 191 & 191L	Introduction to Organismal Biology and Intro to Organismal Biology Lab	
<i>Physical Science</i>		
CHEM 100	Molecules and Life in the Modern World	
CHEM 121	General Chemistry I	
GEOL 100	Earthquakes, Volcanoes and Natural Disasters	
GEOL 101	Geology: Exploring Planet Earth	
PHYS 100	Introductory Physics	
PHYS 151	General Physics I	
PHYS 180 & 180L	Physics for Scientists and Engineers I and Physics for Scientists/Engineers Lab I	
U.S. and Nevada Constitutions		3
Degree 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
Elective Requirements		
Select 12-15 units ³		12-15
Total Units		60

¹ If you place into ENG 102 or ENG 114 the additional 3 required units will become elective units.		
² Course may also count toward degree requirements. Please consult with Academic Advisement.		
³ Students transferring to UNR take units in their teaching major. See an advisor for more information.		

Course	Title	Units
1st semester		
Elective ⁵		3
EDU 110	Society and Education	3
EDU 202	Introduction to Secondary Education	3
ENG 101	Composition I	3
Fine Arts ⁴		3
Semester Total		15
2nd semester		
Elective ⁵		3
EDU 210	Nevada School Law	3
ENG 102	Composition II	3

Humanities ⁴	3
Mathematics ⁵	3
Semester Total	15
3rd semester	
Elective ⁵	3
EDU 203 Introduction to Special Education	3
U.S. and Nevada Constitutions ⁴	3
Science ⁵	6
Semester Total	15
4th semester	
Elective ⁵	3
EDU 214 Preparing Teachers to Use Technology	3
Additional College Science Requirement ⁵	6
Social Science ⁴	3
Semester Total	15
Total Units	60

⁴ See approved General Education list for the AA/AS Degree. (p. 178)

⁵ See program recommendations or requirements.

Emergency Medical Services

Degrees

- Associate of Applied Science - Prehospital Emergency Medicine

Certificate of Achievement

- Certificate of Achievement - Paramedic

Skills Certificates

- 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 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 enrollment 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 or Advanced EMT certification, or National Registry EMT or AEMT certification.

Students must complete the following criteria prior to being considered for admission to the paramedic program.

- Complete the program entrance test.
- 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.

775-789-5555

Associate of Applied Science Degree - Prehospital Emergency Medicine

The objective of this degree is to train students with the necessary cognitive, psychomotor, and affective behaviors to provide advanced life support in the prehospital setting and to provide the necessary coursework to be licensed in the State of Nevada and nationally certified. This limited entry program offers a comprehensive and in-depth study of advanced life support skills which include pharmacology, advanced airway management procedures and skills, ECG interpretation and electrical therapy for specified cardiac patients. Associate degree

recipients may see improved opportunity for managerial, clinical or educational advancement after sufficient field experience is obtained. The Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the committee of educational programs for the emergency medical services professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350

Pre-Requisite Note: Emergency Medical Technician and/or Advanced Emergency Medical Technician are pre-requisites to the paramedic entrance process.

Degree Outcomes

Students completing the certificate will:

- Demonstrate Competency in all areas outlined in the National Registry of Emergency Medical Technician - EMT cognitive and Psychomotor examinations.
- Exhibit proficiency in all technical Skills required of Emergency medical care and transportation of critical and emergent patients.
- Demonstrate professional attitudes and ethical behaviors consistent with the expectations of the profession, area employers and the local medical community.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

Diversity¹

Required:

SOC 205	Ethnic Groups in Contemporary Societies	[3]
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<i>Communications/English</i>		6
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Required:

ENG 102	Composition II
or ENG 114	Composition II For International Students

Fine Arts/Humanities/Social Science

Required:

SOC 205	Ethnic Groups in Contemporary Societies	3
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<i>Human Relations¹</i>		[3]
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Embedded:

EMS 200	Fundamentals of Paramedic Medicine
EMS 201	Intro to Paramedic Fundamentals
EMS 209	Patient Assessment for Paramedics
EMS 211	Paramedic Care for Medical Emergencies and ACLS

Mathematics

Required:

MATH 120	Fundamentals of College Mathematics (or higher)	3
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Science

Required:

ENV 100	Humans and the Environment	3
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<i>U.S. and Nevada Constitutions</i>		3
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Degree Requirements

EMS 200	Fundamentals of Paramedic Medicine	3
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EMS 205	Principles of Pathophysiology	3
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EMS 206	Prin Pharmacology/Medication Admin/Venous Access	3
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EMS 207	Airway Management and Ventilation for Paramedics	2
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EMS 209	Patient Assessment for Paramedics	3
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EMS 210	Principles of Cardiology for the Paramedic	3
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EMS 211	Paramedic Care for Medical Emergencies and ACLS	4
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EMS 212	Paramedic Trauma Emergencies and ITLS	3
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EMS 214	Pediatrics & Special Consideration for Para/Pals	3
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EMS 215	Assess Based Management/Operation for Paramedic I	3
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EMS 216	Hospital Clinical Experience for the Paramedic	4
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EMS 217	Field Internship for the Paramedic	4
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Emphasis Requirements

EMS 203	Assessment Based Management I	3
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EMS 202	Advanced Cardiology for Paramedics	3
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EMS 201	Intro to Paramedic Fundamentals	6
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Total Units		68
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¹ Course may also count toward degree requirements. Please consult with Academic Advisement.

Course	Title	Units
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1st semester

ENG 101	Composition I	3
or ENG 113	or Composition I for International Students	

MATH 120	Fundamentals of College Mathematics	3
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SOC 205	Ethnic Groups in Contemporary Societies	3
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Semester Total		9
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2nd semester

ENG 102	Composition II	3
or ENG 114	or Composition II For International Students	

ENV 100	Humans and the Environment	3
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<i>U.S. and Nevada Constitutions²</i>		3
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Semester Total		9
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3rd semester

EMS 200	Fundamentals of Paramedic Medicine	3
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EMS 201	Intro to Paramedic Fundamentals	6
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EMS 203	Assessment Based Management I	3
---------	-------------------------------	---

EMS 205	Principles of Pathophysiology	3
---------	-------------------------------	---

EMS 206	Prin Pharmacology/Medication Admin/Venous Access	3
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EMS 209	Patient Assessment for Paramedics	3
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EMS 210	Principles of Cardiology for the Paramedic	3
Semester Total		24
4th semester		
EMS 207	Airway Management and Ventilation for Paramedics	2
EMS 202	Advanced Cardiology for Paramedics	3
EMS 211	Paramedic Care for Medical Emergencies and ACLS	4
EMS 212	Paramedic Trauma Emergencies and ITLS	3
EMS 214	Pediatrics & Special Consideration for Para/Pals	3
EMS 215	Assess Based Management/Operation for Paramedic I	3
EMS 216	Hospital Clinical Experience for the Paramedic	4
Semester Total		22
5th semester		
EMS 217	Field Internship for the Paramedic	4
Semester Total		4
Total Units		68

² See approved General Education list for the AAS Degree. (p. 181)

Certificate of Achievement - Paramedic

Students interested in acquiring the paramedic certificate of achievement must complete the general education and the certificate 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.

Certificates of Achievement are a set of courses within an AAS degree that can serve as a stepping stone to an AAS degree or allow students to enter the workforce. Certificates of Achievement have a general education component.

To earn a Certificate of Achievement, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 semester credit hours within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

***THIS IS A DRAFT ONLY* Changes have not been approved**

General Education Requirements

Communications

Required:

ENG 101	Composition I	3
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ENG 102	Composition II	3
<i>Human Relations</i>		[3]
Embedded:		
EMS 200	Fundamentals of Paramedic Medicine	
EMS 209	Patient Assessment for Paramedics	
EMS 211	Paramedic Care for Medical Emergencies and ACLS	
<i>Mathematics</i>		
Required:		
MATH 120	Fundamentals of College Mathematics (or higher)	3
Certificate Requirements ¹		
EMS 200	Fundamentals of Paramedic Medicine	3
EMS 203	Assessment Based Management I	3
EMS 205	Principles of Pathophysiology	3
EMS 206	Prin Pharmacology/Medication Admin/Venous Access	3
EMS 207	Airway Management and Ventilation for Paramedics	2
EMS 209	Patient Assessment for Paramedics	3
EMS 210	Principles of Cardiology for the Paramedic	3
EMS 211	Paramedic Care for Medical Emergencies and ACLS	4
EMS 212	Paramedic Trauma Emergencies and ITLS	3
EMS 214	Pediatrics & Special Consideration for Para/Pals	3
EMS 215	Assess Based Management/Operation for Paramedic I	3
EMS 216	Hospital Clinical Experience for the Paramedic	4
EMS 217	Field Internship for the Paramedic	4
Total Units		50

¹ All paramedic courses are to be taken in the sequence indicated (a grade of "C" or better is required). Certificate Requirement courses are required for the certificate of achievement.

Course	Title	Units
1st semester		
EMS 200	Fundamentals of Paramedic Medicine	3
EMS 205	Principles of Pathophysiology	3
EMS 206	Prin Pharmacology/Medication Admin/Venous Access	3
EMS 207	Airway Management and Ventilation for Paramedics	2
EMS 209	Patient Assessment for Paramedics	3
EMS 210	Principles of Cardiology for the Paramedic	3
EMS 211	Paramedic Care for Medical Emergencies and ACLS	4
EMS 212	Paramedic Trauma Emergencies and ITLS	3
Semester Total		24
2nd semester		
EMS 203	Assessment Based Management I	3
EMS 214	Pediatrics & Special Consideration for Para/Pals	3
EMS 215	Assess Based Management/Operation for Paramedic I	3
EMS 216	Hospital Clinical Experience for the Paramedic	4

EMS 217	Field Internship for the Paramedic	4
Semester Total		17
Total Units		41

Skills Certificate - Advanced Emergency Medical Technician

Skills Certificate - Advanced Emergency Medical Technician

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 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).

Pre-Registration Requirements

Class requirements include State of Nevada EMT certified, 18 years of age or older, current AHA health care provider CPR card, medical insurance, proof of two-step negative TB Skin test or negative chest X-ray, current Tetanus/Diphtheria (TD), Hepatitis B (2nd in the series of 3), proof of 2 MMR (Measles, Mumps, Rubella), proof of Varicella (Chicken Pox), Background check from [www.mystudentcheck.com](https://weborder.precheck.net/StudentCheck/studentmain.aspx) (<https://weborder.precheck.net/StudentCheck/studentmain.aspx>), 5 panel drug testing from ARC.

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.

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester.

To earn a skills certificate, students must:

1. Maintain a minimum cumulative GPA of 2.0
2. Have no financial or library obligation to the college

Certificate Requirement

EMS 115	Advanced Emergency Medical Technician	7
Total Units		7

Course	Title	Units
1st semester		
EMS 115	Advanced Emergency Medical Technician ¹	7
Semester Total		7
Total Units		7

¹ Prerequisite: Nevada EMT-B certification, current healthcare provider CPR card (AHA or ARC), proof of health insurance, MMR, Hepatitis B, TD and 2-Step TBS skin test within 1 year.

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).

Pre-Registration Requirements

Class requirements include State of Nevada EMT certified, 18 years of age or older, current AHA health care provider CPR card, medical insurance, proof of two-step negative TB Skin test or negative chest X-ray, current Tetanus/Diphtheria (TD), Hepatitis B (2nd in the series of 3), proof of 2 MMR (Measles, Mumps, Rubella), proof of Varicella (Chicken Pox), Background check from [www.mystudentcheck.com](https://weborder.precheck.net/StudentCheck/studentmain.aspx) (<https://weborder.precheck.net/StudentCheck/studentmain.aspx>), 5 panel drug testing from ARC.

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.

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester.

To earn a skills certificate, students must:

1. Maintain a minimum cumulative GPA of 2.0
2. Have no financial or library obligation to the college

Certificate Requirement

EMS 108	Emergency Medical Technician Training	6
Total Units		6

Course	Title	Units
1st semester		
EMS 108	Emergency Medical Technician Training ¹	6
Semester Total		6
Total Units		6

¹ Prerequisite: Current healthcare provider CPR card, proof of health insurance, MMR, TD, Hepatitis B, 2-step TB skin test and 18 years of age.

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.

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester.

To earn a skills certificate, students must:

1. Maintain a minimum cumulative GPA of 2.0

2. Have no financial or library obligation to the college

Certificate Requirement

EMS 108	Emergency Medical Technician Training	6
EMS 110	Emergency Medical Tech Instructor Training	3
Total Units		9

Course	Title	Units
1st semester		
EMS 108	Emergency Medical Technician Training ¹	6
EMS 110	Emergency Medical Tech Instructor Training	3
Semester Total		9
Total Units		9

¹ Prerequisite: Current healthcare provider CPR card, proof of health insurance, MMR, TD, Hepatitis B, 2-Step TB skin test and 18 years of age.

Energy Technologies

Degrees

- 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

- Certificate of Achievement - Power Plant Operator

Skills Certificates

- 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.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

*Diversity*¹ [3]

Communications/English

Required:

ENG 101 Composition I 3

or ENG 113 Composition I for International Students

ENG 107 Technical Communications I 3

Fine Arts/Humanities/Social Science 3

Human Relations 3

Recommended:

CE 201 Workplace Readiness

Mathematics

Required:

MATH 126 Pre-Calculus I (or higher) 3

Science

Required:

GEOL 101 Geology: Exploring Planet Earth 4

U.S. and Nevada Constitutions 3

Degree 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

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 206	Geology of Geothermal Energy Resources	3
Total Units		61

¹ Course may also count toward degree requirement. Please consult with Academic Advisement.

Course	Title	Units
1st semester		
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
Mathematics ³		3
OSH 222	General Industry Safety	1
Semester Total		16

2nd semester

Fine Arts/Humanities/Social Science/Diversity ²		3
ENG 101	Composition I	3
ELM 127	Introduction to AC Controls	3
ENGR 244	Introduction to Engineering Economics	2
ENRG 171	Well Design, Construction, and Geology	1
ENRG 172	Fluids, Piping, Valves and Pumps	4
Semester Total		16

3rd semester

U.S. and Nevada Constitutions ²		3
ELM 129	Electric Motors and Drives	3
ENG 107	Technical Communications I	3
ENGR 243	Fluid Mechanics, Hydraulics and Hydrology	3
ENRG 174	Environmental Regulations for Geothermal Plant Operators	1
GEOL 101	Geology: Exploring Planet Earth	4
Semester Total		17

4th semester

ELM 134	Programmable Logic Controllers I	3
ENRG 173	Geothermal Plants, Turbines, and Generators	3
GEOL 206	Geology of Geothermal Energy Resources	3
Human Relations ³		3
Semester Total		12
Total Units		61

² See approved General Education list for the AAS Degree. (<http://catalog.tmcc.edu/degrees-certificates/programs/energy-technology/aas-energy-technologies-geothermal-energy-emphasis/%20/degrees-certificates/general-education/aas>)

³ See program recommendations or requirements.

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.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

*Diversity*¹ [3]

Communications/English

Required:

ENG 101 Composition I 3

or ENG 113 Composition I for International Students

ENG 107 Technical Communications I 3

Fine Arts/Humanities/Social Science 3

Recommended:

AAD 201 History of the Built Environment

Human Relations 3

Recommended:

CE 201 Workplace Readiness

Mathematics

Required:

MATH 120 Fundamentals of College Mathematics (or higher) 3

Science 3

U.S. and Nevada Constitutions 3

Degree 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

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

Elective Requirements

Select at least 3 units from the following: 3

BI 101

CE 290 Work Experience

CONS 120 Print Reading and Specification

DFT 110 Print Reading for Industry

ELM 233 Introduction to Instrumentation

Any ENRG course not listed above

Total Units 60

¹ Course may also count toward degree requirement. Please consult with Academic Advisement.

Course	Title	Units
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1st semester

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

Mathematics³ 3

OSH 222 General Industry Safety 1

Semester Total 16

2nd semester

Science² 3

Humanities/Diversity³ 3

ENG 101 Composition I 3

ENGR 244 Introduction to Engineering Economics 2

ENRG 120 Fundamentals of Energy Efficiency 3

ENRG 130 Introduction to Solar Energy 3

Semester Total 17

3rd semester

Elective³ 3

ADT 120 Introduction to Leed and Sustainable Building 3

ENG 107 Technical Communications I 3

ENRG 132 Solar Photovoltaic Technologies 3

ENRG 142 Solar Thermal Technologies 3

Semester Total 15

4th semester

U.S. and Nevada Constitutions² 3

AAD 230 Design with Climate 3

CE 201 Workplace Readiness 3

ENRG 215 Electrical Distribution Systems 3

Semester Total 12

Total Units 60

² See approved General Education list for the AAS Degree. (<http://catalog.tmcc.edu/degrees-certificates/programs/energy-technology/aas-energy-technologies-solar-energy-emphasis/%20/degrees-certificates/general-education/aas>)

³ See program recommendations or requirements.

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.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

*Diversity*¹ [3]

Recommended:

AAD 201 History of the Built Environment

Communications/English 6

Fine Arts/Humanities/Social Science 3

Recommended:

AAD 201 History of the Built Environment

Human Relations 3

Recommended:

CE 201 Workplace Readiness

Mathematics 3

Recommended:

MATH 126	Pre-Calculus I	
<i>Science</i>		3
<i>U.S. and Nevada Constitutions</i>		3
Degree 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
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 Units		61

¹ Course may also count toward degree requirement. Please consult with Academic Advisement.

Course	Title	Units
1st semester		
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
Mathematics ³		3
OSH 222	General Industry Safety	1
Semester Total		16
2nd semester		
English ²		3
ECON 102	Principles of Microeconomics	3
ELM 127	Introduction to AC Controls	3
ENRG 120	Fundamentals of Energy Efficiency	3
ENRG 150	Introduction to Wind Energy	3
Science ²		3
Semester Total		18
3rd semester		
Communications ²		3
ELM 129	Electric Motors and Drives	3
ENRG 152	Wind Energy Technologies	3
Humanities/Diversity ²		3
MT 108	Fluid Power (Pneumatics, Hydraulics, Instrumentation)	3
Semester Total		15
4th semester		
CE 201	Workplace Readiness (Human Relations)	3
ELM 134	Programmable Logic Controllers I	3

ENRG 215	Electrical Distribution Systems	3
Human Relations ³		3
U.S. and Nevada Constitutions ²		3
Semester Total		15
Total Units		64

² See approved General Education list for the AA/AS Degree. (<http://catalog.tmcc.edu/degrees-certificates/programs/energy-technology/aas-energy-technologies-wind-energy-emphasis/%20/degrees-certificates/general-education/aa-as>)

³ See program recommendations or requirements.

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.

Certificates of Achievement are a set of courses within an AAS degree that can serve as a stepping stone to an AAS degree or allow students to enter the workforce. Certificates of Achievement have a general education component.

To earn a Certificate of Achievement, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 semester credit hours within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

Communications		3
Recommended:		
ENG 101	Composition I	
or ENG 113	Composition I for International Students	
Human Relations		3
Recommended:		
CE 201	Workplace Readiness	
Mathematics		3

Recommended:

MATH 120 Fundamentals of College Mathematics (or higher)

Certificate 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 Units		34

Course	Title	Units
1st semester		
Communications/English ¹		3
ENRG 110	Basic Electricity	3
Human Relations ¹		3
Mathematics ¹		3
OSH 222	General Industry Safety	1
Semester Total		13

2nd semester		
ELM 127	Introduction to AC Controls	3
ELM 233	Introduction to Instrumentation	3
ENRG 171	Well Design, Construction, and Geology	1
ENRG 173	Geothermal Plants, Turbines, and Generators	3
ENRG 174	Environmental Regulations for Geothermal Plant Operators	1
Semester Total		11

3rd semester		
ELM 129	Electric Motors and Drives	3
ELM 134	Programmable Logic Controllers I	3
ENRG 172	Fluids, Piping, Valves and Pumps	4
Semester Total		10
Total Units		34

¹ See program recommendations or requirements.

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.

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester.

To earn a skills certificate, students must:

1. Maintain a minimum cumulative GPA of 2.0
2. Have no financial or library obligation to the college

Certificate Requirements

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 Units		10

Course	Title	Units
1st semester		
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
Semester Total		10
Total Units		10

- Describe wind turbine system components, including sizing principles.
- Apply the principles of site assessment and electromechanical designs.

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester.

To earn a skills certificate, students must:

1. Maintain a minimum cumulative GPA of 2.0
2. Have no financial or library obligation to the college

Certificate Requirements

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 Units		10

Course	Title	Units
1st semester		
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
Semester Total		10
Total Units		10

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.

ENGLISH

Degree

- 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.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (p. 178).
4. Have no financial or library obligation to the college.

General Education Requirements

English 3-6

Must include ENG 102 or ENG 114 ¹

Fine Arts 3

Humanities

Required:

ENG 231 World Literature I 3

or ENG 232 World Literature II

Mathematics

MATH 120 Fundamentals of College Mathematics (or higher) 3

Science 6

Social Science 3

Additional College Requirements

*Diversity*² [3]

Recommended:

ENG 231 World Literature I

or ENG 232 World Literature II

Foreign Language 0-14

U.S. and Nevada Constitutions 3

Degree Requirements

ENG 281 Introduction to Language 3

or ENG 282 Introduction to Language and Literary Expression

ENG 298 Writing About Literature 3

Emphasis Requirements

ENG 231 World Literature I 3

or ENG 232 World Literature II

Elective Requirements 10-24

200 level transferable English courses

Any university transfer course. (Recommended courses related to intended minor at university)

Total Units 60

¹ If you place into ENG 102 or ENG 114, the additional 3 required units will become elective credit.

² Course may also count toward degree requirements. Please consult with Academic Advisement.

Course	Title	Units
1st semester		
Fine Arts ³		3
Foreign Language ⁵		4
Mathematics ³		3
Social Science ³		3
ENG 101	Composition I	3
or ENG 113	or Composition I for International Students	
Semester Total		16
2nd semester		
Foreign Language ⁵		4
Science ³		3
ENG 102	Composition II	3
or ENG 114	or Composition II For International Students	
ENG 231	World Literature I	3
ENG 298	Writing About Literature	3
Semester Total		16
3rd semester		
ENG 232	World Literature II	3
Foreign Language ⁵		3
Science ³		3
U.S. and Nevada Constitutions ³		3
ENG 281	Introduction to Language	3
or ENG 282	or Introduction to Language and Literary Expression	
Semester Total		15
4th semester		
Choose 10 units of electives ⁴		10
Foreign Language ⁵		3
Semester Total		13
Total Units		60

³ See approved General Education list for the AA/AS Degree. (p. 178)

⁴ See program recommendations or requirements.

⁵ See approved Foreign Language list for the AA Degree. (p. 180)

Fine Arts

Degrees

- Associate of Arts Degree - Fine Arts
- 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

Certificate of Achievement

- 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.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (p. 178).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>English</i>		3-6
Must include ENG 102 or ENG 114 ¹		
<i>Fine Arts</i>		
Required:		
ART 270	Women in Art ²	3
<i>Humanities</i>		
3		
<i>Mathematics</i>		
MATH 120	Fundamentals of College Mathematics (or higher)	3
<i>Science</i>		
6		
<i>Social Science</i>		
3		

Recommended:		
CH 203	American Experiences and Constitutional Change	
or PSC 101	Introduction to American Politics	
or HIST 111	Survey of U.S. Constitutional History	
Additional College Requirements		
<i>Diversity</i>		
Required:		
ART 270	Women in Art ²	[3]
<i>Foreign Language</i>		
0		
<i>U.S. and Nevada Constitutions ²</i>		
[3]		
Recommended		
CH 203	American Experiences and Constitutional Change	
or PSC 101	Introduction to American Politics	
or HIST 111	Survey of U.S. Constitutional History	
Degree Requirements		
ART 100	Visual Foundations	3
ART 101	Drawing I	3
ART 141	Introduction to Digital Photography	3
ART 209	Introduction to Gallery Practices	1
ART 260	Survey of Art History I	3
ART 261	Survey of Art History II	3
ART 288	Photography of Art and Artifacts	3
ART 298	Portfolio Emphasis	2
Emphasis Requirements ³		
12		
Select 12 units total from the following sequences		
Ceramics Emphasis:		
ART 211	Ceramics I	
ART 212	Ceramics II	
Drawing and Painting Emphasis:		
ART 102	Drawing II	
ART 201	Life Drawing I	
ART 231	Painting I	
ART 232	Painting II	
Photography Emphasis:		
ART 235	Photography II - Photographic Lighting	
Printmaking Emphasis:		
ART 124	Introduction to Printmaking	
Sculpture Emphasis:		
ART 211	Ceramics I	
ART 216	Sculpture I	
Elective Requirements		
3		
Select 3 units from each of the following:		
ART 135	Photography I	
ART 236	Photography III	
ART 265	Introduction to Contemporary Art	
ART 296	Independent Study	
ART 299	Special Topics in Studio Art	
Total Units		60

¹ If you place into ENG 102 or ENG 114, the additional 3 required units will become elective credit.

² Course may also count toward degree requirements. Please consult with Academic Advisement.

³ See Fine Arts Faculty Advisor for sequencing of fine arts requirements.

Course	Title	Units
1st semester		
ART 100	Visual Foundations	3
ART 101	Drawing I	3
ART 260	Survey of Art History I	3
ENG 101	Composition I	3
Mathematics ⁴		3
Semester Total		15
2nd semester		
ART 141	Introduction to Digital Photography	3
ART 209	Introduction to Gallery Practices	1
ART 261	Survey of Art History II	3
Emphasis ⁵		3
ENG 102	Composition II	3
Science ⁴		3
Semester Total		16
3rd semester		
ART 288	Photography of Art and Artifacts	3
ART 298	Portfolio Emphasis	2
Emphasis ⁵		3
Social Science/U.S. Nevada Constitutions ⁴		3
Science ⁴		3
Semester Total		14
4th semester		
ART 270	Women in Art	3
Emphasis ⁵		6
Elective ⁵		3
Humanities ⁴		3
Semester Total		15
Total Units		60

⁴ See approved General Education list for the AA/AS Degree. (p. 181)

⁵ See program recommendations or requirements.

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.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (p. 178).
4. Have no financial or library obligation to the college.

General Education Requirements

English 3-6

Must include ENG 102 or ENG 114 ¹

Fine Arts 3

Humanities 3

Mathematics 3

Required:

MATH 120 Fundamentals of College Mathematics (or higher)

Science 6

Social Science 3

Recommended:

CH 203 American Experiences and Constitutional Change
or PSC 101 Introduction to American Politics
or HIST 111 Survey of U.S. Constitutional History

Additional College Requirements

Diversity 3

Foreign Language 0-14

U.S. and Nevada Constitutions [3]

Recommended:

CH 203 American Experiences and Constitutional Change
or PSC 101 Introduction to American Politics
or HIST 111 Survey of U.S. Constitutional History

Degree Requirements

ART 100 Visual Foundations 3

ART 209 Introduction to Gallery Practices 1

ART 260 Survey of Art History I 3

ART 261 Survey of Art History II 3

ART 265 Introduction to Contemporary Art 3

ART 270 Women in Art 3

Select 1 of the following 4 studio art classes 3

ART 101 Drawing I

ART 124 Introduction to Printmaking

ART 141 Introduction to Digital Photography

ART 216 Sculpture I

Electives

If electives are needed, select 3 credits from the following Art courses 0-3

ART 263 Survey of African, Oceanic, & Native American Art

ART 295 Special Topics in Art History

ART 297 Field Study

ART 298 Portfolio Emphasis

If additional electives are needed select from the following: 0-14

Anthropology (Except ANTH 201, ANTH 110L)

Any of the following subjects: COM, CRJ, DAN, ENG, HIST, MUS, MUSA, MUSE, PHIL, PSC, PSY, SOC, THTR, WMST

Total Units 60

¹ If you place into ENG 102 or ENG 114, the additional 3 required units will become elective credit.

² Course may also count toward degree requirements. Please consult with Academic Advisement.

Course	Title	Units
1st semester		
Diversity ³		3
ART 100	Visual Foundations	3
Fine Arts ⁴		3
ENG 101	Composition I	3
or ENG 113	or Composition I for International Students	
Foreign Language ⁵		4
Semester Total		16
2nd semester		
ART 260	Survey of Art History I	3
ENG 102	Composition II	3
or ENG 114	or Composition II For International Students	
Foreign Language ⁵		4
Humanities ³		3
Mathematics ⁴		3
Semester Total		16
3rd semester		
ART 261	Survey of Art History II	3
Art Studio Class ⁴		3
Social Science/U.S. and Nevada Constitutions ⁴		3
Foreign Language ⁵		3
Science ³		3
Semester Total		15
4th semester		
ART 209	Introduction to Gallery Practices	1
ART 265	Introduction to Contemporary Art	3
ART 270	Women in Art	3
Foreign Language ⁵		3
Science ³		3
Semester Total		13
Total Units		60

³ See approved General Education list for the AA/AS Degree. (p. 181)

⁴ See program recommendations or requirements.

⁵ See approved Foreign Language list for the AA Degree. (p. 180)

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.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (p. 178).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>English</i>		3-6
Must include ENG 102 or ENG 114 ¹		
<i>Fine Arts</i>		3
Recommended:		
THTR 210	Theater: a Cultural Context	
<i>Humanities</i>		3
Recommended:		
THTR 100	Introduction to Theater	
<i>Mathematics</i>		
MATH 120	Fundamentals of College Mathematics (or higher)	3
<i>Science</i>		6
<i>Social Science</i>		
Recommended:		
CH 203	American Experiences and Constitutional Change	3
Additional College Requirements		
<i>Diversity</i>		
Required:		
DAN 101	Dance Appreciation ²	[3]
<i>Foreign Language</i>		0-14
<i>U.S. and Nevada Constitutions</i> ²		[3]
Recommended:		
CH 203	American Experiences and Constitutional Change	

Degree Requirements

DAN 101	Dance Appreciation	3
DAN 188	Choreography I: Improvisation for Composition	2
DAN 288	Choreography II: Elements of Dance Composition	2
Select 6 units from the following:		6
DAN 132	Jazz Dance (Beginning)	
DAN 135	Ballet, Beginning	
DAN 136	Ballet, Beginning/Intermediate	
DAN 138	Modern Dance, Beginning	
DAN 232	Jazz Dance (Intermediate)	
DAN 235	Ballet (Intermediate)	
DAN 238	Modern Dance Intermediate	
DAN 281	Dance Performance	
DAN 287	Concert Dance Company	

Elective RequirementsSelect 9 units from the following:³ 9

DAN 136	Ballet, Beginning/Intermediate
DAN 139	Modern Dance, Beginning/Intermediate
DAN 144	Tap Dance (Beginning)
DAN 145	Intermediate Tap Dance
DAN 236	Ballet (Intermediate/Advanced)
DAN 239	Modern Dance, Intermediate/Advanced
DAN 244	Tap Dance (Intermediate)
DAN 295	Independent Study: Dance

Total Units 60

¹ If you place into ENG 102 or ENG 114, the additional 3 required units will become elective credit.² Course may also count toward degree requirements. Please consult with Academic Advisement.³ Students transferring to UNR should consult an advisor.

Course	Title	Units
1st semester		
Emphasis ⁵		3
ENG 101 or ENG 113	Composition I or Composition I for International Students	3
DAN 101	Dance Appreciation	3
DAN 188	Choreography I: Improvisation for Composition	2
Foreign Language ⁶		4
Semester Total		15
2nd semester		
DAN 288	Choreography II: Elements of Dance Composition	2
ENG 102 or ENG 114	Composition II or Composition II For International Students	3
Elective ⁵		2
Emphasis ⁵		2
Foreign Language ⁶		4
Mathematics ⁴		3
Semester Total		16
3rd semester		
Elective ⁵		4
Emphasis ⁵		1
Foreign Language ⁶		3
Science ⁴		3
Social Science/U.S. and Nevada Constitutions ⁵		3
Semester Total		14
4th semester		
Elective ⁵		3
Foreign Language ⁶		3
Science ⁴		3
Humanities ⁵		3
Fine Arts ⁵		3
Semester Total		15
Total Units		60

⁴ See approved General Education list for the AA/AS Degree. (p. 178)⁵ See program recommendations or requirements.⁶ See approved Foreign Language list for the AA Degree. (p. 180)

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.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (p. 178).
4. Have no financial or library obligation to the college.

General Education Requirements

English 3-6Must include ENG 102 or ENG 114¹*Fine Arts*

Required:

THTR 210 Theater: a Cultural Context 3

Humanities 3*Mathematics*

MATH 120 Fundamentals of College Mathematics (or higher) 3

Science 6*Social Science*

Required:

CH 203 American Experiences and Constitutional Change 3

Additional College Requirements

Diversity

Required:

THTR 210 Theater: a Cultural Context² [3]*Foreign Language* 0-14*U.S. and Nevada Constitutions*

Recommended

CH 203 American Experiences and Constitutional Change² [3]

Degree Requirements

MUS 203 Music Theory I 3

MUS 204 Music Theory II 3

MUS 207	Music Theory III	3
MUS 208	Music Theory IV	3
MUS 111	Piano Class I	2
or MUS 112	Piano Class II	
MUS 211	Sight-Singing and Dictation I	1
MUS 212	Sight-Singing and Dictation II	1
Any MUSA course		3
Any MUSE course		3
Elective Requirements		
Select up to 17 units ³		0-17
Total Units		60

¹ If you place into ENG 102 or ENG 114, the additional 3 required units will become elective credit.

² Course may also count toward degree requirements. Please consult with Academic Advisement.

³ Students transferring to UNR should consult with a faculty advisor regarding elective course selection.

Course	Title	Units
1st semester		
ENG 101	Composition I	3
or ENG 113	or Composition I for International Students	
Foreign Language ⁶		4
Mathematics ⁴		3
MUS 203	Music Theory I	3
MUS 211	Sight-Singing and Dictation I	1
MUSE 101	Concert Choir ³	1
or	or Concert Band	
MUSE 111		
Select Any MUSA course ⁵		1
Semester Total		16
2nd semester		
CH 203	American Experiences and Constitutional Change	3
Foreign Language ⁶		4
ENG 102	Composition II	3
MUS 204	Music Theory II	3
MUS 212	Sight-Singing and Dictation II	1
Any MUSA course ⁵		1
MUSE 101	Concert Choir ⁵	1
or	or Concert Band	
MUSE 111		
Semester Total		16
3rd semester		
Foreign Language ⁶		3
Humanities ⁴		3
MUS 207	Music Theory III	3
MUSE 101	Concert Choir ³	1
or	or Piano Class I	
MUS 111		
Select any MUSA course ⁵		1
Science ⁴		3
Semester Total		14

4th semester

Foreign Language ⁶		3
Science ⁴		3
MUS 111	Piano Class I	2
or	or Piano Class II	
MUS 112		
MUS 208	Music Theory IV	3
THTR 210	Theater: a Cultural Context	3
Semester Total		14
Total Units		60

⁴ See approved General Education list for the AA/AS Degree. (p. 178)

⁵ See program recommendations or requirements.

⁶ See approved Foreign Language list for the AA Degree. (p. 180)

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.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (p. 178).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>English</i>	3-6
Must include ENG 102 or ENG 114 ¹	
<i>Fine Arts</i>	
Required:	
THTR 210	Theater: a Cultural Context 3
<i>Humanities</i>	
Required:	
THTR 105	Introduction to Acting I 3
<i>Mathematics</i>	

MATH 120	Fundamentals of College Mathematics (or higher)	3
<i>Science</i>		6
<i>Social Science</i>		
Recommended:		
CH 203	American Experiences and Constitutional Change	3
Additional College Requirements		
<i>Diversity</i>		
Required:		
THTR 210	Theater: a Cultural Context ²	[3]
<i>Foreign Language</i>		0-14
<i>U.S. and Nevada Constitutions</i>		
Recommended:		
CH 203	American Experiences and Constitutional Change ²	[3]
Degree Requirements		
MUSA 147	Voice for Musical Theater Major-Lower Division	2
THTR 116	Dance Styles: Musical Theater (or 2 units of approved Dance courses)	2
THTR 175	Musical Theater Literature	3
THTR 176	Musical Theater Workshop I	1
THTR 204	Theater Technology I	3
THTR 276	Musical Theater Workshop II	1
Select a total of 10 units from the following THTR, MUS, and DAN categories.		
Select 3 units from the following theater courses:		3
THTR 205	Introduction to Acting II	
THTR 206	Theater Workshop: Acting III	
THTR 207	Laboratory Theater: Acting IV	
Select 3 units from the following music courses:		3
MUS 111	Piano Class I	
MUS 203	Music Theory I	
MUS 211	Sight-Singing and Dictation I	
MUS 204	Music Theory II	
Select 4 units from the following dance courses:		4
DAN 101	Dance Appreciation	
DAN 132	Jazz Dance (Beginning)	
DAN 133	Jazz Dance (Beginning/Intermediate)	
DAN 135	Ballet, Beginning	
DAN 136	Ballet, Beginning/Intermediate	
DAN 138	Modern Dance, Beginning	
DAN 139	Modern Dance, Beginning/Intermediate	
DAN 144	Tap Dance (Beginning)	
DAN 145	Intermediate Tap Dance	
DAN 232	Jazz Dance (Intermediate)	
DAN 235	Ballet (Intermediate)	
DAN 236	Ballet (Intermediate/Advanced)	
DAN 238	Modern Dance Intermediate	
DAN 239	Modern Dance, Intermediate/Advanced	
DAN 244	Tap Dance (Intermediate)	
DAN 281	Dance Performance	
DAN 287	Concert Dance Company	
DAN 295	Independent Study: Dance	
Elective Requirements ³		0-17

THTR 100	Introduction to Theater
THTR 133	Fundamentals of Directing
THTR 176	Musical Theater Workshop I
THTR 180	Cinema as Art and Communication
MUSA 147	Voice for Musical Theater Major-Lower Division
THTR 198	Special Topics in Theater
THTR 207	Laboratory Theater: Acting IV
THTR 258	Theater Experience and Travel
THTR 276	Musical Theater Workshop II
THTR 290	Internship in Speech and Theater
THTR 295	Independent Study: Theater

Total Units 60

- ¹ If you place into ENG 102 or ENG 114, the additional 3 required units will become elective credit.
- ² Course may also count toward degree requirements. Please consult with Academic Advisement.
- ³ Students transferring to UNR should consult with an advisor regarding elective course selection.

Course	Title	Units
1st semester		
ENG 101	Composition I	3
	or ENG 113 or Composition I for International Students	
Foreign Language ⁶		4
Mathematics ⁴		3
THTR 175	Musical Theater Literature	3
THTR 204	Theater Technology I	3
Semester Total		16
2nd semester		
Emphasis (DAN) ⁵		1
Foreign Language ⁶		4
ENG 102	Composition II	3
	or ENG 114 or Composition II For International Students	
MUSA 147	Voice for Musical Theater Major-Lower Division	1
THTR 105	Introduction to Acting I	3
THTR 116	Dance Styles: Musical Theater (or 1 unit of approved DAN course)	1
THTR 210	Theater: a Cultural Context	3
Semester Total		16
3rd semester		
Social Science/U.S. and Nevada Constitutions ⁴		3
Foreign Language ⁶		3
Science ⁴		3
Emphasis (MUS) ⁵		3
MUSA 147	Voice for Musical Theater Major-Lower Division	1
THTR 116	Dance Styles: Musical Theater (or 1 unit of approved DAN course) ⁵	1
THTR 176	Musical Theater Workshop I	1
Semester Total		15
4th semester		
Emphasis (DAN) ⁵		3
Emphasis (THTR) ⁵		3
Foreign Language ⁶		3

Science ⁴	3
THTR 276 Musical Theater Workshop II	1
Semester Total	13
Total Units	60

⁴ See approved General Education list for the AA/AS Degree. (p. 178)

⁵ See program recommendations or requirements.

⁶ See approved Foreign Language list for the AA Degree. (p. 180)

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.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (p. 178).
4. Have no financial or library obligation to the college.

General Education Requirements

English 3-6

Must include ENG 102 or ENG 114¹

Fine Arts

Required:

THTR 210 Theater: a Cultural Context 3

Humanities

Required:

THTR 100 Introduction to Theater 3

Mathematics

MATH 120 Fundamentals of College Mathematics (or higher) 3

Science 6

Social Science

Recommended:

CH 203 American Experiences and Constitutional Change 3

Additional College Requirements

Diversity

Required:

THTR 210 Theater: a Cultural Context² [3]

Foreign Language 0-14

U.S. and Nevada Constitutions

Recommended:

CH 203 American Experiences and Constitutional Change² [3]

Degree Requirements

THTR 175 Musical Theater Literature 3

THTR 204 Theater Technology I 3

THTR 209 Theater Practicum 4

or THTR 176 Musical Theater Workshop I

or THTR 276 Musical Theater Workshop II

Emphasis Requirements

Select 6 units from the following: 6

THTR 105 Introduction to Acting I

THTR 205 Introduction to Acting II

THTR 206 Theater Workshop: Acting III

THTR 207 Laboratory Theater: Acting IV

THTR 232 Children's Theater

THTR 240 Acting for the Camera

Elective Requirements 6-23

Select 6 units from the following:³

THTR 100 Introduction to Theater

THTR 133 Fundamentals of Directing

THTR 176 Musical Theater Workshop I

THTR 180 Cinema as Art and Communication

THTR 198 Special Topics in Theater

THTR 207 Laboratory Theater: Acting IV

THTR 232 Children's Theater

THTR 240 Acting for the Camera

THTR 258 Theater Experience and Travel

THTR 276 Musical Theater Workshop II

THTR 290 Internship in Speech and Theater

THTR 295 Independent Study: Theater

Total Units 60

¹ If you place into ENG 102 or ENG 114, the additional 3 required units will become elective credit.

² Course may also count toward degree requirements. Please consult with Academic Advisement.

³ Students transferring to UNR should consult with an advisor regarding elective course selection.

Course	Title	Units
1st semester		
ENG 101	Composition I	3
Foreign Language ⁶		4
Mathematics ⁴		3
THTR 175	Musical Theater Literature	3
THTR 204	Theater Technology I	3
Semester Total		16
2nd semester		
Emphasis ⁵		3

ENG 102	Composition II	3
Foreign Language ⁶		4
THTR 100	Introduction to Theater	3
THTR 209	Theater Practicum	2
or	or Musical Theater Workshop I	
THTR 176	or Musical Theater Workshop II	
or		
THTR 276		
Semester Total		15
3rd semester		
Emphasis ⁵		3
Foreign Language ⁶		3
Science ⁴		3
Social Science/U.S and Nevada Constitutions ⁵		3
THTR 209	Theater Practicum	2
or	or Musical Theater Workshop I	
THTR 176	or Musical Theater Workshop II	
or		
THTR 276		
Semester Total		14
4th semester		
Elective ⁵		6
Foreign Language ⁶		3
Science ⁴		3
THTR 210	Theater: a Cultural Context	3
Semester Total		15
Total Units		60

⁴ See approved General Education list for the AA/AS Degree. (p. 178)

⁵ See program recommendations or requirements.

⁶ See approved Foreign Language list for the AA Degree. (p. 180)

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.

Certificates of Achievement are a set of courses within an AAS degree that can serve as a stepping stone to an AAS degree or allow students to enter the workforce. Certificates of Achievement have a general education component.

To earn a Certificate of Achievement, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 semester credit hours within the college.

3. Satisfy General Education requirements for the AAS (p. 181).

4. Have no financial or library obligation to the college.

General Education Requirements

<i>Communications</i>	3
<i>Human Relations</i>	3
<i>Mathematics</i>	3

Certificate Requirements

<i>Music Ensemble</i>	
-----------------------	--

Select 2 units from the following: 2

MUSE 101	Concert Choir	
MUSE 111	Concert Band	
MUSE 123	Orchestra	
MUSE 131	Jazz Ensemble	
MUSE 135	Jazz Vocal Ensemble	

Music Theory

Select 2 courses from the following: 6

MUS 203	Music Theory I	
MUS 204	Music Theory II	
MUS 207	Music Theory III	
MUS 208	Music Theory IV	

Sight Singing & Eartraining

Select 2 units from the following: 2

MUS 211	Sight-Singing and Dictation I	
MUS 212	Sight-Singing and Dictation II	

Piano Class

Select one of the following: 2

MUS 111	Piano Class I	
MUS 112	Piano Class II	

Applied Music

MUSA (private lessons) 2

Elective Requirements

Select 7 units from the following: 7

MUS 101	Music Fundamentals	
MUS 105	Vocal Techniques	
MUS 107	Guitar Class I	
MUS 108	Guitar Class II	
MUS 121	Music Appreciation	
MUS 125	History of Rock Music	
MUS 131	Introduction to Music Literature	
MUS 166	Introduction to Midi Sequencers and Synthesizers	
MUS 213	Fundamentals of Music Composition II	
THTR 209	Theater Practicum	

Additional ensemble or applied music courses, up to 2 additional units in each area

Total Units 30

Course	Title	Units
1st semester		
Elective ²		3
Elective ²		1
MUSA Applied Lessons		1-2
Elective ²		1

Communications ¹		3
MUS 111	Piano Class I	2
or	or Piano Class II	
MUS 112		
MUS 203	Music Theory I	3
or	or Music Theory III	
MUS 207		
MUS 211	Sight-Singing and Dictation I	1
Semester Total		15
2nd semester		
Elective ²		3
MUSA Applied Lessons		1-2
Elective ²		1
Human Relations ¹		3
Mathematics ¹		3
MUS 204	Music Theory II	3
or	or Music Theory IV	
MUS 208		
MUS 212	Sight-Singing and Dictation II	1
Semester Total		15
Total Units		30

¹ See approved General Education list for the AA/AS Degree. (p. 178)
² See program recommendations or requirements.

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.

Certificates of Achievement are a set of courses within an AAS degree that can serve as a stepping stone to an AAS degree or allow students to enter the workforce. Certificates of Achievement have a general education component.

To earn a Certificate of Achievement, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 semester credit hours within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

Communications	3
Human Relations	3
Mathematics	3

Certificate Requirements

THTR 209	Theater Practicum	6
or THTR 176	Musical Theater Workshop I	
or THTR 276	Musical Theater Workshop II	
Elective Requirements		
Select 15 units from the following:		15
COM 113	Fundamentals of Speech Communications	
COM 215	Introduction to Group Communication	
THTR 100	Introduction to Theater	
THTR 105	Introduction to Acting I	
THTR 116	Dance Styles: Musical Theater	
THTR 133	Fundamentals of Directing	
THTR 175	Musical Theater Literature	
THTR 180	Cinema as Art and Communication	
THTR 204	Theater Technology I	
THTR 205	Introduction to Acting II	
THTR 206	Theater Workshop: Acting III	
THTR 207	Laboratory Theater: Acting IV	
THTR 210	Theater: a Cultural Context	
THTR 232	Children's Theater	
THTR 240	Acting for the Camera	
THTR 258	Theater Experience and Travel	
THTR 295	Independent Study: Theater	
Total Units		30

Course	Title	Units
1st semester		
Select 3 electives ²		9
Communications ¹		3
THTR 209	Theater Practicum	3
or	or Musical Theater Workshop I	
THTR 176	or Musical Theater Workshop II	
or		
THTR 276		
Semester Total		15
2nd semester		
Select 2 electives ²		6
Human Relations ¹		3
Mathematics ¹		3
THTR 209	Theater Practicum	3
or	or Musical Theater Workshop I	
THTR 176	or Musical Theater Workshop II	
or		
THTR 276		
Semester Total		15
Total Units		30

¹ See approved General Education list for the AA/AS Degree. (p. 178)
² See program recommendations or requirements.

Fire Technology Degree

- Associate of Applied Science Degree - Fire Technology - Fire Suppression Emphasis

Certificate of Achievement

- 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.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

English/Communications

Required:

Select one of the following: 6

ENG 101 & ENG 102	Composition I and Composition II	
ENG 113 & ENG 114	Composition I for International Students and Composition II For International Students	

Human Relations

Required:

MGT 201	Principles of Management	3
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Quantitative Reasoning

Required:

MATH 120	Fundamentals of College Mathematics (or higher)	3
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Science

Required:

ENV 100	Humans and the Environment	3
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Fine Arts/Humanities/Social Science 3

Recommended:

SOC 205	Ethnic Groups in Contemporary Societies	
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U.S. and Nevada Constitutions 3

Recommended:

CH 203	American Experiences and Constitutional Change	
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Diversity¹ [3]

Recommended:

SOC 205	Ethnic Groups in Contemporary Societies	
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Degree Requirements

BUS 107	Business Speech Communications	3
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EMHS 200	Leadership and Ethics in Emergency Service	3
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FS 150	Physical Fitness and Nutrition for Fire Service	3
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FT 100	Introduction to Emergency Services	3
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FT 122	Codes/Ordinances I	3
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FT 125	Build Construction I	3
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FT 200	ICS/NIMS/EOC	3
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SOC 110	Conflict Resolution	3
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Elective Requirements

Select 15 units from the following: 15

EMS 108	Emergency Medical Technician Training	
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FT 106	Firefighter I Academy	
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FT 110	Basic Wildland Firefighting	
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FT 121	Fire Prevention I	
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FT 131	Hazardous Materials	
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Total Units		60
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¹ Course may also count toward additional degree requirements. Please consult with Academic Advisement

Course	Title	Units
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1st semester

English ³		3
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Elective ³		3
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MATH 120	Fundamentals of College Mathematics	3
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FT 200	ICS/NIMS/EOC	3
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FS 150	Physical Fitness and Nutrition for Fire Service	3
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Semester Total		15
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2nd semester

English ³		3
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ENV 100	Humans and the Environment	3
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FT 100	Introduction to Emergency Services	3
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Social Science/Diversity ³		3
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SOC 110	Conflict Resolution	3
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Semester Total		15
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3rd semester

FT 125	Build Construction I	3
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FT 122	Codes/Ordinances I	3
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EMHS 200	Leadership and Ethics in Emergency Service	3
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U.S. & Nevada Constitution ³		3
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Semester Total		12
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4th semester	
Elective ³	6
Semester Total	6
5th semester	
BUS 107 Business Speech Communications	3
MGT 201 Principles of Management	3
Select 6 units of electives from the approved list: ³	6
Semester Total	12
Total Units	60

² See approved General Education list for the AAS Degree. (<http://catalog.tmcc.edu/degrees-certificates/programs/fire-technology/aas-fire-technology-fire-suppression-emphasis/%20/degrees-certificates/general-education/aas>)

³ See program recommendations or requirements.

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.

Certificates of Achievement are a set of courses within an AAS degree that can serve as a stepping stone to an AAS degree or allow students to enter the workforce. Certificates of Achievement have a general education component.

To earn a Certificate of Achievement, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 semester credit hours within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements¹

<i>Communications</i>	3
<i>Human Relations</i>	3
Recommended:	
MGT 212 Leadership and Human Relations	
<i>Mathematics</i>	3

Certificate Requirements

EMHS 200 Leadership and Ethics in Emergency Service	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

Elective Requirements

Six additional units required. Select from the following or other FS courses listed in the catalog:	6
FT 110 Basic Wildland Firefighting	
FT 121 Fire Prevention I	

FT 122 Codes/Ordinances I	
Total Units	30

¹ EMS 108 Emergency Medical Technician I Basic Training is strongly recommended in addition to the other requirements.

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.

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

General Studies

Degree

- Associate of General Studies Degree

Certificate of Achievement

- 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

<i>Communications/English</i>	9
<i>Computer Science</i>	
Required:	
IS 101 Introduction to Information Systems	3
<i>Diversity¹</i>	[3]
<i>Fine Arts</i>	3
<i>Humanities</i>	3
<i>Human Relations</i>	3
<i>Mathematics</i>	3
<i>Science</i>	3
<i>Social Science</i>	3
<i>U.S. and Nevada Constitutions</i>	3
Elective Requirements	
Electives	27
Total Units	60

¹ See approved General Education list for the AGS Degree. (p. 182)

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.

Certificates of Achievement are a set of courses within an AAS degree that can serve as a stepping stone to an AAS degree or allow students to enter the workforce. Certificates of Achievement have a general education component.

To earn a Certificate of Achievement, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 semester credit hours within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>Computer Science/Mathematics/Science</i>	3
<i>Communications/English</i>	6
<i>Fine Arts/Humanities</i>	3
<i>Human Relations</i>	3
<i>Social Science</i>	3

Elective Requirements

Electives ¹	12
Total Units	30

¹ Great latitude is allowed in the selection of the 12 elective units. Choice of units 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. Units 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 unit requirements.

Course	Title	Units
1st semester		
Select 2 electives ³		6
Social Science ²		3
Communications/English ²		3
Fine Arts/Humanities ²		3
Semester Total		15
2nd semester		
Communications/English ²		3

Computer Science/Mathematics/Science ²	3
Human Relations ²	3
Select 2 electives ³	6
<hr/>	
Semester Total	15
<hr/>	
Total Units	30

² See approved General Education list for the General Studies Degree. (p. 182)

³ See program recommendations or requirements.

Graphic Communications Degree

- Associate of Applied Science Degree - Graphic Communications

Certificate of Achievement

- 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.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>Diversity</i>	[3]
Recommended:	
AAD 201	History of the Built Environment ¹
<i>Communications/English</i>	6
Recommended:	
BUS 106	Business English (English)

BUS 107	Business Speech Communications (Communications)	
COM 113	Fundamentals of Speech Communications (Communications)	
ENG 101	Composition I (Communications or English)	
ENG 102	Composition II (Communications or English)	
ENG 107	Technical Communications I (Communications or English)	
ENG 113	Composition I for International Students (Communications or English)	
ENG 114	Composition II For International Students (Communications or English)	
<i>Fine Arts/Humanities/Social Science</i>		3
Recommended:		
AAD 201	History of the Built Environment	
<i>Human Relations</i>		3
Recommended:		
MGT 212	Leadership and Human Relations	
EPY 101	Educational, Career, and Personal Development	
<i>Mathematics</i>		3
Recommended:		
BUS 117	Applied Business Math	
or MATH 120	Fundamentals of College Mathematics	
<i>Science</i>		3
<i>U.S. and Nevada Constitutions</i>		3
Recommended:		
PSC 101	Introduction to American Politics	
or CH 203	American Experiences and Constitutional Change	
Degree Requirements		
GRC 107	Design Fundamentals	4
GRC 109	Color and Design	4
GRC 110	Drawing and Illustration	4
GRC 118	Computer Graphics/Print Media	4
GRC 119	Digital Media	4
GRC 294	Portfolio Workshop	2
Emphasis Requirements		
Select 17 units from the following:		17
GRC 132	Basic Principles of Animation	
GRC 135	Storyboarding	
GRC 144	Electronic Layout and Typography	
GRC 153	Commercial Printing Processes	
GRC 156	Design with Illustrator	
GRC 175	Web Design and Publishing I	
GRC 182	Digital Video Production	
GRC 183	Design with Photoshop	
GRC 188	Web Animation and Interactivity I	
GRC 244	Electronic Layout and Typography II	
GRC 275	Web Design II	
GRC 282	Motion Graphics for Video	
GRC 283	Electronic Imaging II	
GRC 284	3D Modeling and Animation	
GRC 290	Internship in Graphic Communications	
GRC 298	Special Problems in Graphic Communications	

GRC 299	Independent Study	
Total Units		60

¹ Course may also count toward additional degree requirements. Please consult with Academic Advisement.

Course	Title	Units
1st semester		
English ²		3
GRC 107	Design Fundamentals	4
GRC 109	Color and Design	4
GRC 110	Drawing and Illustration	4
Semester Total		15
2nd semester		
Communications ²		3
Science ²		3
Mathematics ²		3
GRC 118	Computer Graphics/Print Media	4
GRC 119	Digital Media	4
Semester Total		17
3rd semester		
Select 4 Emphasis courses ³		12
Humanities/Diversity ³		3
Semester Total		15
4th semester		
Emphasis ³		5
Human Relations ²		3
GRC 294	Portfolio Workshop	2
U.S. and Nevada Constitutions ³		3
Semester Total		13
Total Units		60

² See approved General Education list for the AAS Degree. (p. 181)

³ See program recommendations or requirements.

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.

Certificates of Achievement are a set of courses within an AAS degree that can serve as a stepping stone to an AAS degree or allow students to enter the workforce. Certificates of Achievement have a general education component.

To earn a Certificate of Achievement, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 semester credit hours within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

Communications 3

Preferred:

BUS 107 Business Speech Communications
or COM 113 Fundamentals of Speech Communications

Or select from the following:

ENG 101 Composition I
or ENG 113 Composition I for International Students

ENG 102 Composition II
or ENG 114 Composition II For International Students

ENG 107 Technical Communications I

ENG 108 Technical Communications II

ENG 220 Writing Poetry

ENG 221 Writing Fiction

COM 215 Introduction to Group Communication

Human Relations 3

Preferred:

MGT 212 Leadership and Human Relations

Or select from the following:

CE 201 Workplace Readiness

MGT 171 Supervision

MGT 201 Principles of Management

MGT 235 Organizational Behavior

PSY 102 Psychology of Personal and Social Adjustment

Mathematics 3

Preferred:

BUS 117 Applied Business Math
or MATH 120 Fundamentals of College Mathematics

Or select from the following:

CUL 245 The Business Chef

ECON 261 Principles of Statistics I

ECON 262 Principles of Statistics II

All other MATH courses 100-level or above

PSY 210 Introduction to Statistical Methods

SOC 210 Introduction to Statistical Methods

Certificate Requirements

Select 21 units from the following: 21

GRC 107 Design Fundamentals

GRC 109 Color and Design

GRC 110 Drawing and Illustration

GRC 118 Computer Graphics/Print Media

GRC 119	Digital Media
GRC 125	Graphic Software
GRC 132	Basic Principles of Animation
GRC 135	Storyboarding
GRC 144	Electronic Layout and Typography
GRC 153	Commercial Printing Processes
GRC 156	Design with Illustrator
GRC 175	Web Design and Publishing I
GRC 183	Design with Photoshop
GRC 188	Web Animation and Interactivity I
GRC 244	Electronic Layout and Typography II
GRC 275	Web Design II
GRC 283	Electronic Imaging II
GRC 284	3D Modeling and Animation
GRC 294	Portfolio Workshop
Total Units	30

For a suggested program sequence, please contact the GRC Program office at 775-673-7291.

HISTORY

Degree

- 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.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (p. 178).
4. Have no financial or library obligation to the college.

General Education Requirements

English 3-6

Must include ENG 102 or ENG 114 ¹

Fine Arts 3

Humanities 3

Mathematics

MATH 120 Fundamentals of College Mathematics (or higher) 3

Science 6

Social Science

Required:

HIST 101 US History to 1877 3

Additional College Requirements

*Diversity*² [3]

Recommended:

HIST 208 World History I

or HIST 209 World History II

or HIST 227 Introduction to Latin American History & Culture I

or HIST 228 Intro to Latin American History and Culture II

or HIST 291 Intro to Women's History and Literature in the Us

or HIST 294 Introduction to African American History II

Foreign Language 0-14

U.S. and Nevada Constitutions 3

Recommended:

HIST 102 U. S. History since 1877

Degree Requirements

HIST 105 European Civilization to 1648 3

HIST 106 European Civilization since 1648 3

HIST 251 Introduction to Historical Methods 3

Emphasis Requirement

Select 9 units from the following courses. At least one course must satisfy the diversity requirement: 9

HIST 208 World History I

HIST 209 World History II

HIST 217 Nevada History

HIST 225 Introduction to the Vietnam War

HIST 227 Introduction to Latin American History & Culture I

HIST 228 Intro to Latin American History and Culture II

HIST 248 Introduction to the American Civil War

HIST 273 Introduction to the History and Culture of the Cold War

HIST 288 Hitler & Stalin: Studies in Tyranny

HIST 291 Intro to Women's History and Literature in the Us

HIST 294 Introduction to African American History II

HIST 295 Special Topics in History

Elective Requirements

Select 1-15 units of any transferable courses 1-15

Total Units 60

¹ If you place into ENG 102 or ENG 114 the additional 3 required units will become elective units.

² Course may also count toward degree requirements. Please consult with Academic Advisement.

Course Title Units

1st semester

English ⁴ 3

Foreign Language ⁵ 4

HIST 101 US History to 1877 3

HIST 105 European Civilization to 1648 3

Mathematics ³ 3

Semester Total 16

2nd semester

ENG 102 Composition II 3
or ENG 114 or Composition II For International Students

Fine Arts ³ 3

Foreign Language ⁵ 4

Science ³ 3

U.S. and Nevada Constitutions ⁴ 3

Semester Total 16

3rd semester

Emphasis ⁴ 3

Foreign Language ⁵ 3

Humanities ³ 3

Science ³ 3

HIST 106	European Civilization since 1648	3
Semester Total		15
4th semester		
Elective ⁴		1
Emphasis ⁴		3
Emphasis/Diversity ⁴		3
Foreign Language ⁵		3
HIST 251	Introduction to Historical Methods	3
Semester Total		13
Total Units		60

³ See approved General Education list for the AA/AS Degree. (p. 178)

⁴ See program recommendations or requirements.

⁵ See approved Foreign Language list for the AA Degree. (p. 180)

Humanities

Degree

- 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.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (p. 178).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>English</i>	3-6
Must include ENG 102 or ENG 114 ¹	
<i>Fine Arts</i>	3
<i>Humanities</i>	3
<i>Mathematics</i>	
MATH 120	Fundamentals of College Mathematics (or higher) 3

<i>Science</i>	6
<i>Social Science</i>	3
Additional College Requirements	
<i>Diversity</i>	
Required:	
PHIL 210	World Religions ² [3]
<i>Foreign Language</i> 0-14	
<i>U.S. and Nevada Constitutions</i> 3	
Degree 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
Elective Requirements	
Select electives from the following or see an advisor to choose courses that fulfill UNR's breadth requirement: 1-18	
PHIL 119	Introduction to the Old Testament
PHIL 200	The Judeo-Christian Tradition
PHIL 201	Philosophy Goes to the Movies
PHIL 203	Introduction to Existentialism
PHIL 204	Introduction to Contemporary Philosophy
PHIL 207	Introduction to Social and Political Philosophy
PHIL 225	Introduction to Indian Philosophy
PHIL 244	Bioethics
PHIL 295	Topical Issues in Philosophy
Total Units 60	

¹ If you place into ENG 102 or ENG 114 the additional 3 required units will become elective units.

² Course may also count toward degree requirements. Please consult with Academic Advisement.

Course	Title	Units
1st semester		
ENG 101	Composition I	3
	or ENG 113 or Composition I for International Students	
Foreign Language ⁵		4
Mathematics ³		3
PHIL 101	Introduction to Philosophy	3
PHIL 210	World Religions	3
Semester Total		16
2nd semester		
ENG 102	Composition II	3
	or ENG 114 or Composition II For International Students	
Fine Arts ³		3
Foreign Language ⁵		4
PHIL 102	Critical Thinking and Reasoning	3
Science ³		3
Semester Total		16
3rd semester		
Foreign Language ⁵		3

Humanities ³	3
PHIL 114 Introduction to Symbolic Logic	3
Science ³	3
U.S. and Nevada Constitutions ³	3
Semester Total	15
4th semester	
Elective ⁴	1
Foreign Language ⁵	3
PHIL 135 Introduction to Ethics	3
PHIL 224 Introduction to the Philosophy of Science	3
Social Science ³	3
Semester Total	13
Total Units	60

³ See approved General Education list for the AA/AS Degree. (p. 178)

⁴ See program recommendations or requirements.

⁵ See approved Foreign Language list for the AA Degree. (<http://catalog.tmcc.edu/degrees-certificates/programs/humanities/aa-philosophy-emphasis/%20degrees-certificates/general-education/aa-foreign-language-requirements>)

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 appraise their popular cultures and literature.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (p. 178).
4. Have no financial or library obligation to the college.

General Education Requirements

English	3-6
---------	-----

Must include ENG 102 or ENG 114¹

<i>Fine Arts</i>	3
<i>Humanities</i>	3
Recommended:	
CH 203 American Experiences and Constitutional Change	
<i>Mathematics</i>	
MATH 120 Fundamentals of College Mathematics (or higher)	3
<i>Science</i>	6
<i>Social Science</i>	3
Additional College Requirements	
Diversity ²	[3]
Foreign Language	0-14
Required:	
Spanish	
U.S. and Nevada Constitutions ²	[3]
Degree 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
Elective Requirements	13-27
Recommended:	
PHIL 102 Critical Thinking and Reasoning	
HIST 227 Introduction to Latin American History & Culture I	
HIST 228 Intro to Latin American History and Culture II	
Select any approved university transfer course.	
Total Units	60

¹ If you place into ENG 102 or ENG 114 the additional 3 required units will become elective units.

² Course may also count toward degree requirements. Please consult with Academic Advisement.

Course	Title	Units
1st semester		
ENG 101 or ENG 113	Composition I or Composition I for International Students	3
Mathematics ³		3
Science ³		3
Social Science ³		3
SPAN 111	First Year Spanish I	4
Semester Total		16
2nd semester		
ENG 102 or ENG 114	Composition II or Composition II For International Students	3
Foreign Language ⁵		4
Humanities/U.S. and Nevada Constitutions ³		3
Science ³		3
SPAN 221	Iberia and Its Cultures	3
Semester Total		16
3rd semester		
Fine Arts ³		3
Elective ⁴		6
SPAN 211	Second Year Spanish I	3

SPAN 222	Hispanic-America and Its Culture	3
Semester Total		15
4th semester		
Elective ⁴		7
SPAN 212	Second Year Spanish II	3
SPAN 225 & HUM 225	A Cultural Perspective: Spain...New Mexico and A Cultural Perspective: Spain...New Mexico	3
Semester Total		13
Total Units		60

³ See approved General Education list for the AA/AS Degree. (p. 178)

⁴ See program recommendations or requirements.

⁵ See approved Foreign Language list for the AA Degree. (<http://catalog.tmcc.edu/degrees-certificates/programs/humanities/aa-spanish-emphasis/%20/degrees-certificates/general-education/aa-foreign-language-requirements>)

Manufacturing Technologies

Degrees

- Associate of Applied Science Degree - Advanced Manufacturing Emphasis (p. 127)
- 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

Certificates of Achievement

- Certificate of Achievement - Computer Numeric Controlled (CNC) Machining
- Certificate of Achievement - Drafting Technologies
- Certificate of Achievement - Production Technician
- Certificate of Achievement - Welding Technology

Skills Certificates

- Skills Certificate - CAD Technician
- 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 - Advanced Manufacturing Emphasis

Manufacturing Technologies Advanced manufacturing Emphasis is a two year program designed to provide advanced training and technical job skills to students seeking employment and/or skill upgrades within the manufacturing and machine trades.

Degree Outcomes

- Students will read and interpret technical prints for the production and inspection of Manufactured work pieces.
- Students will diagnose and repair electrical and mechanical components commonly used in a production operation. Students will use quality control standards to troubleshoot inefficiencies in a production system.
- Students will manage complex production systems, equipment, and controls. In doing so, students will apply quality and statistical process control techniques. Students will also produce precision machined work pieces within print specifications on computer numerical controlled (CNC) machine tools.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>Diversity</i> ¹	[3]
<i>Communications/English</i> ¹	6
<i>Fine Arts/Humanities/Social Science</i> ¹	3
<i>Human Relations</i>	[3]
Embedded in Degree and Emphasis requirements	
<i>Mathematics</i>	[3]
Embedded in Degree and Emphasis requirements	
<i>Science</i>	
Required:	
MTT 150 Metallurgy I	3
<i>U.S. and Nevada Constitutions</i> ¹	3

Degree Requirements

DFT 110	Print Reading for Industry	3
MPT 140	Quality Control	4
OSH 222	General Industry Safety	1

Emphasis Requirements

ELM 110	Electrical/Electronic Circuits	3
ELM 127	Introduction to AC Controls	3
ELM 233	Introduction to Instrumentation	3
MPT 110	Automated Production Concepts I	3
MPT 150	Solid Modeling for Manufacturing Technicians	3

MTT 230	Computer Numerical Control I	4
Elective Requirements		
Select 18 units of the following:		18
CHEM: Any transferable Chemistry course		
CIT 112	Network +	
CIT 114	IT Essentials	
ECON 102	Principles of Microeconomics	
ELM 129	Electric Motors and Drives	
ELM 134	Programmable Logic Controllers I	
ENGR 100	Introduction to Engineering Design	
ENV 100	Humans and the Environment	
IS 201	Computer Applications	
MATH 126	Pre-Calculus I (or higher)	
ME 151	Introduction to Mechanical Engineering II ²	
MPT: Any remaining Manufacturing and Production Technology courses		
MTT: Any remaining Machine Tool Technology courses		
PHYS: Any transferable Physics course		
WELD: Any welding course		
CE 290	Work Experience	
OSH: Any remaining Occupational Safety and Health course		
Total Units		60

- ¹ Course may also count toward degree requirements. Please consult with Academic Advisement.
- ² This course is currently only offered at UNR. Students wishing to take this course can take it at UNR and transfer the credit to TMCC.

Course	Title	Units
1st semester		
Communications ³		3
Elective ⁴		3
DFT 110	Print Reading for Industry	3
ELM 110	Electrical/Electronic Circuits	3
OSH 222	General Industry Safety	1
Semester Total		13
2nd semester		
Elective ⁴		3
English ³		3
ELM 127	Introduction to AC Controls	6
MPT 150	Solid Modeling for Manufacturing Technicians	3
MTT 150	Metallurgy I	3-4
Semester Total		18
3rd semester		
Elective ⁴		3
ELM 233	Introduction to Instrumentation	3
MPT 110	Automated Production Concepts I	4
MTT 230	Computer Numerical Control I	3
U.S. and Nevada Constitutions ³		3
Semester Total		16
4th semester		
Elective ⁴		6
Fine Arts/Humanities/Social Sciences ³		3

MPT 140	Quality Control	4
Semester Total		13
Total Units		60

- ³ See approved General Education list for the AAS Degree. (<http://catalog.tmcc.edu/degrees-certificates/programs/manufacturing-technologies/aas-manufacturing-technologies-advanced-manufacturing-emphasis/%20degrees-certificates/general-education/aas>)
- ⁴ See program recommendations or requirements.

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.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

Diversity	[3]
Communications/English	6
Recommended:	
ENG 107	Technical Communications I

<i>Fine Arts/Humanities/Social Science</i>	3
<i>Human Relations</i>	3
Recommended:	
CE 201 Workplace Readiness	
<i>Mathematics</i>	3
Recommended:	
MATH 126 Pre-Calculus I	
<i>Science</i>	3
Recommended:	
PHYS 100 Introductory Physics	
<i>U.S. and Nevada Constitutions</i>	3
Degree Requirements	
DFT 110 Print Reading for Industry	3
MPT 140 Quality Control	3
OSH 222 General Industry Safety	1
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
Select 3 units from remaining CADD classes	3
DFT 100 Basic Drafting Principles	3
ENGR 100 Introduction to Engineering Design	3
MATH 127 Pre-Calculus II	3
Elective Requirements	
Select one of the following:	3
DFT 240 Introduction to 3D Studio Max	
IS 101 Introduction to Information Systems	
MTT 140 Inspection Techniques	
Total Units	62

Course	Title	Units
1st semester		
CADD 100	Introduction to Computer-Aided Drafting	3
DFT 100	Basic Drafting Principles	3
DFT 110	Print Reading for Industry	3
Humanities/Diversity ¹		3
Mathematics ²		3
OSH 222	General Industry Safety	1
Semester Total		16
2nd semester		
CADD 105	Intermediate Computer-Aided Drafting	3
CADD 140	Technical Drafting I	3
CADD 141	Technical Drafting II	3
English/Communications ²		3
MATH 127	Pre-Calculus II	3
Semester Total		15
3rd semester		
CADD 142	Technical Drafting III	3

Choose any CADD course not required in emphasis ²	3	
Communications/English ¹	3	
U.S. and Nevada Constitutions ¹	3	
MPT 140 Quality Control	3	
Semester Total		15

4th semester		
Elective ²		3
CADD 245	Solid Modeling and Parametric Design	3
CADD 299	Capstone/Assessment	1
Human Relations ²		3
ENGR 100	Introduction to Engineering Design	3
Science ²		3
Semester Total		16
Total Units		62

¹ See approved General Education list for the AAS Degree. (p. 181)

² See program recommendations or requirements.

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.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>Diversity</i>	3
Recommended:	
LGM 202	International Logistics Management

<i>Communications/English</i>		
Required:		
ENG 101	Composition I	3
ENG 107	Technical Communications I	3
<i>Fine Arts/Humanities/Social Science</i>		
Required:		
PHIL 135	Introduction to Ethics	3
<i>Human Relations</i>		
Recommended:		
CE 201	Workplace Readiness	
<i>Mathematics</i>		
Required:		
MATH 126	Pre-Calculus I (or higher)	3
<i>Science</i>		
Required:		
BIOL 190 & 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory	4
<i>U.S. and Nevada Constitutions</i>		
Recommended:		
PSC 101	Introduction to American Politics	
Degree Requirements		
MPT 140	Quality Control	3
OSH 222	General Industry Safety	1
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
Elective Requirements		
Select 3 units from the following:		3
CE 290	Work Experience	
CUL 125	Principles of Baking	
CUL 245	The Business Chef	
NUTR 221	Quantity Food Purchasing	
STAT 152	Introduction to Statistics	
Total Units		60

Course	Title	Units
1st semester		
CUL 100	Sanitation/HACCP	2
ENG 101	Composition I (English)	3
MATH 126	Pre-Calculus I	3
MPT 140	Quality Control	3
NUTR 220	Food Service Systems Management	3
OSH 222	General Industry Safety	1
Semester Total		15
2nd semester		
BIOL 190	Introduction to Cell and Molecular Biology	3

BIOL 190L	Introduction to Cell and Molecular Biology Laboratory	1
CUL 105	Basic Skills Development	3
ENG 107	Technical Communications I	3
Diversity ¹		3
Semester Total		13
3rd semester		
CHEM 121	General Chemistry I	4
CUL 106	Understanding Culinary Techniques I	6
NUTR 222	Principles of Food Science	3
PHIL 135	Introduction to Ethics	3
Semester Total		16
4th semester		
Elective ¹		3
Human Relations ¹		3
NUTR 223	Principles of Nutrition	3
NUTR 226	Food Processing Microbiology	4
U.S. and Nevada Constitutions ¹		3
Semester Total		16
Total Units		60

¹ See program recommendations or requirements.

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.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

Diversity¹ [3]

Recommended:

AAD 201 History of the Built Environment

Communications/English 6

Required:

ENG 102 Composition II
or ENG 114 Composition II For International Students

Fine Arts/Humanities/Social Science 3

Recommended:

AAD 201 History of the Built Environment

Human Relations¹ [3]

Requirement is satisfied through embedded curriculum in the following courses:

MPT 140 Quality Control
MTT 230 Computer Numerical Control I
MTT 232 Computer Numerical Control II
OSH 222 General Industry Safety

Mathematics¹ [3]

Requirement is satisfied through embedded curriculum in the following courses:

DFT 110 Print Reading for Industry
MPT 140 Quality Control
MTT 230 Computer Numerical Control I
MTT 232 Computer Numerical Control II
MTT 292 Computer-Aided Manufacturing I

Science 3

Recommended:

MTT 150 Metallurgy I

U.S. and Nevada Constitutions 3

Recommended:

PSC 101 Introduction to American Politics

Degree Requirements

DFT 110	Print Reading for Industry	3
MPT 140	Quality Control	3
OSH 222	General Industry Safety	1

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

Elective Requirements

Select 17 units from the following:		17
CE 290	Work Experience	
MTT 101	Introduction to Machine Shop	
MTT 110	Machine Shop II	
MTT 145	Lean Manufacturing Systems	
MTT 234	Computer Numerical Control III	
MTT 260	Machine Shop IV	
MTT 261	Machine Projects	
MTT 291	CNC Practice	
MTT 293	Computer-Aided Manufacturing II	
Any other MTT course not listed above or WELD course		

Total Units 60

¹ Course may also count toward degree requirements. Please consult with Academic Advisement.

Course	Title	Units
1st semester		
DFT 110	Print Reading for Industry	3
MPT 140	Quality Control	3
MTT 105	Machine Shop I	3
MTT 150	Metallurgy I	3
OSH 222	General Industry Safety	1
U.S. and Nevada Constitutions ²		3
Semester Total		16
2nd semester		
Communications/English ²		3
Elective ²		6
Humanities/Diversity ²		3
MTT 250	Machine Shop III	3
Semester Total		15
3rd semester		
Communications/English ²		3
Elective ²		3
MTT 230	Computer Numerical Control I	4
MTT 292	Computer-Aided Manufacturing I	4
Semester Total		14
4th semester		
Elective ²		8
MTT 140	Inspection Techniques	3
MTT 232	Computer Numerical Control II	4
Semester Total		15
Total Units		60

² See program recommendations or requirements.

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 a 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.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

*Diversity*¹ [3]

Recommended:

AAD 201 History of the Built Environment

Communications/English 6

Required:

ENG 102 Composition II

or ENG 114 Composition II For International Students

Human Relations

Recommended:

MGT 171 Supervision (If planning on completing the BAS in Logistics Operations Management) 3

Mathematics

Required:

MATH 120 Fundamentals of College Mathematics (or higher) 3

Science 3

Recommended:

PHYS 100 Introductory Physics

Fine Arts/Humanities/Social Science 3

Recommended:

AAD 201 History of the Built Environment

U.S. and Nevada Constitutions

Recommended:

CH 203 American Experiences and Constitutional Change 3

or PSC 101 Introduction to American Politics

Degree Requirements

DFT 110	Print Reading for Industry	3
MPT 140	Quality Control	3
OSH 222	General Industry Safety	1

Emphasis Requirements

ECON 102	Principles of Microeconomics	3
LGM 201	Essentials of Logistics Management	3
LGM 208	Logistics and Quality Management Tools I	3
MPT 110	Automated Production Concepts I	3
MPT 135	Material Handling	2
BUS 225	Business Operations Applied Statistics	3

Elective Requirements

Select 15 units from the following: 15

BUS 101	Introduction to Business	
CADD 100	Introduction to Computer-Aided Drafting	
CE 290	Work Experience	
ELM 110	Electrical/Electronic Circuits	
ELM 233	Introduction to Instrumentation	
MPT 120	Automated Production Concepts II	
MPT 130	Automated Production Concepts III	
Any other MTT, LGM, or ELM course		

Total Units 60

¹ Course may also count toward degree requirements. Please consult with Academic Advisement.

Course	Title	Units
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1st semester

<i>Humanities/Diversity</i> ³		3
DFT 110	Print Reading for Industry	3
LGM 201	Essentials of Logistics Management	3
MATH 120	Fundamentals of College Mathematics (or higher)	3
MPT 140	Quality Control	3
OSH 222	General Industry Safety	1
Semester Total		16

2nd semester

ENG 102	Composition II	3
Elective ³		3
ECON 102	Principles of Microeconomics	3
MPT 110	Automated Production Concepts I	3
Science ³		3
Semester Total		15

3rd semester

Elective ³		6
Communications/English ²		3
BUS 225	Business Operations Applied Statistics	3
LGM 208	Logistics and Quality Management Tools I	3
Semester Total		15

4th semester

Electives ³		5
Human Relations ³		3
MPT 135	Material Handling	3

U.S. and Nevada Constitutions ³	3
Semester Total	14
Total Units	60

² See approved General Education list for the AAS Degree. (p. 181)

³ See program recommendations or requirements.

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.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

Diversity ¹ [3]

Recommended:

AAD 201 History of the Built Environment

Communications/English 6

Recommended:

ENG 101 Composition I

ENG 107 Technical Communications I

Fine Arts/Humanities/Social Science 3

Recommended:

AAD 201 History of the Built Environment

Human Relations ¹ [3]

Requirement is satisfied through embedded curriculum in the following courses:

MPT 140 Quality Control

OSH 222 General Industry Safety

WELD 211 Welding I

WELD 212 Welding I Practice

WELD 221 Welding II

WELD 222 Welding II Practice

Mathematics ¹ [3]

Requirement is satisfied through embedded curriculum in the following courses:

DFT 110 Print Reading for Industry

MPT 140 Quality Control

WELD 211 Welding I

WELD 212 Welding I Practice

WELD 221 Welding II

WELD 222 Welding II Practice

Science 3

Recommended:

MTT 150 Metallurgy I

U.S. and Nevada Constitutions 3

Degree Requirements

DFT 110 Print Reading for Industry 3

MPT 140 Quality Control 3

OSH 222 General Industry Safety 1

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

Elective Requirements

Select 15 units from the following: 15

ENRG 110 Basic Electricity

MTT 101 Introduction to Machine Shop

MTT 105 Machine Shop I

MTT 150 Metallurgy I

WELD 101 Basic Metals

WELD 250 Welding Certification Preparation

WELD 290 Internship in Welding

Total Units 60

¹ Course may also count toward degree requirements. Please consult with Academic Advisement.

Course	Title	Units
1st semester		
Communications/English ³		3
Elective ³		3
DFT 110	Print Reading for Industry	3
OSH 222	General Industry Safety	1
WELD 211	Welding I	3
WELD 212	Welding I Practice	2
Semester Total		15
2nd semester		
Communications/English ³		3
Elective ³		6
MPT 140	Quality Control	3
WELD 221	Welding II	3
WELD 222	Welding II Practice	2
Semester Total		17
3rd semester		
Humanities/Diversity ³		3
IS 101	Introduction to Information Systems	3
U.S. and Nevada Constitutions ²		3
WELD 231	Welding III	3
WELD 232	Welding III Practice	2
Semester Total		14
4th semester		
Elective ³		6
Science ³		3
WELD 241	Welding IV	3
WELD 242	Welding IV Practice	2
Semester Total		14
Total Units		60

² See approved General Education list for the AAS Degree. (p. 181)

³ See program recommendations or requirements.

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.

Certificates of Achievement are a set of courses within an AAS degree that can serve as a stepping stone to an AAS degree or allow students to enter the workforce. Certificates of Achievement have a general education component.

To earn a Certificate of Achievement, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 semester credit hours within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>Communications</i>	3
Recommended:	
ENG 107	Technical Communications I
<i>Human Relations</i>	[3]
Requirement is satisfied through embedded curriculum in the following courses: MPT 140, MTT 230, MTT 232, OSH 222.	
<i>Mathematics</i>	[3]
Requirement is satisfied through embedded curriculum in the following courses: DFT 110, MPT 140, MTT 230, MTT 232.	

Certificate 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

Elective Requirements

Select at least 8 units from the following:	8
CE 290	Work Experience
MTT 101	Introduction to Machine Shop
MTT 140	Inspection Techniques
MTT 145	Lean Manufacturing Systems
MTT 150	Metallurgy I
MTT 234	Computer Numerical Control III
MTT 291	CNC Practice
MTT 293	Computer-Aided Manufacturing II
Any other MTT course not listed above or WELD course	
Total Units	30

Course	Title	Units
1st semester		
Elective ²		3
DFT 110	Print Reading for Industry	3
MTT 230	Computer Numerical Control I	4
MTT 292	Computer-Aided Manufacturing I	4
OSH 222	General Industry Safety	1
Semester Total		15

2nd semester

Communications ¹		3
Elective ²		5
MPT 140	Quality Control	3
MTT 232	Computer Numerical Control II	4
Semester Total		15
Total Units		30

¹ See approved General Education list for the AAS Degree. (p. 181)

² See program recommendations or requirements.

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.

Certificates of Achievement are a set of courses within an AAS degree that can serve as a stepping stone to an AAS degree or allow students to enter the workforce. Certificates of Achievement have a general education component.

To earn a Certificate of Achievement, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 semester credit hours within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>Communications</i>		3
Recommended:		
ENG 107	Technical Communications I	
<i>Human Relations</i>		3
Recommended:		
CE 201	Workplace Readiness	
<i>Mathematics</i>		3
Recommended:		
MATH 120	Fundamentals of College Mathematics (or higher)	
Certificate 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

Elective Requirements

Select 3 units from remaining CADD or DFT courses	3
Total Units	33

Course	Title	Units
1st semester		
CADD 100	Introduction to Computer-Aided Drafting	3
DFT 100	Basic Drafting Principles	3
DFT 110	Print Reading for Industry	3
IS 101	Introduction to Information Systems	3
Mathematics ¹		3
Semester Total		15
2nd semester		
CADD 105	Intermediate Computer-Aided Drafting	3
CADD 140	Technical Drafting I	3
Communications ¹		3
Human Relations ¹		3
Semester Total		12
3rd semester		
Elective ²		3
CADD 210	CADD Project	3
Semester Total		6
Total Units		33

¹ See approved General Education list for the AAS Degree. (p. 181)

² See program recommendations or requirements.

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.

Certificates of Achievement are a set of courses within an AAS degree that can serve as a stepping stone to an AAS degree or allow students

to enter the workforce. Certificates of Achievement have a general education component.

To earn a Certificate of Achievement, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 semester credit hours within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

Communications 3

Human Relations [3]

Requirement is satisfied through embedded curriculum in the following courses: MT 108, MPT 110, MPT 120, MPT 135, MPT 140.

Mathematics [3]

Requirement is satisfied through embedded curriculum in the following courses: ENRG 110, ELM 127, ELM 129, ELM 134, MT 108.

Certificate Requirements

ELM 127	Introduction to AC Controls	3
ELM 129	Electric Motors and Drives	3
ELM 134	Programmable Logic Controllers I	3
ELM 110	Electrical/Electronic Circuits	4
ELM 233	Introduction to Instrumentation	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 Units		34

Course	Title	Units
1st semester		
Communications ¹		3
ELM 110	Electrical/Electronic Circuits	4
MPT 110	Automated Production Concepts I	3
MPT 135	Material Handling	2
MT 108	Fluid Power (Pneumatics, Hydraulics, Instrumentation)	3
OSH 222	General Industry Safety	1
Semester Total		16
2nd semester		
ELM 233	Introduction to Instrumentation	3
ELM 127	Introduction to AC Controls	3
ELM 129	Electric Motors and Drives	3
ELM 134	Programmable Logic Controllers I	3
MPT 120	Automated Production Concepts II	3

MPT 140	Quality Control	3
Semester Total		18
Total Units		34

¹ See program recommendations or requirements.

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.

Certificates of Achievement are a set of courses within an AAS degree that can serve as a stepping stone to an AAS degree or allow students to enter the workforce. Certificates of Achievement have a general education component.

To earn a Certificate of Achievement, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 semester credit hours within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

Communications 3

Recommended:

ENG 107 Technical Communications I

Human Relations [3]

Requirement is satisfied through embedded curriculum in the following courses: MPT 140, OSH 222, WELD 211, WELD 212, WELD 221, WELD 222.

Mathematics [3]

Requirement is satisfied through embedded curriculum in the following courses: DFT 110, MPT 140, WELD 211, WELD 212, WELD 221, WELD 222.

Certificate 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

Elective Requirements

Select 10 units from the following: 10

MTT 101	Introduction to Machine Shop	
MTT 150	Metallurgy I	
WELD 101	Basic Metals	
WELD 231	Welding III	
WELD 232	Welding III Practice	
WELD 241	Welding IV	
WELD 242	Welding IV Practice	
WELD 250	Welding Certification Preparation	

Total Units 30

Course	Title	Units
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1st semester

Communications ¹		3
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Elective ¹		6
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OSH 222	General Industry Safety	1
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WELD 211	Welding I	3
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WELD 212	Welding I Practice	2
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Semester Total		15
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2nd semester

Elective ¹		4
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DFT 110	Print Reading for Industry	3
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MPT 140	Quality Control	3
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WELD 221	Welding II	3
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WELD 222	Welding II Practice	2
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Semester Total		15
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Total Units		30
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¹ See program recommendations or requirements.

Skills Certificate - CAD Technician

The drafting and CAD skills 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 produced drawings to intermediate computerized two dimensional projects.

Certificate Outcomes

Students completing the certificate will:

- Demonstrate academic and practical knowledge of drafting standards and 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 and CAD drawings techniques.

- Be eligible to take the ADDA (AD) Apprentice Drafter and/or (CD) Certified Drafter Exams and/or the Autodesk Certified Professional Exam.

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester.

To earn a skills certificate, students must:

1. Maintain a minimum cumulative GPA of 2.0
2. Have no financial or library obligation to the college

Certificate Requirements

DFT 100	Basic Drafting Principles	3
DFT 110	Print Reading for Industry	3
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
Total Units		21

Course	Title	Units
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1st semester

DFT 100	Basic Drafting Principles	3
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DFT 110	Print Reading for Industry	3
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CADD 100	Introduction to Computer-Aided Drafting	3
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Semester Total		9
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2nd semester

CADD 105	Intermediate Computer-Aided Drafting	3
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CADD 140	Technical Drafting I	3
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CADD 141	Technical Drafting II	3
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Semester Total		9
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3rd semester

CADD 142	Technical Drafting III	3
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Semester Total		3
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Total Units		21
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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.

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student’s transcripts at the end of the semester.

To earn a skills certificate, students must:

1. Maintain a minimum cumulative GPA of 2.0
2. Have no financial or library obligation to the college

Certificate Requirements

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 Units		14

Course	Title	Units
1st semester		
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
Semester Total		14
Total Units		14

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.

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student’s transcripts at the end of the semester.

To earn a skills certificate, students must:

1. Maintain a minimum cumulative GPA of 2.0
2. Have no financial or library obligation to the college

Certificate Requirements

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 Units		14

Course	Title	Units
1st semester		
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
Semester Total		14
Total Units		14

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.

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester.

To earn a skills certificate, students must:

1. Maintain a minimum cumulative GPA of 2.0
2. Have no financial or library obligation to the college

Certificate Requirements

WELD 231	Welding III	3
WELD 232	Welding III Practice	2
WELD 241	Welding IV	3
WELD 242	Welding IV Practice	2
Total Units		10

Course	Title	Units
1st semester		
WELD 231	Welding III	3
WELD 232	Welding III Practice	2
WELD 241	Welding IV	3
WELD 242	Welding IV Practice	2
Semester Total		10
Total Units		10

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.

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester.

To earn a skills certificate, students must:

1. Maintain a minimum cumulative GPA of 2.0
2. Have no financial or library obligation to the college

Certificate Requirements

WELD 211	Welding I	3
WELD 212	Welding I Practice	2
WELD 221	Welding II	3
WELD 222	Welding II Practice	2
Total Units		10

Course	Title	Units
1st semester		
WELD 211	Welding I	3
WELD 212	Welding I Practice	2
WELD 221	Welding II	3
WELD 222	Welding II Practice	2
Semester Total		10
Total Units		10

MATHEMATICS

Degree

- 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.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (p. 178).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>English</i>	3-6
Must include ENG 102 or ENG 114 ¹	
<i>Fine Arts</i>	3
<i>Humanities</i>	3
<i>Mathematics</i>	
Required:	
MATH 181 Calculus I	4
<i>Science</i>	6
<i>Social Science</i>	3

Additional College Requirements

<i>Diversity</i> ²	[3]
<i>Science</i>	6
<i>U.S. and Nevada Constitutions</i>	3

Degree Requirements

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

MATH 182	Calculus II	4
MATH 283	Calculus III	4
MATH 285	Differential Equations	3

Elective Requirements

Select 9 to 12 transferable elective units 9-12

MATH 126 and MATH 127 qualify as elective units; additional units from science courses may count as electives.

Total Units 60

¹ If you place into ENG 102 or ENG 114 the additional 3 required units will become elective units.

² Course may also count toward degree requirements. Please consult with Academic Advisement.

Course	Title	Units
1st semester		
CS 135	Computer Science I	3
ENG 101 or ENG 113	Composition I or Composition I for International Students	3
Fine Arts ³		3
Science ³		3
MATH 181	Calculus I	4
Semester Total		16

2nd semester		
CS 202	Computer Science II	3
U.S. and Nevada Constitutions ³		3
ENG 102 or ENG 114	Composition II or Composition II For International Students	3
Science ³		3
MATH 182	Calculus II	4
Semester Total		16

3rd semester		
Elective ⁴		3
Humanities ³		3
Science ³		6
MATH 283	Calculus III	4
Semester Total		16

4th semester		
Select 2 electives ⁴		6
Social Science/Diversity ³		3
MATH 285	Differential Equations	3
Semester Total		12
Total Units		60

³ See approved General Education list for the AA/AS Degree. (p. 178)

⁴ See program recommendations or requirements.

Nursing Degree

- 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 BIOL 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 1-888-590-6726.

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.

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 BIOL 251 must be taken prior to application for admission to the nursing program. There are additional admission requirements. Please go online for information.

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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.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (p. 178).
4. Have no financial or library obligation to the college.

Required Courses

General Education Requirements

<i>English</i>	3-6
Must include ENG 102 or ENG 114 ¹	
<i>Fine Arts</i>	3
<i>Humanities</i>	3
Recommended:	
CH 201	Ancient and Medieval Cultures
or CH 202	The Modern World
<i>Mathematics</i>	
Required:	
MATH 126	Pre-Calculus I (or higher) 3
<i>Science</i>	

Required:		
BIOL 190 & 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory	4
BIOL 251	General Microbiology	2
<i>Social Science</i>		
Recommended:		
CH 203	American Experiences and Constitutional Change	
or PSC 101	Introduction to American Politics	
Additional College Requirements		
<i>Diversity</i>		
Required:		
NURS 212	Cultural Aspects of Nursing Care ²	[3]
<i>Science</i>		
Required:		
BIOL 223	Human Anatomy and Physiology I	4
BIOL 224	Human Anatomy and Physiology II	2
<i>U.S. and Nevada Constitutions</i>		
Required:		
CH 203	American Experiences and Constitutional Change ²	[3]
or PSC 101	Introduction to American Politics	
Degree Requirements		
BIOL 224	Human Anatomy and Physiology II (additional 2 units from Gen. Ed.)	2
BIOL 251	General Microbiology (additional 2 units 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 Units		69-72

¹ If you place into ENG 102 or ENG 114 the additional 3 required units will become elective units.

² Course may also count toward degree requirements. Please consult with Academic Advisement.

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.

Course	Title	Units
1st semester		
BIOL 190 & 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory (Fast-Track) ³	4
BIOL 223	Human Anatomy and Physiology I (Fast-Track) ³	4
BIOL 251	General Microbiology (Fast-Track) ³	4
ENG 101	Composition I ³	3

MATH 126	Pre-Calculus I (or higher) ³	3
Semester Total		18
2nd semester		
BIOL 224	Human Anatomy and Physiology II (Fast-Track)	4
NURS 138	Nursing Care I	7
NURS 142	Fundamentals of Pharmacology (Late-Start)	2
NURS 212	Cultural Aspects of Nursing Care	3
Semester Total		16
3rd semester		
ENG 102 or ENG 114	Composition II or Composition II For International Students	3
NURS 102	Professional Behaviors	2
NURS 170	Nursing Care 2	7
NURS 209	Principles of Pathophysiology	3
Semester Total		15
4th semester		
CH 203 or PSC 101	American Experiences and Constitutional Change or Introduction to American Politics	3
NURS 202	Nursing Care 3	7
Semester Total		10
5th semester		
Humanities ⁵		3
Fine Arts ⁴		3
NURS 274	Nursing Care 4	7
Semester Total		13
Total Units		72

³ After completion of prerequisite semester, students apply for admission to the Nursing Degree program.

⁴ See approved General Education list for the AA/AS Degree. (p. 178)

⁵ See program recommendations or requirements.

PARALEGAL/LAW

Degree

- 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.

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 units 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 units intended to satisfy legal specialty units will be reviewed by the program coordinator for course content to ensure that the course(s) satisfy ABA requirements. No more than 12 semester units will be allowed via transfer for legal specialty courses. No legal specialty transfer units are allowed via examination or portfolio. Paralegals may not provide legal services directly to the public, except as permitted by law.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

*Diversity*¹ [3]

Communications/English 6

Recommended:

BUS 108 Business Letters and Reports

ENG 101 Composition I

or ENG 113 Composition I for International Students

Fine Arts/Humanities/Social Science 3

Humanities:

All English courses except ENG 101, ENG 102, ENG 107, ENG 108, ENG 112D, ENG 113, ENG 114, ENG 181, ENG 221

All Foreign Languages

CH 201 Ancient and Medieval Cultures

CH 202 The Modern World

CH 203 American Experiences and Constitutional Change

HIST 105 European Civilization to 1648

HIST 106 European Civilization since 1648

HIST 217 Nevada History

HUM 101 Introduction to Humanities I

HUM 102 Introduction to Humanities II

All Philosophy courses

THTR 100 Introduction to Theater

Social Science:

All Anthropology courses except ANTH 102

CH 203 American Experiences and Constitutional Change

All Geography courses except GEOG 103

All History courses

HDFS 201 Lifespan Human Development

All Political Science courses

All Psychology courses

All Sociology courses

Human Relations

Select one of the following: 3

MGT 171 Supervision

MGT 201 Principles of Management

MGT 212 Leadership and Human Relations

MGT 235 Organizational Behavior

Mathematics 3

Select from MATH courses 100 or above (except MATH 100, MATH 105, MATH 107, MATH 108, MATH 122, MATH 123, MATH 190)

Science 3

*U.S. and Nevada Constitutions*²

Select one from the following: 3

CH 203 American Experiences and Constitutional Change³

HIST 101 US History to 1877

HIST 102 U. S. History since 1877

HIST 217 Nevada History

PSC 101 Introduction to American Politics³

PSC 208 Survey of State and Local Government

Degree Requirements

IS 101 Introduction to Information Systems 3

LAW 101 Fundamentals of Law I (LS)² 3

LAW 203 Real Property (LS)² 3

LAW 204 Torts (LS)² 3

LAW 205 Contracts (LS)² 3

LAW 231 Procedure - Civil (LS)² 3

LAW 259 Legal Writing (LS)² 3

LAW 261 Legal Research I (LS)² 3

LAW 263 Ethics (LS)² 3

LAW 264 Civil Evidence (LS)² 3

Elective Requirements

Select 12 units from the following: 12

LAW 198	Special Topics Legal Assistant	
LAW 232	Procedure - Criminal (LS) ²	
LAW 233	Business Structures (LS) ²	
LAW 251	Bankruptcy (LS) ²	
LAW 252	Family Law (LS) ²	
LAW 255	Probate Procedures (LS) ²	
LAW 295	Supervised Field Experience (LS) ²	

Total Units 63

¹ May also count toward degree requirements. Please consult with Academic Advisement.

² "LS" denotes legal specialty courses. A student must maintain a 3.0 GPA average through all legal specialty coursework to graduate with an AAS degree in Paralegal.

Course	Title	Units
1st semester		
Communications/English ⁴		3
Human Relations ⁴		3
Science ³		3
IS 101	Introduction to Information Systems	3
LAW 101	Fundamentals of Law I	3
Semester Total		15
2nd semester		
Communications/English ⁴		3
Mathematics ⁴		3
LAW 261	Legal Research I	3
LAW 263	Ethics	3
Semester Total		12
3rd semester		
Elective ⁴		3
LAW 203	Real Property	3
LAW 205	Contracts	3
LAW 259	Legal Writing	3
U.S. and Nevada Constitutions ⁴		3
Semester Total		15
4th semester		
Elective ⁴		6
Semester Total		6
5th semester		
Elective ⁴		3
Fine Arts/Humanities/Social Science/Diversity ⁴		3
LAW 204	Torts	3
LAW 231	Procedure - Civil	3
LAW 264	Civil Evidence	3
Semester Total		15
Total Units		63

³ See approved General Education list for the AAS Degree (<http://catalog.tmcc.edu/degrees-certificates/programs/paralegal-law/aas-paralegal-law/%20degrees-certificates/general-education/aas>).

⁴ See program recommendations or requirements.

Physical Sciences

Degree

- Associate of Science Degree - Chemistry Emphasis (p. 145)
- (p. 145) Associate of Science Degree - Engineering Emphasis (p. 146)
- Associate of Science Degree - Environmental Science Emphasis (p. 147)
- Associate of Science Degree - Geoscience Emphasis
- Associate or Science Degree - Renewable Energy and Resources 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.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (p. 178).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>English</i>	3-6
Including ENG 102 or ENG 114 ¹	
<i>Fine Arts</i>	3
<i>Humanities</i>	3
<i>Mathematics</i>	
Required:	
MATH 181	Calculus I 4
<i>Science</i>	
Lab required	

Required:		
CHEM 121	General Chemistry I	4
CHEM 122	General Chemistry II	4
<i>Social Science</i>		3
Recommended:		
CH 203	American Experiences and Constitutional Change	
PSC 101	Introduction to American Politics	
Additional College Requirements		
<i>Diversity</i> ²		[3]
<i>Science</i> ²		[6]
<i>U.S. and Nevada Constitutions</i> ²		[3]
Emphasis Requirements		
CHEM 122	General Chemistry II (additional 2 units from Gen. Ed.)	2
CHEM 241 & 241L	Organic Chemistry I and Organic Chemistry for Life Sciences Lab I	4
CHEM 242 & 242L	Organic Chemistry II and Organic Chemistry for Life Sciences Lab II	4
MATH 181	Calculus I (additional 1 unit from Gen. Ed.)	1
MATH 182	Calculus II	4
PHYS 180 & 180L	Physics for Scientists and Engineers I and Physics for Scientists/Engineers Lab I	4
PHYS 181 & 181L	Physics for Scientists and Engineers II and Physics for Scientists/Engineers Lab II	4
Elective Requirements		
Select 13 units from transferable electives		13
Recommended:		
MATH 283	Calculus III	
MATH 285	Differential Equations	
Total Units		60

¹ If you place into ENG 102 or ENG 114 the additional 3 required units will become elective units.

² Course may also count toward degree requirements. Please consult with Academic Advisement.

Course	Title	Units
1st semester		
CHEM 121	General Chemistry I	4
English ³		3
Fine Arts ³		3
MATH 181	Calculus I (Mathematics) ⁴	4
Elective ⁴		3
Semester Total		17
2nd semester		
Diversity/Humanities ³		3
CHEM 122	General Chemistry II	4
English ⁴		3
MATH 182	Calculus II	4
Semester Total		14
3rd semester		
Elective ⁴		4-7
CHEM 241 & 241L	Organic Chemistry I and Organic Chemistry for Life Sciences Lab I	4

PHYS 180	Physics for Scientists and Engineers I	3
Social Science/U.S. and Nevada Constitution ⁴		3
Semester Total		15
4th semester		
Elective ⁴		6
CHEM 242 & 242L	Organic Chemistry II and Organic Chemistry for Life Sciences Lab II	4
PHYS 181 & 181L	Physics for Scientists and Engineers II and Physics for Scientists/Engineers Lab II	4
Semester Total		14
Total Units		60

³ See approved General Education list for the AA/AS Degree. (p. 178)

⁴ See program recommendations or requirements.

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

<i>English</i>		3-6
Must include ENG 102 or ENG 114 ¹		
<i>Fine Arts</i>		3
<i>Humanities</i>		3
<i>Mathematics</i>		
Required:		
MATH 181	Calculus I ²	3
<i>Science</i>		
Required:		
CHEM 121	General Chemistry I ²	3
or CHEM 201	General Chemistry for Scientists and Engineers	
PHYS 180/180L	Physics for Scientists and Engineers I ²	3
<i>Social Science</i>		
Required:		
ECON 102	Principles of Microeconomics	3
Additional College Requirements		
<i>Diversity</i> ³		[3]

Science		
Science courses fulfilling the 6 units include:		6
PHYS 180	Physics for Scientists and Engineers I (1 unit from General Education) ²	
PHYS 180L	Physics for Scientists/Engineers Lab I (1 unit from General Education) ²	
PHYS 181	Physics for Scientists and Engineers II (3 units) ²	
PHYS 181L	Physics for Scientists/Engineers Lab II (1 unit) ²	
U.S. and Nevada Constitutions		3
Degree Requirements		
CS 135	Computer Science I	3
ENGR 100	Introduction to Engineering Design	3
MATH 181	Calculus I ²	4
MATH 182	Calculus II ²	4
MATH 283	Calculus III ²	4
MATH 285	Differential Equations ²	3
ME 241	Statics ²	3
Elective Requirements		
Select 6 units from the following based on appropriate engineering major desired: ⁴		6
BIOL 190/190L Introduction to Cell and Molecular Biology (civil)		
CHEM 202	General Chemistry for Scientists and Engineers II (chemical)	
CPE 201	Digital Design (electrical, computer)	
CS 202	Computer Science II (computer)	
ENGR 110	Introduction to Renewable Energy (renewable energy minor)	
GEOL 101	Geology: Exploring Planet Earth (civil)	
Total Units		60

- ¹ If you place into ENG 102 or ENG 114, the additional 3 required units will become elective credit.
- ² Must maintain a "C" or higher in these courses.
- ³ Course may also count toward degree requirements. Please consult with Academic Advisement.
- ⁴ The proper selection of units from this list is highly dependent on the engineering discipline. Please consult an advisor prior to selecting from this list.

Course	Title	Units
1st semester		
CHEM 121	General Chemistry I	4
or	or General Chemistry for Scientists and Engineers	
CHEM 201	Engineers	
English ⁵		3
Humanities/Diversity ⁵		3
MATH 181	Calculus I	4
Semester Total		14
2nd semester		
ECON 102	Principles of Microeconomics	3
U.S. and Nevada Constitutions ⁵		3
English ⁶		3
ENGR 100	Introduction to Engineering Design	3

MATH 182	Calculus II	4
Semester Total		16

3rd semester

CS 135	Computer Science I	3
Fine Arts ⁵		3
MATH 283	Calculus III	4
PHYS 180 & PHYS 181L	Physics for Scientists and Engineers I and Physics for Scientists/Engineers Lab II	4
Semester Total		14

4th semester

Elective ⁶		6
PHYS 181 & 181L	Physics for Scientists and Engineers II and Physics for Scientists/Engineers Lab II	4
MATH 285	Differential Equations	3
ME 241	Statics	3
Semester Total		16
Total Units		60

⁵ See approved General Education list for the AA/AS Degree. (<http://catalog.tmcc.edu/degrees-certificates/programs/engineering/as-engineering-emphasis/%20degrees-certificates/general-education/aa-as>)

⁶ See program recommendations or requirements.

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.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (p. 178).
4. Have no financial or library obligation to the college.

General Education Requirements

English 3-6

Must include ENG 102 or ENG 114 ¹

Fine Arts 3

Humanities 3

Recommended:

CH 201 Ancient and Medieval Cultures

Mathematics

Required:

MATH 127 Pre-Calculus II (or higher) 3

Recommended:

MATH 181 Calculus I (if transferring to UNR)
or MATH 176 Introductory Calculus for Business and Social Sciences

Science

Required:

CHEM 121 General Chemistry I 6
& CHEM 122 and General Chemistry II

Social Science 3

Recommended:

CH 203 American Experiences and Constitutional Change

Additional College Requirements

*Diversity*² [3]

Recommended:

NRES 211 Conservation, Humans and Biodiversity³

*Science*² [6]

*U.S. and Nevada Constitutions*² [3]

Recommended:

CH 203 American Experiences and Constitutional Change

Degree Requirements

BIOL 190 Introduction to Cell and Molecular Biology 3

BIOL 191/191L Introduction to Organismal Biology 4

CHEM 122 General Chemistry II (additional 2 units from General Education) 2

GEOG 210 Introduction to Geotechnology 3

GEOL 100 Earthquakes, Volcanoes and Natural Disasters 3

ECON 102 Principles of Microeconomics 3

NRES 100 Prin of Natural Resources & Environmental Sciences 3

NRES 210 Environmental Pollution 3

NRES 211 Conservation, Humans and Biodiversity 3

STAT 152 Introduction to Statistics 3

Elective Requirements

Select 6-9 units from the following: ⁴ 6-9

BIOL 251	General Microbiology
CHEM 241	Organic Chemistry I
GEOG 121	Climate Change: the Science Basis
PHYS 151	General Physics I
PHYS 180 & 180L	Physics for Scientists and Engineers I and Physics for Scientists/Engineers Lab I

Total Units 60

¹ If you place into ENG 102 or ENG 114, the additional 3 required units will become elective credit.

² Course may also count toward degree requirements. Please consult with Academic Advisement.

³ NRES 211 will also satisfy 3 units in the Degree Requirements

⁴ For students transferring into a specific program at a university, choose electives appropriate for that program.

Course	Title	Units
1st semester		
STAT 152	Introduction to Statistics	3
ECON 102	Principles of Microeconomics	3
Fine Arts ⁵		3
ENG 101 or ENG 113	Composition I or Composition I for International Students	3
NRES 100	Prin of Natural Resources & Environmental Sciences	3
Semester Total		15
2nd semester		
BIOL 190	Introduction to Cell and Molecular Biology	3
CHEM 121	General Chemistry I	4
ENG 102 or ENG 114	Composition II or Composition II For International Students	3
MATH 176	Introductory Calculus for Business and Social Sciences	3
Elective ⁶		3
Semester Total		16
3rd semester		
Elective ⁶		3
CHEM 122	General Chemistry II	4
GEOL 100	Earthquakes, Volcanoes and Natural Disasters	3
NRES 210	Environmental Pollution	3
Semester Total		13
4th semester		
BIOL 191 & 191L	Introduction to Organismal Biology and Intro to Organismal Biology Lab	4
Social Science/U.S. and Nevada Constitutions ⁶		3
GEOG 210	Introduction to Geotechnology	3
NRES 211	Conservation, Humans and Biodiversity	3
Humanities ⁶		3
Semester Total		16
Total Units		60

⁵ See approved General Education list for the AA/AS Degree. (p. 178)

⁶ See program recommendations or requirements.

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.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (p. 178).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>English</i>	3-6
Must include ENG 102 or ENG 114 ¹	
<i>Fine Arts</i>	3
Recommended:	
THTR 210	Theater: a Cultural Context
<i>Humanities</i>	3
Recommended:	
CH 201	Ancient and Medieval Cultures

<i>Mathematics</i>		
Required:		
MATH 127	Pre-Calculus II (or higher) ²	3
<i>Science</i>		
Required:		
CHEM 121	General Chemistry I	3
CHEM 122	General Chemistry II	3
<i>Social Science</i>		
Required:		
CH 202	The Modern World	3
Additional College Requirements		
<i>Diversity</i> ³		[3]
<i>Science</i> ³		[6]
<i>U.S. and Nevada Constitutions</i>		
Required:		
CH 203	American Experiences and Constitutional Change ³	[3]
Degree 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	
GEOL 101	Geology: Exploring Planet Earth	4
GEOL 102	Earth and Life Through Time	4
GEOL 260	Introduction to Field Methods	2
MATH 181	Calculus I	4
MATH 182	Calculus II	4
PHYS 151	General Physics I	4
or PHYS 180/180L	Physics for Scientists and Engineers I	
Additional GE Science units		2
Elective Requirements		
Select 3 units from the following:		3
GEOG 103 & GEOG 104	Physical Geography and Physical Geography Lab	
GEOG 121	Climate Change: the Science Basis	
GEOG 210	Introduction to Geotechnology	
GEOL 100	Earthquakes, Volcanoes and Natural Disasters	
GEOL 105	Introduction to Geology of National Park	
GEOL 206	Geology of Geothermal Energy Resources	
NRES 100	Prin of Natural Resources & Environmental Sciences	
PHYS 181 & 181L	Physics for Scientists and Engineers II and Physics for Scientists/Engineers Lab II (preferred) ⁴	
or PHYS 152	General Physics II	
Total Units		60

¹ If you place into ENG 102 or ENG 114 the additional 3 required units will become elective units.

² MATH 181 and MATH 182 are required of Geology majors at UNR prior to graduation.

³ Course may also count toward degree requirements. Please consult with Academic Advisement.

⁴ PHYS 152 is required for UNR Geology baccalaureate degree.
Note: PHYS 152 is not regularly taught at TMCC; however, PHYS 181/PHYS 181L is normally taught at TMCC.

Course	Title	Units
1st semester		
CHEM 121	General Chemistry I	4
ENG 101 or ENG 113	Composition I or Composition I for International Students	3
GEOL 101	Geology: Exploring Planet Earth	4
MATH 127	Pre-Calculus II	3
Diversity/Fine Arts ⁵		3
Semester Total		17
2nd semester		
ECON 102 or ECON 103	Principles of Microeconomics or Principles of Macroeconomics	3
ENG 102 or ENG 114	Composition II or Composition II For International Students	3
CHEM 122	General Chemistry II	4
MATH 181	Calculus I	4
Semester Total		14
3rd semester		
BIOL 100 Humanities ⁵	General Biology for Non-Majors	3
GEOL 102	Earth and Life Through Time	4
GEOL 260	Introduction to Field Methods	2
PHYS 151 or PHYS 180/180L	General Physics I or Physics for Scientists and Engineers I	4
Semester Total		16
4th semester		
CH 202	The Modern World	3
CH 203	American Experiences and Constitutional Change	3
Elective ⁵		3
MATH 182	Calculus II	4
Semester Total		13
Total Units		60

⁵ See program recommendations or requirements.

Associate of Science Degree - Renewable Energy and Resources Emphasis

This is an interdisciplinary emphasis that draws on courses in Engineering, Environmental Science, Geography, and Geoscience. The emphasis is designed for students seeking a broad exposure to the spectrum of renewable energy technologies and resources. Some specific components of the emphasis include:

1. understanding what constitutes a source of renewable energy and how renewable energy relates to the energy mix, currently dominated by the fossil fuels (coal, petroleum, and natural gas);

2. learning about the different types of renewable energy technologies, including the attributes and limitations of each; and
3. understanding the differences between renewable and nonrenewable resources and the implication their development has on global processes, including global climate change.

Students completing this emphasis will partially fulfill requirements for multiple baccalaureate degree programs at the University of Nevada, Reno (UNR), specifically in Engineering, Environmental Science, Geography, and Geology, and similar programs at other four year institutions. Completion of the emphasis can fulfill half the requirements for the renewable energy minor at UNR for any baccalaureate major.

Emphasis Outcomes

Students completing the emphasis will:

- Describe the various types of renewable energy technologies and renewable resources available and identify the attributes and limitations of each.
- Relate how sources of renewable energy and traditional sources of energy affect the environment locally and globally.
- Apply concepts learned in course work to laboratory activities and field studies that allow hands on learning simulating real-world investigations.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (p. 178).
4. Have no financial or library obligation to the college.

General Education Requirements

English 3-6

Required:

Must include ENG 102 or ENG 114 ¹

Fine Arts 3

Humanities 3

Recommended:

CH 203 American Experiences and Constitutional Change (also satisfies U.S. and Nevada Constitutions)

Mathematics

Required:

MATH 127 Pre-Calculus II (or higher) 3

Science

Required:

CHEM 121 General Chemistry I 3

CHEM 122 General Chemistry II 3

Social Science 3

Recommended:

GEOG 200 World Regional Geography (also satisfies Diversity)

Additional College Requirements

Diversity ² [3]

Recommended:		
GEOG 200	World Regional Geography	
<i>Science</i>		
Required:		
PHYS 151	General Physics I	4
or PHYS 180 & 180L	Physics for Scientists and Engineers I and Physics for Scientists/Engineers Lab I	
CHEM 121	General Chemistry I	1
CHEM 122	General Chemistry II	1
<i>U.S. and Nevada Constitutions</i> ²		[3]
Recommended:		
CH 203	American Experiences and Constitutional Change	
Degree Requirements		
ENV 100	Humans and the Environment	3
or NRES 100	Prin of Natural Resources & Environmental Sciences	
ENGR 110	Introduction to Renewable Energy	3
GEOG 121	Climate Change: the Science Basis	4
GEOL 206	Geology of Geothermal Energy Resources	3
GEOG 210	Introduction to Geotechnology	3
NRES 210	Environmental Pollution	3
STAT 152	Introduction to Statistics	3
Elective Requirements		
Select 8-11 units from the following:		8-11
Course(s) from BIOL, ENGR, ENV, GEOG, GEOL, or MATH		
Recommended:		
GEOL 100	Earthquakes, Volcanoes and Natural Disasters	
or GEOL 101	Geology: Exploring Planet Earth	
Total Units		60

¹ If you place into ENG 102 or ENG 114 the additional 3 required units will become elective units.

² Course may also count toward degree requirements. Please consult with Academic Advisement.

Course	Title	Units
1st semester		
ENG 101	Composition I	3
or ENG 113	or Composition I for International Students	
Elective ⁴		3
MATH 127	Pre-Calculus II (or higher)	3
Fine Arts ³		3
ENGR 110	Introduction to Renewable Energy	3
Semester Total		15
2nd semester		
ENG 102	Composition II	3
or ENG 114	or Composition II For International Students	
CHEM 121	General Chemistry I	4
ENV 100	Humans and the Environment	3
or NRES 100	or Prin of Natural Resources Environmental Sciences	
GEOL 206	Geology of Geothermal Energy Resources	3
STAT 152	Introduction to Statistics	3
Semester Total		16

3rd semester		
CHEM 122	General Chemistry II	4
GEOG 210	Introduction to Geotechnology	3
Humanities/U.S. and Nevada Constitutions ⁴		3
NRES 210	Environmental Pollution	3
Social Science ⁴		3
Semester Total		16
4th semester		
GEOG 121	Climate Change: the Science Basis	4
PHYS 151	General Physics I	4
or PHYS 180	or Physics for Scientists and Engineers I <i>and</i> Physics for Scientists/Engineers Lab I	
<i>and</i> PHYS 180L		
Elective ⁴		5
Semester Total		13
Total Units		60

³ See approved General Education list for the AA/AS Degree. (p. 178)

⁴ See program recommendations or requirements.

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.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (p. 178).

4. Have no financial or library obligation to the college.

General Education Requirements

English	3-6
Must include ENG 102 or ENG 114 ¹	
<i>Fine Arts</i>	3
<i>Humanities</i>	3
<i>Mathematics</i>	
MATH 120	Fundamentals of College Mathematics (or higher) 3
<i>Science</i>	6
<i>Social Science</i>	3

Additional College Requirements

<i>Diversity</i> ²	[3]
Recommended:	
Select a course that satisfies a General Education requirement.	
<i>Foreign Language</i>	0-14
<i>U.S. and Nevada Constitutions</i>	[3]
Recommended:	
PSC 101	Introduction to American Politics
or CH 203	American Experiences and Constitutional Change

Degree Requirements

PSY 101	General Psychology	3
PSY 233	Child Psychology	3
or PSY 261	Introduction to Social Psychology	
PSY 240	Introduction to Research Methods	3
PSY 241	Introduction to Abnormal Psychology	3

Elective Requirements

Note: Students transferring to UNR's BA in Psychology/Research Specialization should take the following:

PSY 210	Introduction to Statistical Methods	
PSY 261	Introduction to Social Psychology	
or PSY 233	Child Psychology	

Choose up to 6 units from the following disciplines. If additional units are still required, please meet with Academic Advisement.

Any ANTH (except ANT 102, 110L)

Or: ART, CRJ, DAN, ENG, HIST, MUS, MUSA, PHIL, SOC. THTR, WMST.

Total Units 60

¹ If you place into ENG 102 or ENG 114 the additional 3 required units will become elective units.

² Course may also count toward degree requirements. Please consult with Academic Advisement.

Course	Title	Units
1st semester		
ENG 101	Composition I	3
or ENG 113	or Composition I for International Students	
Fine Arts/Diversity ³		3
Foreign Language ⁵		4
Mathematics ³		3
PSY 101	General Psychology	3
Semester Total		16

2nd semester

ENG 102	Composition II	3
or ENG 114	or Composition II For International Students	
Foreign Language ⁵		4
PSY 210	Introduction to Statistical Methods (or other elective) ⁴	3-4
PSY 233	Child Psychology	3
or PSY 261	or Introduction to Social Psychology	
Science ³		3
Semester Total		17

3rd semester

Foreign Language ⁵		3
PSY 240	Introduction to Research Methods	3
PSY 241	Introduction to Abnormal Psychology	3
Science ³		3
Social Science/U.S. and Nevada Constitutions ⁴		3
Semester Total		15

4th semester

Electives ⁴		3
Foreign Language ¹		3
Humanities ⁴		3
PSY 261	Introduction to Social Psychology (or other or PSY 233 elective)	3
	or Child Psychology	
Semester Total		12
Total Units		60

³ See approved General Education list for the AA/AS Degree. (p. 178)

⁴ See program recommendations or requirements.

⁵ See approved Foreign Language list for the AA Degree.

Radiologic Technology

Degree

- Associate of Applied Science Degree - Radiologic Technology

Certificate of Achievement

- Certificate of Achievement - Medical Imaging for Re-Entry Radiographers

Skills Certificate

- Skills Certificate - Magnetic Resonance Imaging (MRI)

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.

¹ Must have been completed in the past five years

Radiologic Technology 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)	3
ENG 101	Composition I	3
RAD 101	Exploration of Radiology	0.5
BIOL 223 & BIOL 224	Human Anatomy and Physiology I and Human Anatomy and Physiology II ¹	4

- 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 417C) or mail to:
7000 Dandini Blvd.
Reno, NV 89512.
Application must be received by April 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. 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.

Acceptable Alternative Documentation for NURS 130

- Completion of EMT basic or higher course
- Completion of NON-ARRT RT
- Completion of a registered nursing program
- Completion of a paramedic program

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).

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

*Diversity*² [3]

Recommended:

Take a course that is also a Fine Arts/Social Science/Humanities

Communications/English 6

Required:

ENG 101 Composition I

or ENG 113 Composition I for International Students

Fine Arts/Humanities/Social Science 3

Recommended:

Take a course that is also a Diversity

Human Relations 3

Recommended:

EPY 101 Educational, Career, and Personal Development 3

Mathematics

Required:

MATH 120 Fundamentals of College Mathematics (or higher) 3

Science

Required:

BIOL 190 Introduction to Cell and Molecular Biology 3

U.S. and Nevada Constitutions 3

Recommended:

PSC 101 Introduction to American Politics

Prerequisites²

BIOL 190L Introduction to Cell and Molecular Biology Laboratory (required with BIOL 190 in General Education) 1

BIOL 223 Human Anatomy and Physiology I 4

BIOL 224 Human Anatomy and Physiology II 4

RAD 101 Exploration of Radiology 0.5

Degree Requirements

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
RAD 245	Clinical Radiography IV	3
RAD 247	Radiography Quality Control	1
RAD 259	Seminar in Radiography	2
HIT 180	Health Information Management	3
Total Units		77.5

² Course may also count toward degree requirements. Please consult with Academic Advisement.

³ A grade of "C" or better is required.

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.

Course	Title	Units
1st semester		
BIOL 190	Introduction to Cell and Molecular Biology	3
BIOL 190L	Introduction to Cell and Molecular Biology Laboratory ⁴	1
BIOL 223	Human Anatomy and Physiology I ⁴	4
BIOL 224	Human Anatomy and Physiology II ⁴	4
ENG 101	Composition I	3
or ENG 113	or Composition I for International Students	
MATH 120	Fundamentals of College Mathematics (or higher)	3
RAD 101	Exploration of Radiology ⁴	0.5
Semester Total		18.5
2nd semester		
HIT 180	Health Information Management	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
Semester Total		14
3rd semester		
RAD 124	Radiographic Photo and Techniques	3
RAD 125	Clinical Radiography I	2
RAD 126	Radiography II	3
RAD 128	Imaging Equipment	3
U.S. and Nevada Constitutions ⁶		3
Semester Total		14
4th semester		
RAD 220	Clinical Radiography II (Summer)	3
Semester Total		3
5th semester		
Communications/English ⁵		3
Fine Arts/Humanities/Social Science/Diversity ⁵		3
RAD 230	Clinical Radiography III	3
RAD 236	Radiographic Contrast-Routine Exams	2

RAD 238	Radiation Safety and Protection	2
Semester Total		13
6th semester		
Human Relations ⁵		3
RAD 242	Radiography Quality Management	1
RAD 244	Diagnostic and Therapeutic Radiation	2
RAD 245	Clinical Radiography IV	3
RAD 247	Radiography Quality Control	1
RAD 259	Seminar in Radiography	2
Semester Total		12
Total Units		74.5

⁴ After completing prerequisites, students apply for admission to the Radiologic program.

⁵ See approved General Education list for the AAS Degree. (p. 181)

⁶ See program recommendations or requirements.

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.

Certificates of Achievement are a set of courses within an AAS degree that can serve as a stepping stone to an AAS degree or allow students to enter the workforce. Certificates of Achievement have a general education component.

To earn a Certificate of Achievement, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 semester credit hours within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

The following must be completed at TMCC:

<i>Communications</i>	3
<i>Human Relations</i>	3
<i>Mathematics</i>	
Required:	

MATH 120	Fundamentals of College Mathematics (or higher)	3
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Certificate Requirements

Student transcript from original Radiography Program will be evaluated to assure completion of the following content:

IS 101	Introduction to Information Systems
RAD 103	Medical Ethics
RAD 112	Patient Care and Medical Terminology
RAD 116	Radiography I
RAD 118	Radiology Physics and Circuitry
RAD 124	Radiographic Photo and Techniques
RAD 126	Radiography II
RAD 128	Imaging Equipment
RAD 236	Radiographic Contrast-Routine Exams
RAD 238	Radiation Safety and Protection
RAD 242	Radiography Quality Management
RAD 244	Diagnostic and Therapeutic Radiation
RAD 247	Radiography Quality Control

Total previous program completion, transfer units from previous ARRT approved program or ARRT certifications 29

The following Certificate Requirements must be completed at TMCC:

RAD 259	Seminar in Radiography	2
RAD 290	Internship in Radiologic Technology	8

Total Units 48

Course	Title	Units
1st semester		
Communications ¹		3
RAD 290	Internship in Radiologic Technology	4
MATH 120	Fundamentals of College Mathematics (or higher)	3
Semester Total		10
2nd semester		
Human Relations ¹		3
RAD 259	Seminar in Radiography	2
RAD 290	Internship in Radiologic Technology	4
Semester Total		9
3rd semester		
Previous Program, Transferred, or ARRT units		29
Semester Total		29
Total Units		48

¹ See approved General Education list for the AAS Degree. (p. 181)

Skills Certificate - Magnetic Resonance Imaging

This skills certificate in Magnetic Resonance imaging is a professional certificate designed for those who want to continue their education after completing an associate degree in radiologic sciences. It is further designed to provide well trained and knowledgeable, entry-level MRI technologists to meet the needs of the medical community and for those students who are in search of an MRI program that will prepare them to sit for the advanced accreditation with the American Registry of Radiologic Technologists (ARRT).

Certificate Outcomes

Students completing the Skills Certificate will:

- Learn Patient screening procedures, safety issues, and biological considerations, MR terminology, and imaging principles and physics.
- Learn cross-sectional anatomy and pathology to cover the entire human body.
- Learn imaging techniques of the entire human body to include patient positioning, protocols, pulse sequences, advanced imaging, and post processing procedures.

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester.

To earn a skills certificate, students must:

1. Maintain a minimum cumulative GPA of 2.0
2. Have no financial or library obligation to the college

Certificate Requirements

AMI 236	Cross-Sectional Anatomy and Pathology for Imaging Professionals	3
AMI 201	Introduction of MRI, Patient Care, and Safety	2
AMI 238	Physics, Instrumentation, and Imaging for MRI	3
AMI 246	MRI Procedures of the Central Nervous System	3
AMI 250	MRI Clinical Practicum I	3
AMI 248	Advanced MR Techniques and Post Processing	3
AMI 256	MRI Procedures of the Torso and Limbs	3
AMI 260	MRI Clinical Practicum II	3
Total Units		23

Course	Title	Units
1st semester		
AMI 201	Introduction of MRI, Patient Care, and Safety	2
AMI 236	Cross-Sectional Anatomy and Pathology for Imaging Professionals	3
AMI 238	Physics, Instrumentation, and Imaging for MRI	3
AMI 246	MRI Procedures of the Central Nervous System	3
AMI 250	MRI Clinical Practicum I	3
Semester Total		14
2nd semester		
AMI 248	Advanced MR Techniques and Post Processing	3
AMI 256	MRI Procedures of the Torso and Limbs	3
AMI 260	MRI Clinical Practicum II	3
Semester Total		9
Total Units		23

Technical Sciences Degree

- Associate of Applied Science Degree - Apprenticeship Program

Certificates of Achievement

- Certificate of Achievement - Apprenticeship
- Certificate of Achievement - Unmanned Aerial Systems Technician

Associate of Applied Science Degree - Apprenticeship

Qualifying apprenticeship programs of four or more years 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
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	775-359-4241

Degree Outcomes

Students completing the degree will:

- Demonstrate a comprehensive understanding of principles, skills, and applications of the specific trade to work safely and efficiently in the industry.
- Perform tasks in accordance with local and national regulations.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>Diversity</i> ²	[3]
<i>Communications/English</i> ¹	6
<i>Fine Arts/Humanities/Social Science</i> ¹	3
<i>Human Relations</i> ¹	[3]
Embedded in apprenticeship units	
<i>Mathematics</i> ¹	[3]
Embedded in apprenticeship units	
<i>Science</i>	3
Embedded in apprenticeship units for the following programs: ²	

- Northern Nevada Plumbers and Pipefitters JATC

• Northern Nevada Operating Engineers JATC	
Apprentices in all other programs must complete a Science General Education course	
<i>U.S. and Nevada Constitutions</i> ¹	3
Emphasis Requirements	
All emphasis requirements will be fulfilled by the approved apprenticeship course	40
Ironworkers: IRW	
Natural Gas Utilities: NGPF, NGPO, NGSM	
Cement Masons: PLCM	
Plumbers and Pipefitters: PPF	
Refrigeration (HVAC): RS	
Sheet Metal: SMTL	
Elective Requirements	
Any remaining apprenticeship class(es) from the same program as emphasis.	
Select 5-8 units from the following:	5-8
Any AAD, AC, ADT, BI, CADD, CE, CONS, ENGR, ENRG, MT, OSH or WELD class(es)	
Total Units	60

¹ See approved General Education list for the AAS Degree. (p. 181)

² Course may also count toward degree requirements. Please consult with Academic Advisement.

³ Students in apprenticeships with embedded qualifying Science curriculum must complete at least 8 units.

Certificate of Achievement - Apprenticeship

Qualifying apprenticeship programs for the certificate of achievement consist of two or more years of training. 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
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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.

Certificates of Achievement are a set of courses within an AAS degree that can serve as a stepping stone to an AAS degree or allow students to enter the workforce. Certificates of Achievement have a general education component.

To earn a Certificate of Achievement, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 semester credit hours within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>Communications</i>	3
<i>Human Relations</i>	[3]
Embedded in apprenticeship curriculum.	
<i>Mathematics</i>	[3]
Embedded in apprenticeship curriculum.	

Certificate Requirements

All Certificate requirements will be fulfilled by approved apprenticeship courses.	24
Iron Workers: IRW	
Natural Gas Utilities: NGPF, NGPO, NGSM	
Plumbers and Pipefitters: PPF	
Refrigeration (HVAC): RS	
Sheet Metal: SMTL	
Elective Requirements	
Select at least 3 units from any remaining apprenticeship class(es) from the same program as emphasis.	3
Any AAD, AC, ADT, BI, CADD, CE, CONS, ENGR, ENRG, MT, OSH or WELD class(es)	
Total Units	30

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

Course	Title	Units
1st semester		
Approved apprenticeship class ²		5-8
Communications ¹		3
Semester Total		8
2nd semester		
Approved apprenticeship class ²		5-8
Elective ²		3
Semester Total		8

3rd semester

Approved apprenticeship class ²	5-8
Elective ²	3
Semester Total	8

4th semester

Approved apprenticeship class ²	5-8
Semester Total	5

5th semester

Approved apprenticeship class if necessary	5-8
Semester Total	1
Total Units	30

¹ See approved General Education list for the AAS Degree. (<http://catalog.tmcc.edu/degrees-certificates/programs/technical-sciences/certificate-achievement-apprenticeship/%20degrees-certificates/general-education/aas>)

² See program recommendations or requirements.

For additional information, please contact the apprenticeship training office at 775-856-5302, or your qualifying sponsoring indentured apprenticeship training program.

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.

Certificates of Achievement are a set of courses within an AAS degree that can serve as a stepping stone to an AAS degree or allow students to enter the workforce. Certificates of Achievement have a general education component.

To earn a Certificate of Achievement, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 semester credit hours within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

Communications	3
Recommended:	
COM 215 Introduction to Group Communication	
Human Relations	3

Recommended:

CE 201 Workplace Readiness

Mathematics [3]

This requirement is satisfied by embedded curriculum in the following courses: ENRG 110, MPT 110, AV 102

Certificate Requirements

AV 101	Introduction to Unmanned Aerial Systems	3
MT 100	Fabricating Composites	3
MT 109	Small Engine Operation and Maintenance	3
ELM 110	Electrical/Electronic Circuits	4
MPT 110	Automated Production Concepts I	3
CIT 114	IT Essentials	4
AV 102	Unmanned Aerial System Construction Project	4
Total Units		30

Course	Title	Units
1st semester		
Communications ¹		3
Human Relations ¹		3
AV 101	Introduction to Unmanned Aerial Systems	3
MT 100	Fabricating Composites	3
MT 109	Small Engine Operation and Maintenance	3
Semester Total		15
2nd semester		
ELM 110	Electrical/Electronic Circuits	4
MPT 110	Automated Production Concepts I	3
CIT 114	IT Essentials	4
AV 102	Unmanned Aerial System Construction Project	4
Semester Total		15
Total Units		30

¹ See program recommendations or requirements.

ASSOCIATE OF ARTS / ASSOCIATE OF SCIENCE - TRANSFER DEGREES

Degrees Offered

- 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.

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.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university.

To earn an AA/AS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AA/AS (p. 178).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>English</i>	3-6
Including ENG 102 or ENG 114 ¹	
<i>Fine Arts</i>	3
ART 100	Visual Foundations
ART 101	Drawing I
ART 160	Art Appreciation
ART 260	Survey of Art History I
ART 261	Survey of Art History II
ART 263	Survey of African, Oceanic, & Native American Art
ART 265	Introduction to Contemporary Art
ART 270	Women in Art
DAN 101	Dance Appreciation
ENG 220	Writing Poetry
ENG 205	Intro to Creative Writing: Fiction and Poetry
ENG 221	Writing Fiction

ENG 224	Introduction to Screenwriting	
ENG 243	Introduction to the Short Story	
ENG 245	Introduction to the Novel	
ENG 252	Introduction to Drama	
ENG 261	Intro to Poetry	
ENG 267	Introduction to Women and Literature	
HUM 105/ THTR 180	The Art of Film	
MUS 101	Music Fundamentals	
MUS 121	Music Appreciation	
MUS 122	Survey of Jazz	
MUS 125	History of Rock Music	
MUS 225	Introduction to Music History I	
MUS 226	Introduction to Music History II	
THTR 100	Introduction to Theater	
THTR 105	Introduction to Acting I	
THTR 180/ HUM 105	Cinema as Art and Communication	
THTR 210	Theater: a Cultural Context	3
<i>Humanities</i>		3
AAD/HUM 201	History of the Built Environment	
CH 201	Ancient and Medieval Cultures	
CH 202	The Modern World	
CH 203	American Experiences and Constitutional Change	
ENG 200	Novels Into Film	
ENG 205	Intro to Creative Writing: Fiction and Poetry	
ENG 220	Writing Poetry	
ENG 221	Writing Fiction	
ENG 224	Introduction to Screenwriting	
ENG 231	World Literature I	
ENG 232	World Literature II	
ENG 243	Introduction to the Short Story	
ENG 245	Introduction to the Novel	
ENG 252	Introduction to Drama	
ENG 261	Intro to Poetry	
ENG 267	Introduction to Women and Literature	
HIST 105	European Civilization to 1648	
HIST 106	European Civilization since 1648	
HIST 208	World History I	
HIST 209	World History II	
HUM 101	Introduction to Humanities I	
HUM 102	Introduction to Humanities II	
HUM 105/ THTR 180	The Art of Film	
HUM 106	Introduction to the American Motion Picture	
HUM 201	History of the Built Environment	
or AAD 201	History of the Built Environment	
HUM 271	Film and Literature	
MUS 121	Music Appreciation	
MUS 122	Survey of Jazz	
PHIL 101	Introduction to Philosophy	
PHIL 135	Introduction to Ethics	
PHIL 210	World Religions	

THTR 100	Introduction to Theater	
THTR 180	Cinema as Art and Communication	
THTR 210	Theater: a Cultural Context	
WMST 101	Introduction to Women's Studies	
Mathematics		3
MATH 120/120	Fundamentals of College Mathematics	
MATH 126/126	Pre-Calculus I	
MATH 127	Pre-Calculus II	
MATH 176	Introductory Calculus for Business and Social Sciences	
MATH 181	Calculus I	
MATH 182	Calculus II	
STAT 152	Introduction to Statistics	
Science (Lab Required)		6
ANTH 102 & ANTH 110L	Introduction to Physical Anthropology and Physical Anthropology Laboratory	
AST 104	Introductory Astronomy: Stars and Galaxies	
BIOL 100	General Biology for Non-Majors	
BIOL 106	Introduction to Evolution and Adaptation	
BIOL 113	Life in the Ocean	
BIOL 190	Introduction to Cell and Molecular Biology	
BIOL 190L	Introduction to Cell and Molecular Biology Laboratory	
BIOL 191 & 191L	Introduction to Organismal Biology and Intro to Organismal Biology Lab	
BIOL 251	General Microbiology	
CHEM 100	Molecules and Life in the Modern World	
CHEM 121	General Chemistry I	
CHEM 122	General Chemistry II	
CHEM 201	General Chemistry for Scientists and Engineers	
CHEM 202	General Chemistry for Scientists and Engineers II	
ENV 100	Humans and the Environment	
GEOG 103 & GEOG 104	Physical Geography and Physical Geography Lab	
GEOG 121	Climate Change: the Science Basis	
GEOL 100	Earthquakes, Volcanoes and Natural Disasters	
GEOL 101	Geology: Exploring Planet Earth	
GEOL 102	Earth and Life Through Time	
GEOL 105	Introduction to Geology of National Park	
GEOL 206	Geology of Geothermal Energy Resources	
NUTR 121	Human Nutrition	
PHYS 100	Introductory Physics	
PHYS 117	Introduction to Space Science and Engineering	
PHYS 151	General Physics I	
PHYS 152	General Physics II	
PHYS 180 & 180L	Physics for Scientists and Engineers I and Physics for Scientists/Engineers Lab I	
PHYS 181 & 181L	Physics for Scientists and Engineers II and Physics for Scientists/Engineers Lab II	
Social Science		3
ANTH 101	Introduction to Cultural Anthropology	
ANTH 201	Peoples and Cultures of the World	
ANTH 202	Archaeology	
ANTH 205	Ethnic Groups in Contemporary Societies	
CH 201	Ancient and Medieval Cultures	
CH 202	The Modern World	
CH 203	American Experiences and Constitutional Change	
ECON 102	Principles of Microeconomics	
ECON 103	Principles of Macroeconomics	
GEOG 106	Introduction to Cultural Geography	
GEOG 200	World Regional Geography	
HIST 101	US History to 1877	
HIST 102	U. S. History since 1877	
HIST 105	European Civilization to 1648	
HIST 106	European Civilization since 1648	
HIST 111	Survey of U.S. Constitutional History	
HIST 208	World History I	
HIST 209	World History II	
HIST 217	Nevada History	
PSC 101	Introduction to American Politics	
PSC 211	Introduction to Comparative Politics	
PSC 231	Introduction to International Relations	
PSY 101	General Psychology	
SOC 101	Principles of Sociology	
SOC/ANTH 205	Ethnic Groups in Contemporary Societies	
Additional College Requirements		
<i>Diversity</i> ²		[3]
<i>Foreign Language</i> ³		0-14
<i>U.S. and Nevada Constitutions</i>		[3]
Select one of the following options: ⁴		
CH 203	American Experiences and Constitutional Change (both constitutions)	
HIST 111	Survey of U.S. Constitutional History (both constitutions)	
PSC 101	Introduction to American Politics (both constitutions)	
HIST 101 & HIST 102	US History to 1877 and U. S. History since 1877	
HIST 101 & HIST 217	US History to 1877 and Nevada History	
HIST 101 & PSC 100	US History to 1877 and Nevada Constitution	
HIST 101 & PSC 208	US History to 1877 and Survey of State and Local Government	
Elective Requirements ⁵		16-36
Total Units		60

¹ If you place into ENG 102 or ENG 114, the additional 3 required units will become elective credit.

² 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.

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 American Sign Language (AM).
- Demonstrate proficiency through placement examination or other means. Students interested in taking a placement examination should contact the TMCC testing center (<http://testing.tmcc.edu>) 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 units may be necessary to meet the total degree requirements.

4 May also be used to satisfy another General Education, Degree/Emphasis, or Elective requirement.

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

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

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.

Required Coursework

General Education Requirements

English

3-6

Must include ENG 102 or ENG 114 ¹

<i>Fine Arts</i>		3
ART 100	Visual Foundations	
ART 101	Drawing I	
ART 160	Art Appreciation	
ART 260	Survey of Art History I	
ART 261	Survey of Art History II	
ART 263	Survey of African, Oceanic, & Native American Art	
ART 265	Introduction to Contemporary Art	
ART 270	Women in Art	
DAN 101	Dance Appreciation	
ENG 205	Intro to Creative Writing: Fiction and Poetry	
ENG 220	Writing Poetry	
ENG 221	Writing Fiction	
ENG 224	Introduction to Screenwriting	
ENG 243	Introduction to the Short Story	
ENG 245	Introduction to the Novel	
ENG 252	Introduction to Drama	
ENG 261	Intro to Poetry	
ENG 267	Introduction to Women and Literature	
HUM 105/ THTR 180	The Art of Film	
MUS 101	Music Fundamentals	
MUS 121	Music Appreciation	
MUS 122	Survey of Jazz	
MUS 125	History of Rock Music	
MUS 225	Introduction to Music History I	
MUS 226	Introduction to Music History II	
THTR 100	Introduction to Theater	
THTR 105	Introduction to Acting I	
THTR 180/ HUM 105	Cinema as Art and Communication	
THTR 210	Theater: a Cultural Context	
<i>Humanities</i>		3
AAD/HUM 201	History of the Built Environment	
CH 201	Ancient and Medieval Cultures	
CH 202	The Modern World	
CH 203	American Experiences and Constitutional Change	
ENG 200	Novels Into Film	
ENG 205	Intro to Creative Writing: Fiction and Poetry	
ENG 220	Writing Poetry	
ENG 221	Writing Fiction	
ENG 224	Introduction to Screenwriting	
ENG 231	World Literature I	
ENG 232	World Literature II	
ENG 243	Introduction to the Short Story	
ENG 245	Introduction to the Novel	
ENG 252	Introduction to Drama	
ENG 261	Intro to Poetry	
ENG 267	Introduction to Women and Literature	
HIST 105	European Civilization to 1648	
HIST 106	European Civilization since 1648	

HIST 208	World History I	
HIST 209	World History II	
HUM 101	Introduction to Humanities I	
HUM 102	Introduction to Humanities II	
HUM 105/ THTR 180	The Art of Film	
HUM 106	Introduction to the American Motion Picture	
HUM 271	Film and Literature	
MUS 121	Music Appreciation	
MUS 122	Survey of Jazz	
PHIL 101	Introduction to Philosophy	
PHIL 135	Introduction to Ethics	
PHIL 210	World Religions	
THTR 100	Introduction to Theater	
THTR 180/ HUM 105	Cinema as Art and Communication	
THTR 210	Theater: a Cultural Context	
WMST 101	Introduction to Women's Studies	
Mathematics		3
MATH 126	Pre-Calculus I	
or MATH 126	Pre-Calculus I	
MATH 127	Pre-Calculus II	
MATH 176	Introductory Calculus for Business and Social Sciences	
MATH 181	Calculus I	
MATH 182	Calculus II	
STAT 152	Introduction to Statistics	
Science (Lab Required)		6
ANTH 102	Introduction to Physical Anthropology & ANTH 110L and Physical Anthropology Laboratory	
AST 104	Introductory Astronomy: Stars and Galaxies	
BIOL 100	General Biology for Non-Majors	
BIOL 106	Introduction to Evolution and Adaptation	
BIOL 113	Life in the Ocean	
BIOL 190	Introduction to Cell and Molecular Biology	
BIOL 190L	Introduction to Cell and Molecular Biology Laboratory	
BIOL 191	Introduction to Organismal Biology & 191L and Intro to Organismal Biology Lab	
BIOL 251	General Microbiology	
CHEM 100	Molecules and Life in the Modern World	
CHEM 121	General Chemistry I	
CHEM 122	General Chemistry II	
CHEM 201	General Chemistry for Scientists and Engineers	
CHEM 202	General Chemistry for Scientists and Engineers II	
ENV 100	Humans and the Environment	
GEOG 103	Physical Geography	
& GEOG 104	and Physical Geography Lab	
GEOG 121	Climate Change: the Science Basis	
GEOL 100	Earthquakes, Volcanoes and Natural Disasters	
GEOL 101	Geology: Exploring Planet Earth	
GEOL 102	Earth and Life Through Time	
GEOL 105	Introduction to Geology of National Park	
GEOL 206	Geology of Geothermal Energy Resources	
NUTR 121	Human Nutrition	
PHYS 100	Introductory Physics	
PHYS 117	Introduction to Space Science and Engineering	
PHYS 151	General Physics I	
PHYS 152	General Physics II	
PHYS 180	Physics for Scientists and Engineers I & 180L	
PHYS 181	Physics for Scientists and Engineers II & 181L	
Social Science		3
ANTH 101	Introduction to Cultural Anthropology	
ANTH 201	Peoples and Cultures of the World	
ANTH 202	Archaeology	
ANTH/SOC 205	Ethnic Groups in Contemporary Societies	
CH 201	Ancient and Medieval Cultures	
CH 202	The Modern World	
CH 203	American Experiences and Constitutional Change	
ECON 102	Principles of Microeconomics	
ECON 103	Principles of Macroeconomics	
GEOG 106	Introduction to Cultural Geography	
GEOG 200	World Regional Geography	
HIST 101	US History to 1877	
HIST 102	U. S. History since 1877	
HIST 105	European Civilization to 1648	
HIST 106	European Civilization since 1648	
HIST 111	Survey of U.S. Constitutional History	
HIST 208	World History I	
HIST 209	World History II	
HIST 217	Nevada History	
PSC 101	Introduction to American Politics	
PSC 211	Introduction to Comparative Politics	
PSC 231	Introduction to International Relations	
PSY 101	General Psychology	
SOC 101	Principles of Sociology	
SOC/ANTH 205	Ethnic Groups in Contemporary Societies	
WMST 101	Introduction to Women's Studies	
Additional College Requirements		
Diversity ^{2,3}		[3]
Science ⁴		6
U.S. and Nevada Constitutions		[3]
Select one of the following options: ³		
CH 203	American Experiences and Constitutional Change (both constitutions)	
HIST 111	Survey of U.S. Constitutional History (both constitutions)	
PSC 101	Introduction to American Politics (both constitutions)	
HIST 101	US History to 1877	
& HIST 102	and U. S. History since 1877	
HIST 101	US History to 1877	
& HIST 217	and Nevada History	

HIST 101 & PSC 100	US History to 1877 and Nevada Constitution
HIST 101 & PSC 208	US History to 1877 and Survey of State and Local Government

Elective Requirements ⁵	24-30
Total Units	60

¹ If you place into ENG 102 or ENG 114, the additional 3 required units will become elective credit.

² See the diversity section of the general education descriptions for a complete list of courses.

³ May also be used to satisfy another General Education, Degree/Emphasis, or Elective requirement.

⁴ Any transferable science course.

⁵ Any approved university transfer course will fulfill the elective units. Check TMCC course descriptions for transfer status to a baccalaureate degree of arts within the universities in the Nevada System of Higher Education (NSHE).

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

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

Transportation Technologies

Degrees

- Associate of Applied Science Degree - Transportation Technologies - Automotive Certified Technician Emphasis
- Associate of Applied Science Degree - Transportation Technologies - Diesel Technician Emphasis

Certificates of Achievement

- Certificate of Achievement - Automotive ASE Technician
- Certificate of Achievement - Automotive General Service Technician
- Certificate of Achievement - Diesel General Service Technician

Skills Certificates

- 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.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>Diversity</i> ¹	[3]
<i>Communications/English</i>	6
Recommended:	
ENG 107	Technical Communications I
<i>Fine Arts/Humanities/Social Science</i>	3
<i>Human Relations</i>	3
Recommended:	
CE 201	Workplace Readiness
<i>Mathematics</i>	3
Recommended:	
MATH 108	Math for Technicians (or higher)
<i>Science</i>	3
Recommended:	
PHYS 100	Introductory Physics
<i>U.S./Nevada Constitutions</i>	3
Core Requirements	
AUTO 111	Automotive Electricity
DT 211	Light Duty Performance
OSH 222	General Industry Safety
Emphasis Requirements	
AUTO 101	General Auto
AUTO 112	Automotive Electricity II

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
Elective Requirements		
Select Track 1 or Track 2		9
<i>Track 1 - Engine Performance</i>		
Select 9 units of the following:		
AUTO 165	Auto Heating and Air Conditioning	
AUTO 235	Engine Performance III	
AUTO 290	Internship in Automotive Level I	
<i>Track 2 - Drive Trains</i>		
Select 9 units of the following:		
AUTO 205	Manual Drive Trains and Axles	
AUTO 216	Automatic Transmissions	
AUTO 290	Internship in Automotive Level I	
Total Units		72

¹ Course may also count toward degree requirements. Please consult with Academic Advisement.

Course	Title	Units
1st semester		
AUTO 101	General Auto	4
Communications/English ²		3
Semester Total		7
2nd semester		
AUTO 111	Automotive Electricity	4
AUTO 145	Automotive Brakes	5
AUTO 150	Steering and Suspension Systems	5
Mathematics ³		3
OSH 222	General Industry Safety	1
Semester Total		18
3rd semester		
AUTO 112	Automotive Electricity II	4
AUTO 136	Engine Repair	5
AUTO 225	Engine Performance I	4
Science ³		3
Semester Total		16
4th semester		
AUTO 227	Engine Performance II	4
AUTO 265	Electrical/Electronic Systems III	4
U.S. and Nevada Constitutions ²		3
Select an elective from Track 1 or Track 2 ³		4
Semester Total		15
5th semester		
Diversity/Fine Arts/Humanities/Social Science ²		3
Human Relations ³		3
DT 211	Light Duty Performance	2
Select an elective from Track 1 or Track 2 ³		5

Communications/English ³	3	
Semester Total		16
Total Units		72

² See approved General Education list for the AAS Degree. (p. 181)
³ See program recommendations or requirements.

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.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

Diversity ¹	[3]
Recommended:	
AAD 201	History of the Built Environment
<i>Communications/English</i>	
Communications - Recommended:	
BUS 107	Business Speech Communications
English - Recommended:	
ENG 107	Technical Communications I

<i>Fine Arts/Humanities/Social Science</i>	3
Recommended:	
AAD 201 History of the Built Environment	
<i>Human Relations</i>	
Embedded: DT 101, DT 201, DT 211, DT 235, DT 250, OSH 222	
<i>Mathematics</i>	
Embedded: DT 101, DT 201, DT 211, DT 235, DT 250, AUTO 111	
<i>Science</i>	3
Recommended:	
PHYS 100 Introductory Physics	
<i>U.S./Nevada Constitutions</i>	3
Degree Requirements	
AUTO 111 Automotive Electricity	4
DT 211 Light Duty Performance	2
OSH 222 General Industry Safety	1
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 Preventive Maintenance	2
<i>Elective Requirements</i>	5
AUTO 112 Automotive Electricity II	
AUTO 145 Automotive Brakes	
AUTO 165 Auto Heating and Air Conditioning	
AUTO 227 Engine Performance II	
AUTO 265 Electrical/Electronic Systems III	
WELD 101 Basic Metals	
WELD 211 Welding I	
WELD 212 Welding I Practice	
Total Units	60

¹ Course may also count toward degree requirements. Please consult with Academic Advisement.

Course	Title	Units
1st semester		
ENG 107	Technical Communications I	3
DT 101	Basic Diesel Engines	4
DT 201	Diesel Brakes and Pneumatics	3
DT 211	Light Duty Performance	2
DT 235	Steering and Suspension	2
OSH 222	General Industry Safety	1
Semester Total		15
2nd semester		
U.S. and Nevada Constitutions ²		3
AUTO 111	Automotive Electricity	4
DT 130	Heavy Duty Hydraulics	2

DT 210	Advanced Diesel Engines	4
DT 250	Preventive Maintenance	2
Semester Total		15

3rd semester

DT 106	Heavy Duty Transmissions and Power Trains	5
DT 107	Heavy Duty Drive Trains	5
DT 217	Electronic Fuel Injection II	3
Science ³		3
Semester Total		16

4th semester

Communications ³		3
DT 110	Heavy Duty Electrical Systems	3
Social Science		3
Elective ³		5
Semester Total		14
Total Units		60

² See approved General Education list for the AAS Degree. (p. 181)

³ See program recommendations or requirements.

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.

Certificates of Achievement are a set of courses within an AAS degree that can serve as a stepping stone to an AAS degree or allow students to enter the workforce. Certificates of Achievement have a general education component.

To earn a Certificate of Achievement, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 semester credit hours within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>Communications</i>	3
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<i>Human Relations</i>		3
Strongly recommended:		
CE 201	Workplace Readiness	
<i>Mathematics</i>		
MATH 108	Math for Technicians (or higher)	3
Certificate 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 Units		49

Course	Title	Units
1st semester		
AUTO 101	General Auto (Certificate - Summer)	4
Semester Total		4
2nd semester		
AUTO 111	Automotive Electricity	4
AUTO 145	Automotive Brakes	5
AUTO 150	Steering and Suspension Systems	5
Mathematics ²		3
OSH 222	General Industry Safety	1
Semester Total		18
3rd semester		
AUTO 112	Automotive Electricity II	4
AUTO 136	Engine Repair	5
AUTO 225	Engine Performance I	4
Human Relations ²		3
Communications ¹		3
Semester Total		19
4th semester		
AUTO 227	Engine Performance II	4
AUTO 265	Electrical/Electronic Systems III	4
Semester Total		8
Total Units		49

¹ See approved General Education list for the AAS Degree. (p. 181)

² See program recommendations or requirements.

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.

Certificates of Achievement are a set of courses within an AAS degree that can serve as a stepping stone to an AAS degree or allow students to enter the workforce. Certificates of Achievement have a general education component.

To earn a Certificate of Achievement, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 semester credit hours within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

<i>Communications</i>		
BUS 107	Business Speech Communications	3
or COM 113	Fundamentals of Speech Communications	
<i>Human Relations</i>		
Strongly recommended:		
CE 201	Workplace Readiness	
<i>Mathematics</i>		
MATH 108	Math for Technicians (or higher)	3
Certificate 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 Units		37

Course	Title	Units
1st semester		
AUTO 101	General Auto (Summer)	4
Semester Total		4
2nd semester		
AUTO 111	Automotive Electricity	4
AUTO 145	Automotive Brakes	5
AUTO 150	Steering and Suspension Systems	5
Mathematics ¹		3
OSH 222	General Industry Safety	1
Semester Total		18

3rd semester

AUTO 112	Automotive Electricity II	4
AUTO 136	Engine Repair	5
Human Relations ¹		3
Communications ¹		3
Semester Total		15
Total Units		37

¹ See program recommendations or requirements.

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.

Certificates of Achievement are a set of courses within an AAS degree that can serve as a stepping stone to an AAS degree or allow students to enter the workforce. Certificates of Achievement have a general education component.

To earn a Certificate of Achievement, students must:

- Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
- Complete a minimum of 15 semester credit hours within the college.
- Satisfy General Education requirements for the AAS (p. 181).
- Have no financial or library obligation to the college.

General Education Requirements

Communications 3

Recommended:

BUS 107 Business Speech Communications
or ENG 107 Technical Communications I

Human Relations [3]

Satisfied through embedded curriculum in the following courses:
DT 101, DT 201, DT 211, DT 235, DT 250, OSH 222

Mathematics [3]

Satisfied through embedded curriculum in the following courses:
AUTO 111, DT 101, DT 201, DT 211, DT 235, DT 250

Certificate Requirements

AUTO 111	Automotive Electricity	4
DT 211	Light Duty Performance	2
OSH 222	General Industry Safety	1

DT 101	Basic Diesel Engines	4
DT 201	Diesel Brakes and Pneumatics	3
DT 235	Steering and Suspension	2
DT 250	Preventive Maintenance	2

Elective Requirements

Select at least 9 units from the following: 9

AUTO 101	General Auto	
AUTO 112	Automotive Electricity II	
AUTO 145	Automotive Brakes	
DT 130	Heavy Duty Hydraulics	
DT 210	Advanced Diesel Engines	
DT 217	Electronic Fuel Injection II	

Total Units 30

Course	Title	Units
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1st semester

Elective ¹		3
AUTO 111	Automotive Electricity	4
DT 101	Basic Diesel Engines	4
DT 201	Diesel Brakes and Pneumatics	3
OSH 222	General Industry Safety	1
Semester Total		15

2nd semester

Elective ¹		6
Communications ¹		3
DT 211	Light Duty Performance	2
DT 235	Steering and Suspension	2
DT 250	Preventive Maintenance	2
Semester Total		15
Total Units		30

¹ See program recommendations or requirements.

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.

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester.

To earn a skills certificate, students must:

1. Maintain a minimum cumulative GPA of 2.0
2. Have no financial or library obligation to the college

Certificate Requirement

AUTO 136	Engine Repair	5
AUTO 145	Automotive Brakes	5
AUTO 150	Steering and Suspension Systems	5
Total Units		15

Course	Title	Units
1st semester		
AUTO 136	Engine Repair	5
AUTO 145	Automotive Brakes	5
AUTO 150	Steering and Suspension Systems	5
Semester Total		15
Total Units		15

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.

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester.

To earn a skills certificate, students must:

1. Maintain a minimum cumulative GPA of 2.0
2. Have no financial or library obligation to the college

Certificate Requirement

AUTO 111	Automotive Electricity	4
AUTO 112	Automotive Electricity II	4
AUTO 205	Manual Drive Trains and Axles	4
AUTO 216	Automatic Transmissions	5
Total Units		17

Course	Title	Units
1st semester		
AUTO 111	Automotive Electricity	4
AUTO 112	Automotive Electricity II	4
Semester Total		8
2nd semester		
AUTO 205	Manual Drive Trains and Axles	4
AUTO 216	Automatic Transmissions	5
Semester Total		9
Total Units		17

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.

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester.

To earn a skills certificate, students must:

1. Maintain a minimum cumulative GPA of 2.0
2. Have no financial or library obligation to the college

Certificate Requirement

DT 106	Heavy Duty Transmissions and Power Trains	5
DT 107	Heavy Duty Drive Trains	5
Total Units		10

Course	Title	Units
1st semester		
DT 106	Heavy Duty Transmissions and Power Trains	5
DT 107	Heavy Duty Drive Trains	5
Semester Total		10
Total Units		10

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.

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester.

To earn a skills certificate, students must:

1. Maintain a minimum cumulative GPA of 2.0
2. Have no financial or library obligation to the college

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 Units		16

Course	Title	Units
1st semester		
DT 101	Basic Diesel Engines	4
DT 110	Heavy Duty Electrical Systems	3
DT 210	Advanced Diesel Engines	4
Semester Total		11
2nd semester		
DT 211	Light Duty Performance	2
DT 217	Electronic Fuel Injection II	3
Semester Total		5
Total Units		16

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.

Skills Certificates provide training for entry level positions or career advancement and are designed to prepare students to take state, national and/or industry-recognized certifications or licensing exams. Skills certificates are not declared. They are awarded upon completion of coursework and marked on a student's transcripts at the end of the semester.

To earn a skills certificate, students must:

1. Maintain a minimum cumulative GPA of 2.0
2. Have no financial or library obligation to the college

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 Units		17

Course	Title	Units
1st semester		
AUTO 165	Auto Heating and Air Conditioning	5
AUTO 225	Engine Performance I	4
Semester Total		9
2nd semester		
AUTO 227	Engine Performance II	4
Semester Total		4
3rd semester		
AUTO 235	Engine Performance III	4
Semester Total		4
Total Units		17

Veterinary Technician

Degree

- Associate of Applied Science Degree - Veterinary Technology

Veterinary Technician 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 the following or equivalent courses:

BIOL 190 & 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory	4
ENG 101 or ENG 113	Composition I or Composition I for International Students	3
MATH 120	Fundamentals of College Mathematics (or higher)	3

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.

Veterinary Technician 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 the following or equivalent courses:

BIOL 190 & 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory	4
ENG 101 or ENG 113	Composition I Composition I for International Students	3
MATH 120	Fundamentals of College Mathematics (or higher)	3

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.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

Diversity¹ [3]

Recommended:

ANTH 205	Ethnic Groups in Contemporary Societies
ANTH 208	Fundamentals of Cultural Diversity
ANTH 229	Fundamentals of Applied Anthropology
EDU 203	Introduction to Special Education
ENG 231	World Literature I
ENG 232	World Literature II
GEOG 200	World Regional Geography
HIST 208	World History I
HIST 209	World History II
PHIL 210	World Religions
PSY 276	Aging in Modern American Society
SOC 205	Ethnic Groups in Contemporary Societies
SOC 276	Aging in Modern American Society

Communications/English

Required:

ENG 101	Composition I	3
or ENG 113	Composition I for International Students	
ENG 102	Composition II	3
or ENG 114	Composition II For International Students	

Fine Arts/Humanities/Social Science 3

Human Relations 3

Recommended:

CE 201	Workplace Readiness
EPY 101	Educational, Career, and Personal Development
MGT 171	Supervision
MGT 201	Principles of Management

Mathematics

Required:

MATH 120	Fundamentals of College Mathematics (or higher)	3
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Science

Required:		
BIOL 190 & 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory	4
U.S. and Nevada Constitutions 3		
Recommended:		
PSC 101	Introduction to American Politics	
Degree Requirements²		
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 and General Pathology	4
VETT 205	Veterinary Diagnostic Imaging	2
VETT 208	Lab Animal Science and Exotics	2
VETT 209	Parasitology	2
VETT 211	Animal Nutrition	2
VETT 225	Pharmacology and Toxicology	2
VETT 227	Advanced Animal Nursing	4
VETT 235	Anesthesia, Surgical Nursing & 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 Units		73

¹ Course may also count toward degree requirements. Please consult with Academic Advisement.

² Students must earn a minimum grade of "C" or better in each degree requirement.

Course	Title	Units
1st semester		
Human Relations ³		3
ENG 101 or ENG 113	Composition I or Composition I for International Students	3
MATH 120	Fundamentals of College Mathematics (or higher)	3
Semester Total		9
2nd semester		
BIOL 190 & 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory	4
ENG 102 or ENG 114	Composition II or Composition II For International Students	3
Diversity/Fine Arts/Humanities/Social Science ⁴		3
U.S. and Nevada Constitutions ⁴		3
Semester Total		13
3rd semester		
VETT 101	Introduction to Animal Health Technology	4
VETT 105	Veterinary Medical Terminology	1
VETT 110	Comparative Animal Anatomy and Physiology I	4

VETT 125	Veterinary Office Procedures	1
VETT 211	Animal Nutrition	2
Semester Total		12
4th semester		
VETT 112	Comparative Animal Anatomy and Physiology II	4
VETT 128	Animal Nursing	4
VETT 203	Clinical and General Pathology	4
VETT 205	Veterinary Diagnostic Imaging	2
Semester Total		14
5th semester		
VETT 209	Parasitology	2
VETT 225	Pharmacology and Toxicology	2
VETT 235	Anesthesia, Surgical Nursing & Dental Procedures	4
VETT 240	Large Animal Medicine	4
VETT 266	Directed Clinical Practices	2
Semester Total		14
6th semester		
VETT 208	Lab Animal Science and Exotics	2
VETT 227	Advanced Animal Nursing	4
VETT 250	Small Animal Critical Care	3
VETT 267	Advanced Clinical Practices	2
Semester Total		11
Total Units		73

³ See approved General Education list for the AAS Degree. (p. 181)

⁴ See program recommendations or requirements.

Workforce Development and Community Education (WDCE)

Degree

- Associate of Applied Science Degree - Administrative Professional

Certificate of Achievement

- Certificate of Achievement - Administrative Professional

Certification Preparation

- 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.

AAS degrees are non-transfer degrees that are designed for students to enter the workforce.

To earn an AAS degree, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 units within the college.
3. Satisfy General Education requirements for the AAS (p. 181).

4. Have no financial or library obligation to the college.

General Education Requirements

<i>Diversity</i> ¹		[3]
Recommended:		
ANTH 208	Fundamentals of Cultural Diversity	
<i>Communications/English</i>		6
Communications - Recommended:		
BUS 107	Business Speech Communications	
English - Recommended:		
BUS 106	Business English	
or BUS 108	Business Letters and Reports	
<i>Fine Arts/Humanities/Social Science</i>		3
Recommended:		
ANTH 208	Fundamentals of Cultural Diversity	
<i>Human Relations</i>		3
Recommended:		
CE 201	Workplace Readiness	
MGT 212	Leadership and Human Relations	
<i>Mathematics</i>		3
Recommended:		
BUS 117	Applied Business Math	
<i>Science</i>		3
<i>U.S. and Nevada Constitutions</i>		3
Degree Requirements		
ACC 135	Bookkeeping I	3
or ACC 201	Financial Accounting	
BUS 101	Introduction to Business	3
BUS 112	Customer Service	3
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
COT 240	Executive Office Procedures	3
IS 101	Introduction to Information Systems	3
MGT 171	Supervision	3
MGT 201	Principles of Management	3
Elective Requirements		
Select one of the following:		3-4
COM 215	Introduction to Group Communication	
SPAN 101	Basics of Spanish I	
SPAN 111	First Year Spanish I	
PHIL 102	Critical Thinking and Reasoning	
Select one of the following:		
COT 198	Special Topics in COT	2
or COT 290	Internship in Computer/Office Technology	
Total Units		60

¹ Course may also count toward degree requirements. Please consult with Academic Advisement.

Course	Title	Units
1st semester		
BUS 106 or BUS 108	Business English or Business Letters and Reports	3
Elective ³		3
IS 101	Introduction to Information Systems	3
Mathematics ³		3
U.S. and Nevada Constitutions ²		3
Semester Total		15
2nd semester		
BUS 101	Introduction to Business Communications ³	3
BUS 112	Customer Service	3
CIT 201	Word Certification Preparation Science ²	3
Semester Total		15
3rd semester		
ACC 135 or ACC 201	Bookkeeping I or Financial Accounting	3
CIT 202	Excel Certification Preparation	3
COT 240	Executive Office Procedures	3
Human Relations ³		3
MGT 171	Supervision	3
Semester Total		15
4th semester		
CIT 107	Databases	1
COT 207	Business Applications on the Internet	3
COT 217	Office Publications	3
Diversity/Fine Arts/Humanities/Social Science ³		3
Elective ³		2
MGT 201	Principles of Management	3
Semester Total		15
Total Units		60

² See approved General Education list for the AAS Degree. (p. 181)

³ See program recommendations or requirements.

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.

Certificates of Achievement are a set of courses within an AAS degree that can serve as a stepping stone to an AAS degree or allow students to enter the workforce. Certificates of Achievement have a general education component.

To earn a Certificate of Achievement, students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Complete a minimum of 15 semester credit hours within the college.
3. Satisfy General Education requirements for the AAS (p. 181).
4. Have no financial or library obligation to the college.

General Education Requirements

Communications 3

Recommended:

BUS 107 Business Speech Communications

Human Relations 3

Recommended:

MGT 212 Leadership and Human Relations
or CE 201 Workplace Readiness

Mathematics 3

Recommended:

BUS 117 Applied Business Math

Certificate Requirements

BUS 106 Business English 3

or BUS 108 Business Letters and Reports

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

Elective Requirements

Select 3 units from the following: 3

ACC 135 Bookkeeping I

or ACC 201 Financial Accounting

Total Units 30

Course	Title	Units
1st semester		
BUS 106 or BUS 108	Business English or Business Letters and Reports	3
Communications ¹		3
Mathematics ¹		3
CIT 201	Word Certification Preparation	3
COT 217	Office Publications	3
Semester Total		15

2nd semester

ACC 135 or ACC 201	Bookkeeping I or Financial Accounting	3
BUS 112	Customer Service	3
CIT 202	Excel Certification Preparation	3
COT 240	Executive Office Procedures	3
MGT 212 or CE 201	Leadership and Human Relations or Workplace Readiness	3
Semester Total		15
Total Units		30

¹ See program recommendations or requirements.

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

Select one of the following sets:		8
MASG 202C & MASG 208C	Anatomy and Physiology I for Massage Professionals and Functional Anatomy II for Massage Professionals	
BIOL 223 & BIOL 224	Human Anatomy and Physiology I and Human Anatomy and Physiology II	
EMS 101	CPR and First Aid	1
NURS 140 or MASG 149C	Medical Terminology Medical Terminology for Massage Professionals	1-3
MASG 106C	Meridians of Oriental Medicine	1
MASG 107C	Massage Mechanics & Positioning	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 ¹	6
MASG 203C	Pathology for Massage Professionals (Offered spring semester only)	3
MASG 205C	Kinesiology for Massage Therapists ²	3
MASG 210C	Massage Clinic	7
MASG 215C	Business/Marketing for Massage Professionals (Offered spring semester only)	3
MASG 216C	Ethics for Massage Therapists	0.5
MASG 221C	Exam and Licensure Prep for Massage	1

Electives

Select 3 units of electives	3
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45 hours of additional program-approved workshops, classes and seminars. Check the class schedule for offerings.

Total Units	41
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¹ Prerequisite: MASG 200C.

Prerequisite/co-requisite: MASG 202C or BIOL 223

² Prerequisite: MASG 202C or BIOL 223

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. Units 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 unit requirements.

Sequence designed for a full-time student.

Course	Title	Units
1st semester		
Electives ³		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	.5
MASG 201C	Fundamentals of Professional Massage	6
MASG 149C	Medical Terminology for Massage Professionals	1
Semester Total		14
2nd semester		
Electives ³		2
MASG 107C	Massage Mechanics & Positioning	1
MASG 129C	Deep Tissue and Neuromuscular Therapy	1
MASG 203C	Pathology for Massage Professionals (offered Spring only)	3
MASG 205C	Kinesiology for Massage Therapists	3
MASG 215C	Business/Marketing for Massage Professionals (offered Spring only)	3
MASG 216C	Ethics for Massage Therapists	0.5
Semester Total		13.5
3rd semester		
Electives ³		0.5
EMS 101	CPR and First Aid	1
MASG 208C	Functional Anatomy II for Massage Professionals	4
MASG 210C	Massage Clinic (offered Spring only)	7
MASG 221C	Exam and Licensure Prep for Massage	1
Semester Total		13.5
Total Units		41

³ See program recommendations or requirements.

Certification Preparation - Personal Trainer Program

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

Select one of the following sets:		8
PT 202C & PT 208C	Anatomy and Physiology I for Fitness Professionals and Anatomy and Physiology II for Fitness Professionals	
BIOL 223 & BIOL 224	Human Anatomy and Physiology I and Human Anatomy and Physiology II	
EMS 101	CPR and First Aid	1
MASG 215C	Business/Marketing for Massage Professionals (Spring semester only)	3
or ENT 200	Fundamentals of Entrepreneurship	
or ENT 280	Entrepreneurship and Business Plan Development	
NUTR 121	Human Nutrition	3
PT 100C	Introduction to Personal Training (Fall semester only)	3
PT 120C	Techniques of Teaching Weight Training	1
PEX 174	Fitness Principles and Practices	2
MASG 205C	Kinesiology for Massage Therapists ¹	3
PT 205C	Fitness Analysis and Application (Spring semester only) ²	3
PT 250C	Internship in Personal Training ³	1
Electives		
PEX 183	Weight Training	1
PEX 173	Circuit Training	1
Additional PT and/or PEX units (see schedule for available classes)		3
Total Units		33

¹ Prerequisite: PT 202C or BIOL 223.

² Prerequisite/co-requisite: PT 202C or BIOL 224 and PEX 174

³ Prerequisite: all courses must be completed prior to taking the 60 hour internship.

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. Units 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 unit requirements.

Sequence designed for a full-time student.

Course	Title	Units
1st semester		
Elective ²		1-3

EMS 101	CPR and First Aid	1
PEX 174	Fitness Principles and Practices	2
PEX 183	Weight Training	1
PT 100C	Introduction to Personal Training (offered Fall only)	3
PT 202C	Anatomy and Physiology I for Fitness Professionals	4
Semester Total		12
2nd semester		
Elective ²		1-3
MASG 205C	Kinesiology for Massage Therapists	3
MASG 215C	Business/Marketing for Massage Professionals (offered Spring only)	3
PEX 173	Circuit Training	1
PT 120C	Techniques of Teaching Weight Training (offered Spring only)	1
PT 205C	Fitness Analysis and Application (offered Spring only)	3
Semester Total		12
3rd semester		
Elective ²		1-3
NUTR 121	Human Nutrition	3
PT 208C	Anatomy and Physiology II for Fitness Professionals	4
Semester Total		8
4th semester		
PT 250C	Internship in Personal Training	1
Semester Total		1
Total Units		33

² See program recommendations or requirements.

General Education

General Education Mission

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

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 for the AA, AS and AAS degrees correspond to those established in Title 4, Chapters 14 and 16 of the NSHE Board of Regents Handbook.

- Associate of Applied Science and Certificate of Achievement (p. 181)
- Associate of Arts/Associate of Science (p. 178)
- Associate of General Studies (p. 182)

Associate of Arts/Associate of Science General Education Requirements

English	3-6
Must include ENG 102 or ENG 114	
ENG 101	Composition I
or ENG 113	Composition I for International Students
ENG 102	Composition II
or ENG 114	Composition II For International Students
Fine Arts	3
ART 100	Visual Foundations
ART 101	Drawing I
ART 160	Art Appreciation
ART 260	Survey of Art History I
ART 261	Survey of Art History II
ART 263	Survey of African, Oceanic, & Native American Art ¹
ART 265	Introduction to Contemporary Art
DAN 101	Dance Appreciation ¹
ENG 205	Intro to Creative Writing: Fiction and Poetry
ENG 220	Writing Poetry
ENG 221	Writing Fiction
HUM 101	Introduction to Humanities I
HUM 102	Introduction to Humanities II
HUM 106	Introduction to the American Motion Picture
HUM 271	Film and Literature
MUS 101	Music Fundamentals
MUS 121	Music Appreciation
MUS 122	Survey of Jazz
MUS 125	History of Rock Music
MUS 225	Introduction to Music History I
MUS 226	Introduction to Music History II

THTR 100	Introduction to Theater
THTR 105	Introduction to Acting I
THTR 180/ HUM 105	Cinema as Art and Communication
THTR 210	Theater: a Cultural Context ¹
Humanities	3
AAD/HUM 201	History of the Built Environment ¹
CH 201	Ancient and Medieval Cultures
CH 202	The Modern World
CH 203	American Experiences and Constitutional Change ²
ENG 205	Intro to Creative Writing: Fiction and Poetry
ENG 220	Writing Poetry
ENG 221	Writing Fiction
ENG 231	World Literature I ¹
ENG 232	World Literature II ¹
ENG 267	Introduction to Women and Literature
HIST 105	European Civilization to 1648
HIST 106	European Civilization since 1648
HIST 208	World History I ¹
HIST 209	World History II ¹
HUM 101	Introduction to Humanities I
HUM 102	Introduction to Humanities II
HUM 106	Introduction to the American Motion Picture
HUM 271	Film and Literature
MUS 121	Music Appreciation
MUS 122	Survey of Jazz
PHIL 101	Introduction to Philosophy
PHIL 135	Introduction to Ethics
PHIL 210	World Religions ¹
THTR 100	Introduction to Theater
THTR 180/ HUM 105	Cinema as Art and Communication
THTR 210	Theater: a Cultural Context ¹
Mathematics	3
MATH 120	Fundamentals of College Mathematics (Associate of Arts only - Does *NOT* count for Associate of Science)
MATH 126	Pre-Calculus I
MATH 127	Pre-Calculus II
MATH 176	Introductory Calculus for Business and Social Sciences
MATH 181	Calculus I
MATH 182	Calculus II
STAT 152	Introduction to Statistics
Science	6
Must include at least one lab course.	
ANTH 102	Introduction to Physical Anthropology
ANTH 110L	Physical Anthropology Laboratory
AST 104	Introductory Astronomy: Stars and Galaxies
BIOL 100	General Biology for Non-Majors
BIOL 106	Introduction to Evolution and Adaptation
BIOL 113	Life in the Ocean
BIOL 190	Introduction to Cell and Molecular Biology

BIOL 190L	Introduction to Cell and Molecular Biology Laboratory
BIOL 191	Introduction to Organismal Biology
BIOL 191L	Intro to Organismal Biology Lab
BIOL 251	General Microbiology
CHEM 100	Molecules and Life in the Modern World
CHEM 121	General Chemistry I
CHEM 122	General Chemistry II
CHEM 201	General Chemistry for Scientists and Engineers
CHEM 202	General Chemistry for Scientists and Engineers II
ENV 100	Humans and the Environment
GEOG 103	Physical Geography
GEOG 104	Physical Geography Lab
GEOG 121	Climate Change: the Science Basis
GEOL 100	Earthquakes, Volcanoes and Natural Disasters
GEOL 101	Geology: Exploring Planet Earth
GEOL 102	Earth and Life Through Time
GEOL 105	Introduction to Geology of National Park
NUTR 121	Human Nutrition
PHYS 100	Introductory Physics
PHYS 117	Introduction to Space Science and Engineering
PHYS 151	General Physics I
PHYS 152	General Physics II
PHYS 180	Physics for Scientists and Engineers I
PHYS 180L	Physics for Scientists/Engineers Lab I
PHYS 181	Physics for Scientists and Engineers II
PHYS 181L	Physics for Scientists/Engineers Lab II
Social Science	3
ANTH 101	Introduction to Cultural Anthropology
ANTH 201	Peoples and Cultures of the World ¹
ANTH 202	Archaeology
ANTH/SOC 205	Ethnic Groups in Contemporary Societies ¹
CH 201	Ancient and Medieval Cultures
CH 202	The Modern World
CH 203	American Experiences and Constitutional Change ²
ECON 102	Principles of Microeconomics
ECON 103	Principles of Macroeconomics
GEOG 106	Introduction to Cultural Geography
GEOG 200	World Regional Geography ¹
HIST 101	US History to 1877 ²
HIST 102	U. S. History since 1877 ²
HIST 105	European Civilization to 1648
HIST 106	European Civilization since 1648
HIST 111	Survey of U.S. Constitutional History ²
HIST 208	World History I ¹
HIST 209	World History II ¹
HIST 217	Nevada History ²
PSC 101	Introduction to American Politics ²
PSC 211	Introduction to Comparative Politics
PSC 231	Introduction to International Relations
PSY 101	General Psychology

SOC 101	Principles of Sociology
WMST 101	Introduction to Women's Studies ¹
Total Units	24

¹ Course also satisfies Diversity

² Course also satisfies U.S. and Nevada Constitutions

<i>Additional Degree Requirements</i>	0-20
<i>Diversity Course List</i> ^{1,2}	[3]
<i>U.S. and Nevada Constitutions</i> ^{1,3}	[3]
<i>Science</i>	6

For AS degrees:

Any transferable science course

Foreign Language ⁴ 0-14

For AA degrees:

AM 148 American Sign Language IV

FREN 212 Second Year French II

GER 212 Second Year German II

HEB 222 Intermediate Hebrew II

ITAL 214 Intermediate Italian II

PORT 212 Second-Year Portuguese II

RUS 212 Second-Year Russian II

SPAN 212 Second Year Spanish II

SPAN 227 Spanish for Heritage Speakers II

Additional elective units may be necessary to meet the total degree requirements 16-39

Total Units 60

¹ May also satisfy another degree requirement.

² Three units of diversity course work are required to satisfy all associate degrees granted. A course used to satisfy the diversity requirement may also apply to a degree requirement. See the complete diversity list and refer to your specific program worksheet for more details.

³ A course used to satisfy the U.S. & Nevada constitution requirement may also apply to a degree requirement. See the complete list in this section and refer to your specific program worksheet for details.

⁴ **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 American Sign Language (AM).
- Demonstrate proficiency through placement examination or other means. Students interested in taking a placement examination should contact the TMCC testing center (<http://www.tmcc.edu/testing>) 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.

Code	Title	Units
Diversity Course List ¹		
AAD/HUM 201	History of the Built Environment	3

ANTH 201	Peoples and Cultures of the World	3
ANTH/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 and 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
HIST 209	World History II	3
HIST 227	Introduction to Latin American History & Culture I	3
HIST 228	Intro to Latin American History and 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/AAD 201	History of the Built Environment	3
HUM 211	Survey of Chinese Culture	3
HUM 214	Survey of Middle East Culture	3
HUM/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/SOC 276	Aging in Modern American Society	3
SPAN 221	Iberia and Its Cultures	3
SPAN 222	Hispanic-America and Its Culture	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. and Nevada Constitutions ²		3
CH 203	American Experiences and Constitutional Change	3
HIST 111	Survey of U.S. Constitutional History	3
PSC 101	Introduction to American Politics	3
HIST 101 & HIST 102	US History to 1877 and U. S. History since 1877	6
HIST 101 & HIST 217	US History to 1877 and Nevada History	6
HIST 101 & PSC 100	US History to 1877 and Nevada Constitution	4

HIST 101 & PSC 208	US History to 1877 and Survey of State and Local Government	6
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- 1 Can also satisfy another degree requirement. Three units 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 college requirement. See the complete diversity list and refer to your specific program worksheet for more details.
- 2 Can also satisfy another degree requirement. A course used to satisfy the U.S. & Nevada constitution requirement may also apply to an additional college requirement. See the complete list in this section and refer to your specific program worksheet for details.

Associate of Arts Foreign Language Requirements

Options to Complete the Foreign Language Requirement:

1. Complete a fourth-semester transferable college course in a foreign language.
2. Complete a fourth-semester transferable college course in American Sign Language (AM).
3. Demonstrate proficiency through placement examination or other means. Students interested in taking a placement examination should contact the TMCC Testing Center at 775-673-8241 for information.
4. 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 the total degree requirements.

Approved Foreign Language Requirement Courses

<i>American Sign Language</i>		
AM 148	American Sign Language IV	3-4
<i>French</i>		
FREN 212	Second Year French II	3
<i>German</i>		
GER 212	Second Year German II	3
<i>Hebrew</i>		
HEB 222	Intermediate Hebrew II	3
<i>Portuguese</i>		
PORT 212	Second-Year Portuguese II	3
<i>Russian</i>		
RUS 212	Second-Year Russian II	3
<i>Spanish</i>		
SPAN 212	Second Year Spanish II	3

Associate of Applied Science General Education Requirements

General Education Requirements ¹

Communications 3

BUS 107	Business Speech Communications
COM 113	Fundamentals of Speech Communications
COM 215	Introduction to Group Communication
COM 285	Communication Disabilities and Film ²
ENG 101	Composition I
ENG 102	Composition II
ENG 107	Technical Communications I
ENG 108	Technical Communications II
ENG 113	Composition I for International Students
ENG 114	Composition II For International Students
ENG 220	Writing Poetry
ENG 221	Writing Fiction
THTR 160	Television Production I
THTR 161	Television Production II

English 3

BUS 106	Business English
BUS 108	Business Letters and Reports
ENG 101	Composition I
ENG 102	Composition II
ENG 107	Technical Communications I
ENG 108	Technical Communications II
ENG 113	Composition I for International Students
ENG 114	Composition II For International Students
ENG 181	Vocabulary and Meaning

Human Relations

CE 201	Workplace Readiness
DA 110	Orientation to Dental Assisting ³
DA 112	Dental/Head and Neck Anatomy ³
DA 125	Supervised Clinical I ³
EPY 101	Educational, Career, and Personal Development
MGT 171	Supervision
MGT 201	Principles of Management
MGT 212	Leadership and Human Relations
MGT 235	Organizational Behavior
PSY 102	Psychology of Personal and Social Adjustment

Fine Arts/Humanities/Social Science 3

Select a course in one of the three areas below:

Fine Arts

DAN 101	Dance Appreciation ²
DAN 138	Modern Dance, Beginning
DAN 139	Modern Dance, Beginning/Intermediate
MUS 101	Music Fundamentals
MUS 122	Survey of Jazz
MUS 125	History of Rock Music
MUS 225	Introduction to Music History I
THTR 105	Introduction to Acting I
THTR 205	Introduction to Acting II

THTR 206	Theater Workshop: Acting III
THTR 210	Theater: a Cultural Context ²
THTR 240	Acting for the Camera
THTR 258	Theater Experience and Travel

Humanities

Any AM course 100-level or above	
Any ART course 100-level or above	
Any ENG course 100-level or above (except ENG 101, ENG 102, ENG 107, ENG 108, ENG 112D, ENG 113, ENG 114)	
Any Foreign Language course 100-level or above (Including American Sign Language)	
Any HUM course 100-level or above	
Any PHIL course 100-level or above	
AAD/HUM 201	History of the Built Environment ²
CH 201	Ancient and Medieval Cultures
CH 202	The Modern World
CH 203	American Experiences and Constitutional Change ⁴
HIST 105	European Civilization to 1648
HIST 106	European Civilization since 1648
HIST 208	World History I ²
HIST 209	World History II ²
HIST 227	Introduction to Latin American History & Culture I ²
HIST 248	Introduction to the American Civil War
MUS 121	Music Appreciation
MUS 125	History of Rock Music
MUS 225	Introduction to Music History I
MUS 226	Introduction to Music History II
THTR 100	Introduction to Theater
THTR 209	Theater Practicum
THTR 232	Children's Theater

Social Science

Any ANTH course except ANTH 102 or ANTH 110L	
Any CRJ course 100-level or above	
Any ECON course 100-level or above	
Any GEOG course 100-level or above	
Any HIST course 100-level or above	
Any PSY course 100-level or above	
Any PSC course 100-level or above	
Any SOC course 100-level or above	
CH 201	Ancient and Medieval Cultures
CH 202	The Modern World
CH 203	American Experiences and Constitutional Change ⁴
EDU 201	Introduction to Elementary Education
EDU 202	Introduction to Secondary Education
EDU 203	Introduction to Special Education ²
HDFS 201	Lifespan Human Development
HDFS 202	Introduction to Families
JOUR 101	Critical Analysis of Mass Media
WMST 101	Introduction to Women's Studies ²
WMST 250	Introduction to Feminist Theory ²
WMST 255	The American Women's Movement ²

Science

Any AST course 100-level or above	
Any BIOL course 100-level or above	
Any CHEM course 100-level or above	
Any ENV course 100-level or above	
Any GEOL course 100-level or above	
Any PHYS course 100-level or above	
ANTH 102	Introduction to Physical Anthropology
ANTH 110L	Physical Anthropology Laboratory
GEOG 103 & GEOG 104	Physical Geography and Physical Geography Lab
MTT 150	Metallurgy I
NUTR 121	Human Nutrition
NUTR 223	Principles of Nutrition
Core and/or Emphasis Requirements ⁵	39-48
Total Units	60

¹ Any course that satisfies a general education requirement for the Associate of Arts or Associate of Science may also satisfy a general education requirement for an Associate of Applied Science degree.

² Course also satisfies Diversity.

³ Only accepted program students may take the DA options.

⁴ Course also satisfies U.S. and/or Nevada Constitutions.

⁵ Please consult the appropriate program for course requirements.

Certificate of Achievement

The certificate of achievement is a stackable credential within the Associate of Applied Science degree.

<i>Communications</i>	3
<i>Human Relations</i>	3
<i>Mathematics</i>	3
<i>Core Requirements</i>	21
Total Units	30

Associate of General Studies General Education Requirements

General Education Requirements

<i>Communications</i>	
Select 6 units from the following; note that at least 6 units must be from communications:	
BUS 107	Business Speech Communications
COM 113	Fundamentals of Speech Communications
COM 215	Introduction to Group Communication
COM 285	Communication Disabilities and Film ¹
ENG 101	Composition I
ENG 102	Composition II
ENG 107	Technical Communications I
ENG 108	Technical Communications II
ENG 113	Composition I for International Students
ENG 114	Composition II For International Students
ENG 220	Writing Poetry
ENG 221	Writing Fiction
THTR 160	Television Production I

THTR 161	Television Production II
<i>Humanities</i>	
3	
Any AM course 100-level or above	
Any ART course 100-level or above	
CH 201	Ancient and Medieval Cultures
CH 202	The Modern World
CH 203	American Experiences and Constitutional Change ²
DAN 138	Modern Dance, Beginning
DAN 139	Modern Dance, Beginning/Intermediate
Any ENG course (except ENG 101, ENG 102, ENG 107, ENG 108, ENG 112D, ENG 113, ENG 114)	
Any Foreign Language course 100-level or above	
HIST 105	European Civilization to 1648
HIST 106	European Civilization since 1648
HIST 208	World History I ¹
HIST 209	World History II ¹
HIST 227	Introduction to Latin American History & Culture I ¹
MUS 121	Music Appreciation
MUS 125	History of Rock Music
MUS 225	Introduction to Music History I
MUS 226	Introduction to Music History II
THTR 100	Introduction to Theater
THTR 209	Theater Practicum
THTR 210	Theater: a Cultural Context
THTR 232	Children's Theater
THTR 258	Theater Experience and Travel
<i>Mathematics</i> ³	
3	
BUS 117	Applied Business Math
COT 110	Business Machines
CUL 245	The Business Chef
ECON 261	Principles of Statistics I
ECON 262	Principles of Statistics II
Any MATH course 100-level or above	
PSY 210	Introduction to Statistical Methods
SOC 210	Introduction to Statistical Methods
STAT 152	Introduction to Statistics
<i>Science</i>	
3	
ANTH 102	Introduction to Physical Anthropology
ANTH 110L	Physical Anthropology Laboratory
AST 104	Introductory Astronomy: Stars and Galaxies
BIOL 100	General Biology for Non-Majors
BIOL 106	Introduction to Evolution and Adaptation
BIOL 190	Introduction to Cell and Molecular Biology
BIOL 190L	Introduction to Cell and Molecular Biology Laboratory
BIOL 191	Introduction to Organismal Biology
BIOL 191L	Intro to Organismal Biology Lab
BIOL 251	General Microbiology
CHEM 100	Molecules and Life in the Modern World
CHEM 121	General Chemistry I
CHEM 122	General Chemistry II
CHEM 201	General Chemistry for Scientists and Engineers

CHEM 202	General Chemistry for Scientists and Engineers II
ENV 100	Humans and the Environment
GEOG 103	Physical Geography
GEOG 104	Physical Geography Lab
GEOG 121	Climate Change: the Science Basis
GEOL 100	Earthquakes, Volcanoes and Natural Disasters
GEOL 101	Geology: Exploring Planet Earth
GEOL 102	Earth and Life Through Time
GEOL 105	Introduction to Geology of National Park
GEOL 206	Geology of Geothermal Energy Resources
NUTR 121	Human Nutrition
PHYS 100	Introductory Physics
PHYS 117	Introduction to Space Science and Engineering
PHYS 151	General Physics I
PHYS 152	General Physics II
PHYS 180	Physics for Scientists and Engineers I
PHYS 180L	Physics for Scientists/Engineers Lab I
PHYS 181	Physics for Scientists and Engineers II
PHYS 181L	Physics for Scientists/Engineers Lab II
<i>Social Science</i>	3
ANTH 101	Introduction to Cultural Anthropology
ANTH 201	Peoples and Cultures of the World ²
ANTH 202	Archaeology
ANTH/SOC 205	Ethnic Groups in Contemporary Societies ²
CH 201	Ancient and Medieval Cultures
CH 202	The Modern World
CH 203	American Experiences and Constitutional Change
Any CRJ course 100-level or above ²	
Any ECON course 100-level or above ²	
EDU 201	Introduction to Elementary Education
EDU 202	Introduction to Secondary Education
EDU 203	Introduction to Special Education
Any GEOG course 100-level or above ²	
HDFS 201	Lifespan Human Development
HDFS 202	Introduction to Families
Any HIST course 100-level or above	
JOUR 101	Critical Analysis of Mass Media
Any PSC course 100-level or above	
Any SOC course 100-level or above	
WMST 250	Introduction to Feminist Theory ²
WMST 255	The American Women's Movement
Elective Requirements	
<i>Computer Science</i>	3
IS 101	Introduction to Information Systems
<i>English</i>	3
BUS 106	Business English
BUS 108	Business Letters and Reports
ENG 101	Composition I
ENG 102	Composition II
ENG 107	Technical Communications I
ENG 108	Technical Communications II

ENG 113	Composition I for International Students
ENG 114	Composition II For International Students
ENG 181	Vocabulary and Meaning
<i>Fine Arts</i>	3
Any ART course 100-level or above	
DAN 138	Modern Dance, Beginning
DAN 139	Modern Dance, Beginning/Intermediate
ENG 220	Writing Poetry
ENG 221	Writing Fiction
HUM 101	Introduction to Humanities I
HUM 102	Introduction to Humanities II
HUM 105/ THTR 180	The Art of Film
HUM 106	Introduction to the American Motion Picture
MUS 101	Music Fundamentals
MUS 121	Music Appreciation
MUS 225	Introduction to Music History I
MUS 226	Introduction to Music History II
THTR 100	Introduction to Theater
THTR 105	Introduction to Acting I
THTR 205	Introduction to Acting II
THTR 206	Theater Workshop: Acting III
THTR 209	Theater Practicum
THTR 210	Theater: a Cultural Context ¹
THTR 240	Acting for the Camera
THTR 258	Theater Experience and Travel
<i>Human Relations</i>	3
CE 201	Workplace Readiness
EPY 101	Educational, Career, and Personal Development
MGT 171	Supervision
MGT 201	Principles of Management
MGT 212	Leadership and Human Relations
MGT 235	Organizational Behavior
PSY 102	Psychology of Personal and Social Adjustment
<i>U.S. and Nevada Constitutions</i>	3
Refer to your specific program worksheet for course options	
Elective Requirements ⁴	27
Total Units	60

¹ Course also satisfies diversity

² Course also satisfies U.S. and Nevada Constitutions

³ May also be clearly identified as content in other courses

⁴ Great latitude is allowed in the selection of the 27 elective units. Choice of units 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. Units 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.

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

<i>Communications/English</i>		6
BUS 106	Business English	
BUS 107	Business Speech Communications	
BUS 108	Business Letters and Reports	
COM 113	Fundamentals of Speech Communications	
COM 215	Introduction to Group Communication	
COM 285	Communication Disabilities and Film ¹	
ENG 101	Composition I	
ENG 102	Composition II	
ENG 107	Technical Communications I	
ENG 108	Technical Communications II	
ENG 113	Composition I for International Students	
ENG 114	Composition II For International Students	
ENG 181	Vocabulary and Meaning	
ENG 220	Writing Poetry	
ENG 221	Writing Fiction	
THTR 160	Television Production I	
THTR 161	Television Production II	
THTR 258	Theater Experience and Travel	
<i>Computer Science/Mathematics/Science</i>		3
ANTH 102	Introduction to Physical Anthropology	
ANTH 110L	Physical Anthropology Laboratory	
Any AST course 100-level or above		
Any BIOL course 100-level or above		
BUS 117	Applied Business Math	
Any CHEM course 100-level or above		
CIT 130	Beginning Java	
CIT 173	Introduction to Linux	
CIT 211	MCITP/MCTS Windows Workstation OS	
CIT 212	MCITP/MCTS Windows Server OS	
COT 110	Business Machines	
CSCO 120	CCNA Internetworking Fundamentals	
CUL 245	The Business Chef	
ECON 261	Principles of Statistics I	
ECON 262	Principles of Statistics II	
Any ENV course 100-level or above		
GEOG 103	Physical Geography	
& GEOG 104	and Physical Geography Lab	
Any GEOL course 100-level or above		
IS 101	Introduction to Information Systems	
IS 201	Computer Applications	
Any MATH course 100-level or above		
MGT 201	Principles of Management	
NUTR 121	Human Nutrition	

NUTR 223	Principles of Nutrition	
Any PHYS course 100-level or above		
PSY 210	Introduction to Statistical Methods	
SOC 210	Introduction to Statistical Methods	
<i>Fine Arts/Humanities</i>		3
AAD/HUM 201	History of the Built Environment ¹	
Any AM course 100-level or above		
Any ART course 100-level or above		
CH 201	Ancient and Medieval Cultures	
CH 202	The Modern World	
CH 203	American Experiences and Constitutional Change	
COM 285	Communication Disabilities and Film	
DAN 138	Modern Dance, Beginning	
DAN 139	Modern Dance, Beginning/Intermediate	
Any ENG course 100-level or above		
Any Foreign Language course 100-level or above		
HIST 105	European Civilization to 1648	
HIST 106	European Civilization since 1648	
HIST 208	World History I	
HIST 209	World History II	
HIST 227	Introduction to Latin American History & Culture I	
Any HUM course 100-level or above		
HUM 105/ THTR 180	The Art of Film	
MUS 101	Music Fundamentals	
MUS 121	Music Appreciation	
MUS 225	Introduction to Music History I	
MUS 226	Introduction to Music History II	
THTR 100	Introduction to Theater	
THTR 105	Introduction to Acting I	
THTR 205	Introduction to Acting II	
THTR 206	Theater Workshop: Acting III	
THTR 207	Laboratory Theater: Acting IV	
THTR 209	Theater Practicum	
THTR 210	Theater: a Cultural Context	
THTR 232	Children's Theater	
THTR 240	Acting for the Camera	
THTR 258	Theater Experience and Travel	
<i>Human Relations</i>		3
CE 201	Workplace Readiness	
EPY 101	Educational, Career, and Personal Development	
MGT 171	Supervision	
MGT 201	Principles of Management	
MGT 212	Leadership and Human Relations	
MGT 235	Organizational Behavior	
PSY 102	Psychology of Personal and Social Adjustment	
<i>Social Science</i>		3
Any ANTH course 100-level or above		
CH 201	Ancient and Medieval Cultures	
CH 202	The Modern World	
CH 203	American Experiences and Constitutional Change	
Any CRJ course 100-level or above		

Any ECON course 100-level or above	
EDU 201	Introduction to Elementary Education
EDU 202	Introduction to Secondary Education
EDU 203	Introduction to Special Education
Any GEOG course 100-level or above	
HDFS 201	Lifespan Human Development
HDFS 202	Introduction to Families
Any HIST course 100-level or above	
JOUR 101	Critical Analysis of Mass Media
Any PSY course 100-level or above	
Any PSC course 100-level or above	
Any SOC course 100-level or above	
Elective Requirements ²	12
Total Units	30

¹ Course also satisfies diversity

² Great latitude is allowed in the selection of the 12 elective units. Choice of units 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. Units 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.

Additional 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 visit www.tmcc.edu/cte-college-credit/ (<http://www.tmcc.edu/cte-college-credit/>) or call 775-857-4964.

Jump Start Dual Credit

Jump Start Dual Credit courses are college courses that high school juniors and seniors may take for high school and college credit. Units earned in dual credit classes may be applied toward an associate degree at TMCC and 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. For more information, please visit <http://www.tmcc.edu/dual-credit/> or call 775-674-7638.

Graphic Communications Workshops

The Graphic Communications Program (GRC) offers a series of 0.5 - 1 unit 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 that 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 units 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 unit);
- 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 visit the Internship Program website (<http://www.tmcc.edu/career-center/internships/program-information>), or contact the Internship Coordinator at 775-673-7170.

Workforce Development and Community Education

Workforce Development and Community Education (WDCE) offers classes (mostly noncredit), and accelerated programs and Community Education classes for personal enrichment to students of all ages in support of the College mission of lifelong learning. For more information, please see the WDCE section (p. 302) of this catalog, visit wdce.tmcc.edu (<http://wdce.tmcc.edu>) or call 775-829-9010.

TMCC Academic Divisions

Business Division

Dr. Marie Murgolo-Poore
Dean
775-337-5608

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

Liberal Arts Division

Dr. Armida Fruzzetti
Dean
775-674-4836

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

Sciences Division

Dr. Lance Bowen
Dean
775-673-7182

Astronomy	Dietetic Technician and Nutrition
Biology	Engineering
Certified Nursing Assistant (CNA)	Environmental Science
Chemistry	Geography

Clinical Lab Specialist (CLS)/ Phlebotomy	Geology
Computer Science	Mathematics
Computer Technology	Nursing
Culinary Arts	Physics
Dental Assisting	Radiologic Technology
Dental Hygiene	Veterinary Technician

Technical Sciences Division

Jim New
Dean
775-856-5307

Apprenticeship	Military Occupations
Architecture	Motorcycle Safety Training
Construction Technologies	Paramedic / Emergency Medical Services (EMS)
Cooperative Education	Police Academy
Criminal Justice	Renewable Energy Technologies
Fire Science / Fire Science Academy & Wildland Fire	Safety Training
Manufacturing Technologies	Transportation Technologies

COURSES A-Z

Art (ART)

ART 100 # - Visual Foundations

Units: 3

Term Typically Offered: ALL SEMESTERS

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

Units: 3

Term Typically Offered: ALL SEMESTERS

An introductory studio course emphasizing a disciplined foundation in drawing concepts based on visual observations.

ART 102 # - Drawing II

Units: 3

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: ART 100 and ART 101.

Continued exploration of drawing techniques and concepts.

ART 106 # - Jewelry I

Units: 3

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

Units: 3

Term Typically Offered: SPRING

Introduction to printing processes emphasizing relief, intaglio, and screen techniques.

ART 127 # - Water Color I

Units: 3

Enrollment requirements: Prerequisite: ART 101.

Beginning course involving color, form, composition and techniques using transparent and opaque watercolors.

ART 135 # - Photography I

Units: 3

Term Typically Offered: SPR/FALL

Introduction to photography techniques focusing on black and white processes.

ART 141 # - Introduction to Digital Photography

Units: 3

Term Typically Offered: SPR/FALL

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

Units: 3

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: ART 141.

Continued exploration of photography utilizing digital based equipment with an emphasis on cameras (both traditional and digital) and scanning with an emphasis on the creation and manipulation of original images.

ART 160 # - Art Appreciation

Units: 3

Term Typically Offered: ALL SEMESTERS

Introduction to the visual arts planned to illustrate the place of art in social and cultural life and to develop judgment in art analysis and criticism. Satisfies UNR fine arts core curriculum.

ART 198 # - Special Topics in Art

Units: 0.5-6

Transferability: May not transfer towards an NSHE bachelor's degree

Various short courses and experimental classes covering a variety of subjects. The course will be a variable of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.

ART 201 # - Life Drawing I

Units: 3

Term Typically Offered: FALL

Enrollment requirements: Prerequisite: ART 100, ART 101, and ART 102.

Exploration of the human figure in pictorial space with emphasis on drawing from a live model and working with gesture, memory and imagination.

ART 209 # - Introduction to Gallery Practices

Units: 1

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: ART 100 and instructor approval.

A course in the practices and ethics of operating an art gallery.

ART 211 # - Ceramics I

Units: 3

Term Typically Offered: ALL SEMESTERS

Introduction to basic hand building and wheel throwing techniques.

ART 212 # - Ceramics II

Units: 3

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: ART 211.

Intermediate emphasis in hand-building and wheel throwing techniques.

ART 216 # - Sculpture I

Units: 3

Term Typically Offered: SPR/FALL

Introduction to the concepts of three-dimensional composition.

ART 227 # - Water Color II

Units: 3

Enrollment requirements: Prerequisite: ART 127.

Intermediate course involving continued exploration of watercolor media.

ART 231 # - Painting I

Units: 3

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: ART 100 and ART 101.

Introduction to concepts of painting including color, form, and composition.

ART 232 # - Painting II

Units: 3

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: ART 100 and ART 231.

Intermediate course in painting, emphasizing various materials and methods.

ART 235 # - Photography II - Photographic Lighting

Term Typically Offered: SPR/FALL

Units: 3

Enrollment requirements: Prerequisite: ART 141.

Introduction to artificial lighting techniques and theory; strobe equipment and electronic flashes. Students produce a portfolio of work demonstrating knowledge of these techniques.

ART 236 # - Photography III

Term Typically Offered: SPR/FALL

Units: 3

Enrollment requirements: Prerequisite: ART 135 and ART 235.

Advanced photography course involving continued explorations of numerous photographic techniques, compositional styles, concepts and critical analysis of photography as a Fine Art.

ART 260 # - Survey of Art History I

Term Typically Offered: FALL

Units: 3

Art of the western world from prehistoric times through the Gothic period. Satisfies UNR Fine Arts core curriculum.

ART 261 # - Survey of Art History II

Term Typically Offered: SPRING

Units: 3

Art of the western world from the Renaissance to the present. Satisfies UNR fine arts core curriculum.

ART 263 # - Survey of African, Oceanic, & Native American Art

Term Typically Offered: FALL

Units: 3

Enrollment requirements: Prerequisite: Completion of ENG 98 or equivalent/qualifying placement scores.

This course is a survey of African, Oceanic, and Native American art. Satisfies TMCC Diversity requirement.

ART 265 # - Introduction to Contemporary Art

Term Typically Offered: FALL

Units: 3

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.

ART 270 # - Women in Art

Term Typically Offered: ALL SEMESTERS

Units: 3

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.

ART 288 # - Photography of Art and Artifacts

Enrollment requirements: Prerequisite: ART 141

Units: 1-3

A course where students will produce digital images of works of art that can be used for promotion and applications for exhibitions or entry to Bachelor of Fine Arts programs. Basic techniques covered include copy stand use, scanning, photographing large two dimensional works and three dimensional works.

ART 295 # - Special Topics in Art History

Term Typically Offered: FALL

Units: 1-3

Special topics in art history. May be repeated up to 12 credits.

ART 296 # - Independent Study

Term Typically Offered: SPRING

Units: 2

A course for advanced students to pursue individual creative work in any of the studio disciplines. Students must submit a written proposal describing projects and meet with tutorial faculty member on a regular basis.

ART 297 # - Field Study

Transferability: May not transfer towards an NSHE bachelor's degree

Units: 1-3

Term Typically Offered: SPRING

This course provides an opportunity for students to study art within its cultural and art historical setting by traveling to see works where they're located. Depending on the length of the trip, and the amount of material to be covered in the class, the credits may vary from 1 to 3. Repeatable for 6 credits.

ART 298 # - Portfolio Emphasis

Term Typically Offered: FALL

Units: 2

Enrollment requirements: Prerequisite: 12 credits in studio art or instructor approval.

Participants will develop a portfolio for use in the acquisition of exhibitions, fine art gallery representation, inclusion in the permanent collections of museum/corporations, and/or employment in their respective medium. Class will also cover professional and legal planning strategies and requirements requisite to success in the fine art marketplace.

ART 299 # - Special Topics in Studio Art

Term Typically Offered: ALL SEMESTERS

Units: 1-3

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.

Accounting (ACC)

ACC 105 # - Taxation for Individuals

Term Typically Offered: SPRING

Units: 1-3

Income, expenses, exclusions, deductions and credits. Emphasis on the preparation of individual income tax returns. This course is transferable as an elective to UNR.

ACC 135 # - Bookkeeping I

Transferability: May not transfer towards an NSHE bachelor's degree

Units: 3

An introductory course for those without previous study in bookkeeping or accounting. Includes the purpose and nature of accounting, measuring business income, basic accounting principles covering the accounting cycle from source documents through preparation of financial statements for a service business and a retail firm, banking procedures and payroll procedures. Some assignments will be solved using a computerized general ledger program.

ACC 136 # - Bookkeeping II**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: ACC 135.

Continuation of ACC 135. Includes accounting principles, assets and equity accounting for external financial reporting. Topics covered include notes receivable and payable, uncollectible accounts, inventory, accounting for plant and equipment, partnerships, corporations, bonds, financial statement analysis and statement of cash flows. Use of computer software for setup of an actual accounting system and for simulated case studies.

ACC 180 # - Payroll and Employee Benefit Accounting**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

An introductory course covering the concepts and principles of payroll accounting with practical manual and computer applications. Legal responsibilities of employers and rights of employees are included.

ACC 201 # - Financial Accounting**Units: 3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: MATH 96 and ENG 98, or qualifying Accuplacer, ACT, SAT scores, or permission of the instructor.

Purpose and nature of accounting, measuring business income, accounting principles, assets and equity accounting for external financial reporting.

ACC 202 # - Managerial Accounting**Units: 3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: ACC 201.

Forms of business organization; cost concepts and decision making; break-even analysis, fixed and variable costs and budgeting for internal reporting.

ACC 220 # - Microcomputer Accounting Systems**Units: 3**

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: ACC 136 or ACC 201.

This course introduces students to integrated accounting software prominently used in business. Topics covered include general ledger, accounts receivable, inventory, fixed assets, accounts payable, long-term liabilities, equity, payroll, bank reconciliation, adjusting and closing entries; creation and analysis of financial statements. This course uses QuickBooks and Microsoft Excel. Transferable as an elective to UNR and UNLV.

ACC 290 # - Certified Bookkeeper Course**Units: 3-6**

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: ACC 135 and ACC 136 – OR – ACC 201; and ACC 180

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.

ACC 295 # - Work Experience**Units: 1-8**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

Advanced Magnetic Resonance Imaging (AMI)

AMI 201 # - Introduction of MRI, Patient Care, and Safety**Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

This course covers patient screening procedures, safety issues, and biological considerations, magnetic resonance (MR) terminology, and elementary imaging principles. Also covered is an introduction to patient care in the MR environment, including professional ethics, and patient communications.

AMI 236 # - Cross-Sectional Anatomy and Pathology for Imaging Professionals**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Students must be ARRT credentialed, or have an Associate degree in an Allied Health field with permission of the program director.

This course is a study of the human anatomy as viewed using cross-sectional images. This class is also used in imaging modalities like magnetic resonance imaging (MRI), computed tomography (CT), and ultrasound (US).

AMI 238 # - Physics, Instrumentation, and Imaging for MRI**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Students must be ARRT credentialed, or have an Associate degree in an Allied Health field with permission of the program director.

This course is an introduction and exploration of MRI physics, instrumentation, and application.

AMI 246 # - MRI Procedures of the Central Nervous System**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Students must be ARRT credentialed, or have an Associate degree in an Allied Health field with permission of the program director.

This course is an exploration of the magnetic resonance imaging techniques of the Central Nervous System - head, neck and spine to include patient positioning, protocols, pulse sequences, and pathology.

AMI 248 # - Advanced MR Techniques and Post Processing**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: AMI 201, AMI 236, AMI 238, AMI 246, and AMI 250 completed with a C or better.

This course explores advanced imaging techniques and new technologies in magnetic resonance imaging (MRI).

AMI 250 # - MRI Clinical Practicum I**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Students must be ARRT credentialed, or have an Associate degree in an Allied Health field with permission of the program director.

A planned clinical experience is provided which gives the student the opportunity to incorporate the theory presented in AMI 201, and other pertinent courses. The student will expand their clinical skills while performing magnetic resonance imaging procedures under the supervision of the clinical staff. Progression in the program is dependent on the student demonstrating clinical competence on a specific number of competency evaluations.

AMI 256 # - MRI Procedures of the Torso and Limbs**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: AMI 201, AMI 236, AMI 238, AMI 246, and AMI 250 completed with a C or better.

This course is an exploration of the magnetic resonance imaging techniques of the Torso and Limbs - abdomen, pelvis, and musculoskeletal system to include patient positioning, protocols, pulse sequences, and pathology.

AMI 260 # - MRI Clinical Practicum II**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: AMI 201, AMI 236, AMI 238, AMI 246, and AMI 250 completed with a C or better.

A planned clinical experience is provided which gives the student the opportunity to incorporate the theory presented in AMI 201, and other pertinent courses. The student will expand their clinical skills while performing magnetic resonance imaging procedures under the supervision of the clinical staff. Progression in the program is dependent on the student demonstrating clinical competence on a specific number of competency evaluations.

Air Conditioning (AC)

AC 102 # - Refrigeration Theory**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

AC 106 # - Residential Gas Heating**Units: 6**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: AC 102 and AC 107.

Application of principles and skills in the troubleshooting, repair and maintenance of air conditioning, heating and ventilation equipment. Topics covered are the cooling cycle, gas furnaces, oil furnaces, heat pumps, chilled water systems, hot water systems and cooling towers.

AC 107 # - Electrical and Controls for HVAC**Units: 6**

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: SPR/FALL

This course will familiarize students with electrical applications and controls used in HVAC/R. Topics include basic electricity, wiring, schematics, and controls found in heating, ventilation, air conditioning and refrigeration.

AC 111 # - Heat Pumps**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

An introductory course in the principles of mechanical refrigeration found in heat pumps. Students will learn fundamentals in servicing, repairing and/or installation of refrigeration and air conditioning equipment. Topics include basic physics, thermodynamics, the refrigeration cycle and common components used in heat pump systems.

AC 113 # - Schematic Reading for HVAC/R**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: SPR/FALL

Application of principles and skills in reading schematics seen in HVAC/R. Followed by the operation of air conditioning, heating and Refrigeration equipment. Topics covered are the cooling cycle, gas furnaces, Ice-Machines and Refrigeration systems both residential and commercial.

AC 121 # - Sheet Metal I**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

This course will allow the student to understand the concepts of basic drawing, drawing equipment, and practical geometry. The use of the drawing equipment will further the student's ability to produce actual sheet metal work by using practical geometry and practical pattern drafting.

AC 122 # - Sheet Metal II**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: AC 121.

This course will introduce students to the proper and safe use of the equipment found in a sheet metal environment. Students will focus on practical pattern drafting. Using the skills developed in AC 121, Sheet Metal I, students will be able to develop patterns, transfer them to sheet metal, and form finished products.

AC 150 # - Basic Refrigeration Servicing**Units: 6**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: AC 107.

This course is designed for persons interested in entering the refrigeration/air conditioning service, installation or building maintenance fields and is intended for the intermediate level student. The course is oriented toward development of basic skills required in troubleshooting, repair and maintenance of refrigeration/air conditioning systems. Topics covered are soldering, silver soldering, service and troubleshooting tools and systems construction.

AC 198 # - Special Topics in HVAC**Units: 0.5-6**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

AC 200 # - Commercial Refrigeration I**Units: 6**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: AC 150 or approval of instructor.

Application of basic principles and skills in the troubleshooting, repair and installation of commercial refrigeration equipment and built-up systems. Topics covered are consistent with up-to-date designs and practices as applied in the supermarket, convenience store, bar and restaurant and fast food areas of the commercial refrigeration market.

AC 204 # - Cooling Tower Systems- Operation and Maintenance**Units: 0.5**

Transferability: May not transfer towards an NSHE bachelor's degree

This course is designed to provide students with the basic knowledge of Cooling Towers. Topics covered in this course are geared around Cooling Water Treatment and Maintenance. The course is intended for those who are working in or with systems that are using water that aids in rejecting heat loads found in compression systems. 1. Overall condition of Water Cooling Tower and Operation (.5 credits) 2. Water treatment, Scale, and debris for system capacity (.5 credits) 3. Water levels, make up water and water filtration (.5 credits) 4. Adjustments on water level, air, and belts and gear drive (.5 credits) 5. Non chemical treatment (.5 credits) 6. Troubleshooting, repair, and maintenance on water tower (.5 credits)

AC 210 # - Boiler Operation and Maintenance**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Subjects to be covered include operation, safety, water treatment, control devices used with hot water boilers, low pressure boilers and power boiler systems.

AC 295 # - Internship HVAC Career**Units: 1-16**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

American Sign Language (AM)

AM 145 # - American Sign Language I**Units: 3-4**

Term Typically Offered: ALL SEMESTERS

This course is designed to introduce American Sign Language, a visual-expressive language used by the Deaf community in the United States, and to focus on the development of basic conversational skills, emphasizing receptive and expressive abilities.

AM 146 # - American Sign Language II**Units: 3-4**

Term Typically Offered: SPR/FALL

Enrollment requirements: 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**Units: 3-4**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: AM 146.

This course promotes the shifting from comprehension to production of American Sign Language (ASL) with the main emphasis of bringing fluency to a point of self-generated ASL.

AM 148 # - American Sign Language IV**Units: 3-4**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: AM 147.

This course encourages the student to expand command of disclosure in American Sign Language on various everyday topics (leading to fluency).

Anthropology (ANTH)

ANTH 101 # - Introduction to Cultural Anthropology**Units: 3**

Term Typically Offered: ALL SEMESTERS

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**Units: 3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Corequisite: 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**Units: 1**

Enrollment requirements: Corequisite: ANTH 102.

Practical experience in aspects of physical anthropology: the mechanisms of inheritance, osteology and forensic science, comparative anatomy and human evolution, the processes of human growth and aging, and aspects of modern human variability. Includes eight laboratory experiences. Satisfies UNR and UNLV core requirements for a laboratory science course.

ANTH 198 # - Selected Topics**Units: 0.5-6**

Transferability: May not transfer towards an NSHE bachelor's degree

Various short courses and experimental classes covering a variety of subjects. The course will be a variable of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.

ANTH 201 # - Peoples and Cultures of the World**Units: 3**

Term Typically Offered: SPR/FALL

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

Term Typically Offered: SPR/FALL

An examination of the research goals, theoretical foundations and methods of anthropological archaeology. Examples are drawn from notable archaeological sites worldwide.

ANTH 205 # - Ethnic Groups in Contemporary Societies

Term Typically Offered: ALL SEMESTERS

Ethnic relations in the United States and other societies where cultural and 'racial' pluralism illustrates problems and processes of social interaction. Same as SOC 205.

ANTH 208 # - Fundamentals of Cultural Diversity

Term Typically Offered: SPR/FALL

This course explores the roles of culture in structuring the individual's self-identity, learning styles and sense of reality. The range of diversity in human socio-cultural institutions will be examined in terms of the role of prejudice, stereotyping and compatibility in education, the workplace and other environments. An emphasis will be placed on providing the skills necessary to work and live together regardless of ethnic, religious, race, gender, age and other cultural affiliations.

ANTH 225 # - Archaeological Field Methods: Survey

Enrollment requirements: Prerequisite: ANTH 202 or permission of instructor.

This course provides the student with introductory training in basic archaeological field survey techniques.

ANTH 226 # - Archaeological Field Methods: Excavation

Enrollment requirements: Prerequisite: ANTH 202 or permission of instructor.

This course provides the student with introductory training in basic archaeological field excavation techniques.

ANTH 227 # - Foundations of Archaeological Lab Methods

Enrollment requirements: Prerequisite: ANTH 202 or permission of instructor.

Basic hands-on introduction to archaeological lab methods which may include some or all of the following: inventory, processing, cataloging artifacts and preparing them for analysis and curation.

ANTH 229 # - Fundamentals of Applied Anthropology

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: ANTH 101 or SOC 101.

Fundamental survey of case studies examining various applications of anthropology in the resolution of human problems. Students will explore career opportunities for applied anthropologists and some of the roles of anthropologists in the world today. Students will participate in a class research project.

ANTH 279 # - Para-Professional Skills in Social Science

Term Typically Offered: FALL

Enrollment requirements: Prerequisite: ANTH 229 (may be taken concurrently).

Students will learn basic technical skills to support professional anthropologists as they conduct various aspects of research, data management and analysis, composition and report production.

Units: 3**ANTH 281 # - Introduction to Language**

Nature and function of language, including an introduction to the linguistics subsystems of modern English and the development of the English language. Same as ENG 281.

ANTH 290 # - Internship in Anthropology

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: ANTH 279 (may be taken concurrently).

Supervised Para-professional work experience in one or more areas of anthropology under guidance of a professional anthropologist or related professional. Student will apply knowledge and skills to real on-the-job situations designed by a faculty advisor and an official from a public agency, academic institution or business.

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Architectural Design (AAD)

AAD 100 # - Introduction to Architectural Design

Term Typically Offered: ALL SEMESTERS

This is a survey course of the profession of design. Covered in this course is a discussion of the fields of Architecture, Landscape Architecture and Planning. Other design fields may be discussed as they relate to these professions. Topics may include types of firms and their specialties, what it takes to become a licensed practitioner for whom a design professional might work, salaries that might be achieved and the professional associations to which a design professional might belong.

AAD 101 # - Design with Nature

Term Typically Offered: FALL

Introduces the concepts of natural systems and their influence on human activity and the living environment. Reviews the historical context and cultural adaptations and introduces the basic management and use of the natural systems. Reviews natural, biological, cultural and design management philosophies.

AAD 125 # - Construction Drawings and Detailing

Term Typically Offered: SPR/FALL

Analysis of assembling and detailing for construction in the field of architecture and landscape architecture. Techniques for the production of construction details will be discussed and demonstrated. Visits to construction sites and professional offices.

AAD 180 # - Fundamentals of Design I

Term Typically Offered: FALL

Enrollment requirements: Corequisite: AAD 181.

Investigation of the elements, principles and theories of design in two dimensions. Emphasis placed upon principles of organization, principles of visual and geometric logic, design methodology and color theory.

AAD 181 # - Fundamentals of Design I Discussion

Term Typically Offered: FALL

Enrollment requirements: Corequisite: AAD 180.

Discussion of the elements, principles and theories of design in two dimensions. Emphasis placed upon principles of organization, principles of visual and geometric logic, design methodology and color theory.

AAD 182 # - Fundamentals of Design II

Term Typically Offered: SPRING

Units: 3

Enrollment requirements: Prerequisite: AAD 180 and AAD 181.
Corequisite: AAD 183.

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.

AAD 183 # - Fundamentals of Design Discussion II

Term Typically Offered: SPRING

Units: 3

Enrollment requirements: Prerequisite: AAD 180 and AAD 181.
Corequisite: AAD 182.

Design theories and principles will be researched, analyzed and applied to either site specific projects or with the actual construction of full scale forms.

AAD 198 # - Special Topics in AAD**Units: 0.5-6**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: AAD 100.

This course will explore the study of special relevant topics in the profession of design. This course includes discussion of the fields of Architecture, Landscape Architecture, or Sustainable Planning and other related design professions. Topics may include, type of education and skills necessary, the specialties of each profession, what it takes to become a licensed practitioner, and might be seen as the future of these professions.

AAD 201 # - History of the Built Environment**Units: 3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: ENG 98 or equivalent placement score.

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.

AAD 202 # - Analysis of the Built Environment**Units: 3**

Term Typically Offered: SPRING

This course will discuss the history of architecture and city design in western and non-western civilization. The time periods to be covered will be from classical Greek, Hellenistic and Roman, through the Romanesque period, including the events and architecture of non-western civilizations happening within the same time frame. The influences that the architecture and design philosophies have had on the shaping of civilization will also be discussed. What civilization reflects through its architecture during these periods will be examined.

AAD 223 # - Graphic Software for Arch, Const, Dsgnr, Planners**Units: 3**

Term Typically Offered: FALL

Enrollment requirements: Prerequisite: AAD 180 and AAD 181.
Corequisite: AAD 280.

Application of graphic software packages for presentation techniques. Emphasis will be placed upon the preparation of materials for a portfolio.

AAD 230 # - Design with Climate

Term Typically Offered: SPRING

Units: 3

Enrollment requirements: Prerequisite: AAD 100 or ENGR 100.

This course will prepare the student with the basic knowledge in the following areas of solar design history, solar procession, climatological data for Reno and northern Nevada, energy reflection, transmission and absorption, heat transfer, heat storage, types of collector systems and their sizing as it relates to architecture.

AAD 257 # - Plant Materials

Term Typically Offered: FALL

Units: 3

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.

AAD 265 # - Computer Applications in Architecture I

Term Typically Offered: SPRING

Units: 3

Enrollment requirements: Prerequisite: AAD 223 and AAD 280.
Corequisite: AAD 282.

Advanced work in computer-aided drafting and design. Includes development of speed, understanding of CAD techniques and logic and the understanding of office environment that incorporates CAD as a drafting alternative.

AAD 280 # - Fundamentals of Architecture Design I

Term Typically Offered: FALL

Units: 3

Enrollment requirements: Prerequisite: AAD 180 and AAD 181.
Corequisite: AAD 223.

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.

AAD 282 # - Fundamentals of Architecture Design II

Term Typically Offered: SPRING

Units: 3

Enrollment requirements: Prerequisite: AAD 280. Corequisite: AAD 265.

Discussion of the elements, principles and theories of design. Emphasis is placed upon integration of design principles to urban landscapes, buildings, interiors, furnishings and environmental graphic applications.

Architectural Design Tech (ADT)

ADT 105 # - Architectural Drafting I

Term Typically Offered: SPR/FALL

Units: 5

Basic techniques of architectural drafting. Use of drafting room equipment. Emphasizes residential buildings and leads to completion of a full set of professional level working drawings. Four hours lecture and three hours lab.

ADT 120 # - Introduction to Leed and Sustainable Building Units: 3

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.

ADT 168 # - Landscape Management I Units: 3

Transferability: May not transfer towards an NSHE bachelor's degree

Landscape Management I is the first of two courses designed for the nurseryman's certification. Material covered will be valuable to the homeowner as well as the professional. The on campus field trip gives hands-on demonstrations of how irrigation components are installed and how they function. This course presents the practical field knowledge needed to work within the landscape industry. This course will prepare the student with basic knowledge to continue with Landscape Management II.

ADT 170 # - Soil Management Units: 3

Transferability: May not transfer towards an NSHE bachelor's degree

This course teaches the concepts that are used in the management of soils in landscape industry today. Techniques, standards and policies will be discussed that effect our usage of this resource. Basic laboratory work and field trips will be utilized to underscore the importance of earth's fundamental resource, what makes up this primary resource and how it can be utilized, maintained and conserved for future generations.

ADT 174 # - Urban Tree Care I Units: 3

Transferability: May not transfer towards an NSHE bachelor's degree

This course covers the basics of tree care as it applies to trees in the urban environment. The semester will begin with biology of trees in order to help the student to understand why it is necessary to follow the practices that will be described throughout the class. Also, the biological portion of the class will increase the appreciation for trees, an understanding of the complex physiological processes that take place within trees will raise them from inanimate objects to fellow inhabitant and contributors to the environment in the urban setting. Completion of this course and Urban Tree Care II will provide the student with the resources necessary to prepare for the International Society of Arboriculture' Certification for Arborists Examination.

ADT 178 # - Fundamentals of Horticulture Units: 3

Transferability: May not transfer towards an NSHE bachelor's degree

Introduction to horticulture practices including plant classification, plant structure, function, growth, propagation, development and limiting factors of growth. Two hours of lecture and three hours of laboratory each week.

ADT 198 # - Special Topics in ADT Units: 0.5-6

Transferability: May not transfer towards an NSHE bachelor's degree

Various short courses and experimental classes covering a variety of subjects. The course will be variable credit of one-half to six depending on the class content and number of hours required. The course may be repeated for up to six credits.

ADT 230 # - Mechanical and Electrical Equip for Buildings Units: 3

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: ADT 105 or AAD 125.

Basic design computations and drafting concepts used in selection and layout of mechanical and electrical systems for buildings. Two hours lecture and three hour lab.

ADT 245 # - Statics and Strength of Materials Units: 3

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: MATH 108 or higher or qualifying Accuplacer.

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.

ADT 256 # - Introduction to Land Use Planning Units: 3

Transferability: May not transfer towards an NSHE bachelor's degree

This class will discuss the establishment of goals, policy development and implementation of plans for land use in various geographic areas. The use of GIS/GPS systems for data gathering and analytical tools will be discussed as well as their use to track resource scarcity and environmental deterioration problems. This is a lecture class. It is the prerequisite to Advanced GIS/GPS for architects, engineers and planners.

ADT 270 # - Greenhouse Management Units: 3

Transferability: May not transfer towards an NSHE bachelor's degree

This course covers greenhouse management from the construction of the greenhouse itself, to the harvesting of the plants grown within it. Students will learn how to control the environment in the greenhouse, how to pasteurize soils and which are the best plants to propagate.

ADT 290 # - Intern in Arch Design Technology Units: 1-8

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: 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.

Astronomy (AST)

AST 104 # - Introductory Astronomy: Stars and Galaxies **Units: 3**
Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: MATH 120 or equivalent or qualifying ACCUPLACER, ACT/SAT test result.

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.

AST 198 # - Special Topics in Astronomy **Units: 0.5-6**
Transferability: May not transfer towards an NSHE bachelor's degree

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.

Automotive (AUTO)

AUTO 101 # - General Auto **Units: 2-7**
Transferability: May not transfer towards an NSHE bachelor's degree

An introductory course describing the principles of operation, design, construction and maintenance of automobiles. Activities include shop safety emphasis, use of service manuals, use of tools and fasteners, general maintenance of cooling systems, lubricating systems; an overview and demonstration of electrical, fuel and ignition systems; an overview and explanation of chassis, steering, suspension and brake systems. Human relations, leadership and work ethics related to the automotive industry will also be covered.

AUTO 111 # - Automotive Electricity **Units: 4**
Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: AUTO 101 or DT 101 or DT 250

Foundation course in concepts and theories of light duty vehicle electrical circuits and components. Emphasis is placed on application of principles to operate electrical meters, scope meters, and other electrical test equipment. Schematic wiring diagrams will be used to interpret circuit operation and formulate diagnostic procedures. This course satisfies 20 hours of instruction toward completing the embedded math curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A.

AUTO 112 # - Automotive Electricity II **Units: 4**
Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: AUTO 111 or instructor permission. Course may be taken concurrently with AUTO 111.

Building on prior training, AUTO 112 examines the fundamental operation and testing of electronic devices and components. Operation and diagnostic methods for testing and repair of the battery, charging systems, and starting systems.

AUTO 136 # - Engine Repair **Units: 5**
Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: AUTO 101 or instructor permission.

This course introduces the theory and operation of internal combustion engines and related sub-systems used in light duty vehicles. Different types of light duty engines will be disassembled; parts will be identified and inspected. The engine will be reassembled to manufacturer's specification.

AUTO 145 # - Automotive Brakes **Units: 5**
Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: AUTO 101 or instructor permission.

This course introduces the theory and design requirements for brake systems used on automotive and light truck application. Emphasis is placed on mechanical, hydraulic and vacuum system operations. Students will be introduced to principles of hands-on skills for service and repair of brake systems. Student will be introduced to principles of operation and repair of anti-lock brake systems.

AUTO 150 # - Steering and Suspension Systems **Units: 5**
Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: AUTO 101 or instructor permission.

This course introduces theory and practical application of operation, diagnosis, and hands-on skills to maintain and repair light duty vehicle steering and suspension systems. Emphasis will be placed on front wheel and rear wheel vehicles, four wheel drive, and all wheel drive vehicles. Students will be introduced to wheel alignment strategies and alignment procedures. Tire and wheel maintenance will be included.

AUTO 165 # - Auto Heating and Air Conditioning **Units: 5**
Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: AUTO 111 or instructor permission.

This course introduces students to theory, diagnosis, and hands-on skills to service and repair light duty vehicle climate control and air conditioning systems. Presented in this course are operation of air distribution systems, refrigeration system and computer controlled systems. Students will be introduced to safe handling of refrigerant, recovery/recycling, and recharge of the refrigerant system. Students may apply for the ASE recovery and recycle license during class.

AUTO 198 # - Special Topics in Auto **Units: 0.5-6**
Transferability: May not transfer towards an NSHE bachelor's degree

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. This course may be repeated for up to six credits.

AUTO 205 # - Manual Drive Trains and Axles**Units: 4**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: AUTO 101 or instructor permission.

This course covers theory and operation of the automotive and light truck manual drive trains and axles. Emphasis is placed on the manual transmissions, clutches, transfer cases and drive axles. Components will be checked for wear or failed parts. The drive train components will be reassembled to manufactures specifications.

AUTO 216 # - Automatic Transmissions**Units: 5**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: AUTO 101 or instructor permission.

Study of theory and fundamental principles of automotive and light truck automatic transmissions and transaxles. Emphasis is placed on the mechanical, hydraulic, and electrical control systems of the transmission. Student will be introduced to service operations and hands-on skills needed for repair and overhaul of a variety of transmissions.

AUTO 225 # - Engine Performance I**Units: 4**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: AUTO 111 or instructor permission.

Foundation course for engine performance concerns, testing, and repair. Study of operation and relationships of basic mechanical engine components, ignition system, and fuel delivery systems. Develop hands-on skills while testing and repair using specialized test equipment.

AUTO 227 # - Engine Performance II**Units: 4**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: AUTO 225.

Building on prior training, AUTO 227 introduces the student to computerized fuel injection control sensors and components. Presented in this course are OBD 11 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.

AUTO 235 # - Engine Performance III**Units: 4**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: 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.

AUTO 265 # - Electrical/Electronic Systems III**Units: 4**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: 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.

AUTO 290 # - Internship in Automotive Level I**Units: 1-6**

Transferability: May not transfer towards an NSHE bachelor's degree

The purpose of this course is to provide Automotive Industry Technicians with the opportunity to supplement course work with practical work experience related to the student's first three semesters of classroom and lab experiences. The course is an extension to and application of the classroom training through work experience under immediate supervision of experienced personnel at the industry work site. A qualified faculty member directly supervises the student's internship experience by working closely with the student and the employer through telephone contact, site visitations, student reports and reports from the student's supervisor. Credit is awarded (at a rate of 75 hours of work per credit) for the accomplishment of individualized specific occupational learning objectives written by the employer, student, and faculty member; maintenance of time sheets; and final project. Student grades will be assigned as a cooperative effort between the faculty member and the job supervisor.

Aviation (AV)

AV 101 # - Introduction to Unmanned Aerial Systems**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: ALL SEMESTERS

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.

AV 102 # - Unmanned Aerial System Construction Project**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: SPR/FALL

Enrollment requirements: 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 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**Units: 3-6**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

AV 210 # - Instrument Ground School (Airplane) Units: 3

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: AV 110.

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.

AV 213 # - Unmanned Aircraft Simulation Units: 1

Transferability: May not transfer towards an NSHE bachelor's degree

This course provides students the opportunity to gain flight skills by use of flight simulators prior to actual aircraft operation. These simulators will allow students to experience the flight characteristics that are unique to different classes of unmanned aircraft.

AV 216 # - UAS Flight Operations Units: 3

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: AV 213

This course will introduce students to operations of a variety of Unmanned Aerial Systems in a real-world environment.

Biology (BIOL)

BIOL 100 # - General Biology for Non-Majors Units: 3

Term Typically Offered: ALL SEMESTERS

An introductory course emphasizing the processes of science and the fundamentals of biology. Includes a basic introduction to molecules, cells and metabolism, the flow of genetic information, evolutionary theory, and ecological processes. Connects life science concepts to the understanding of everyday concerns such as human health. Designed for the non-science major and meets UNR core curriculum science requirement; cannot be used for credit toward biology major. Three lecture hours per week and four laboratory experiences throughout the semester.

BIOL 105 # - Introduction to Neuroscience Units: 3

Term Typically Offered: SPR/FALL

This course will provide a framework for understanding the fundamental, biological processes that are involved in human behavior and cognition. Topics surveyed will introduce basic principles of neuroscience, including: the divisions of the human nervous system, the cells of the nervous system and neural function. In addition, students will engage in discussion of how brain function supports higher-order cognitive processes and how behavior and cognition are impacted by neurological diseases. Same as PSY 105.

BIOL 106 # - Introduction to Evolution and Adaptation Units: 3

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.

BIOL 110 # - Biology for Elementary/Middle Level Education Units: 3

Term Typically Offered: FALL

An introductory course emphasizing major concepts and pedagogical techniques in the field of biology. The course is designed for prospective teachers. It incorporates scientific methodology and content knowledge into hands-on investigation that may be used at the elementary and middle school levels. Transfers as 3 credits to UNR and meets TMCC and UNR requirements for AA and BS degrees in Elementary Education. Two hours of lecture and three hours of laboratory per week.

BIOL 113 # - Life in the Ocean Units: 3

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.

BIOL 188 # - Foundations in Scientific Literacy Units: 1

Transferability: May not transfer towards an NSHE bachelor's degree

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. *

BIOL 190 # - Introduction to Cell and Molecular Biology Units: 3

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: MATH 120 or higher and ENG 101 or ENG 113 – OR – Corequisite: MATH 126 or higher and ENG 101 or ENG 113 – OR – qualifying Accuplacer, SAT or ACT scores for these courses. MATH 126 or higher is recommended for AS degrees.

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.

BIOL 190L # - Introduction to Cell and Molecular Biology Laboratory Units: 1

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite or Corequisite: BIOL 190.

An introductory laboratory course focusing on scientific inquiry and investigation of cell and molecular biology principles, use of laboratory equipment, and metric system measurements and conversions. Both BIOL 190 & BIOL 190L are prerequisites for the following biology courses: BIOL 191, BIOL 191L, and BIOL 251. BIOL 190L can be taken as a prerequisite or co-requisite for BIOL 223.

BIOL 191 # - Introduction to Organismal Biology**Units: 3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: BIOL 190 and BIOL 190L;
Corequisite: BIOL 191L.

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.

BIOL 191L # - Intro to Organismal Biology Lab**Units: 1**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: BIOL 190 and BIOL 190L -- AND --
Corequisite: BIOL 191.

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.

BIOL 198 # - Special Topics in Biology**Units: 0.5-6**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

BIOL 200 # - Elements of Human Anatomy and Physiology**Units: 3**

Term Typically Offered: SPRING

A basic survey of human anatomy and physiology for medical office workers and technicians. Supports the Surgical Technology program at Western Nevada College and satisfies the general education science requirement for an AAS, AGS and Certificate of GS at TMCC.

BIOL 202 # - General Botany**Units: 4**

An introduction to the development, anatomy, physiology, taxonomy, diversity and evolutionary relationships of the major plant groups. Topics include organization of plant cells and tissue systems, morphology, respiration and photosynthesis, genetics, growth and development, environmental factors, nutrition, ecology, and mechanisms of evolution.

BIOL 223 # - Human Anatomy and Physiology I**Units: 4**

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: BIOL 190. Prerequisite or corequisite: BIOL 190L.

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.

BIOL 224 # - Human Anatomy and Physiology II**Units: 4**

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: A grade of 'C' or better in BIOL 223.

A continuation of BIOL 223 with increased emphasis on body chemistry. Body systems covered include circulatory, respiratory, digestive, reproductive, urinary, endocrine, lymphatic and immune. Required for most allied health programs. Three hours of lecture and three hours lab per week. May not be taken prior to or concurrently with BIOL 223. This course transfers for four credits to UNR, UNLV, and NSC.

BIOL 251 # - General Microbiology**Units: 4**

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: BIOL 190 and BIOL 190L.

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.

BIOL 273 # - Research Experience**Units: 1-6**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: A grade of 'B' or better in BIOL 190 and BIOL 190L and permission of the instructor.

A research-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.

BIOL 275 # - Gross Anatomy Dissection**Units: 1-3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: A grade of B or better in BIOL 223 AND permission of the instructor.

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.

BIOL 290 # - Internship in Biology**Units: 1-8**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: 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.

BIOL 295 # - Current Topics in Infectious Disease**Units: 1-3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: BIOL 251

This is a seminar type course covering current topics/issues in infectious diseases.

BIOL 299 # - Selected Topics in Biology

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: 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.

Business (BUS)

BUS 101 # - Introduction to Business

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: MATH 96 or a grade of 'C' or better in BUS 117; ENG 101, ENG 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.

BUS 106 # - Business English

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: ENG 98 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

Term Typically Offered: SPR/FALL

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

Term Typically Offered: SPR/FALL

Enrollment requirements: 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.

Units: 1-3**BUS 112 # - Customer Service**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: 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.

BUS 117 # - Applied Business Math

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Math 95 equivalent or higher, or qualifying Accuplacer, SAT/ACT scores.

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.

BUS 150 # - Personal Finance

Transferability: May not transfer towards an NSHE bachelor's degree

An introductory course in personal financial planning. Topic areas include: personal financial statements, budgeting, time value concepts, banking, obtaining and managing credit, identity theft, interest rates, insurance, investments, retirement planning, and taxation.

BUS 198 # - Special Topics in Business

Transferability: May not transfer towards an NSHE bachelor's degree

Various short courses and experimental classes covering a variety of subjects. The course will be a variable of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.

BUS 225 # - Business Operations Applied Statistics

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: MATH 120; or qualifying Accuplacer, ACT, SAT scores; or permission of the instructor.

This one semester course applies concepts of descriptive statistics, probability, and inferential statistics directly to business operations with an emphasis on the creation and interpretation of reports for decision-making. Topics include: methods to collect, present, and interpret data; interpretation of probability distributions; and variance, regression and time-series analysis. Excel and other appropriate software will be used to perform data analysis and prepare reports.

BUS 272 # - Legal Environment

Term Typically Offered: SPR/FALL

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.

Units: 3**Units: 3****Units: 3****Units: 0.5-6****Units: 3****Units: 3**

BUS 275 # - Fundamentals of International Business**Units: 3**

This course will introduce the student to the exciting world of International Business. It will examine the following: direct focus on the development of management skills in handling problems of multinational business; analysis of problems stemming from the movement of goods, services, human resources, technology, finance, legal and political risk and ownership across national boundaries.

BUS 290 # - Internship in Business**Units: 1-8**

Transferability: May not transfer towards an NSHE bachelor's degree

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).

BUS 325 # - Legal Environment**Units: 3**

Enrollment requirements: Prerequisite: ENG 102 or equivalent or permission of the instructor.

This course introduces students to the fundamental legal and regulatory parameters that define, promote, and limit business activities. Topics include an overview of the legal system, administrative agencies, constitutional law, consumer protection, contracts, criminal law, employment law, environmental law, ethics, forms of business organizations, product liability, property, and torts.

BUS 330 # - Business Presentations**Units: 3**

Enrollment requirements: Prerequisite: ENG 102 or ENG 114 and LGM 201; or instructor's approval.

In this course students will learn to appropriately prepare for various presentation types in the business environment, including in-person as well as virtual. Students will learn how to analyze and identify the audience's needs, speak, improve their delivery, and develop engaging and relevant visual aids for their audience. Students will explore delivery related topics including: posture, movement, gestures, expression, voice projection and variety. Students will practice developing compelling content and framing their presentation with logic and building their argument. Through practice, students will discover their strengths and get helpful feedback for making improvements, including tips for managing nervousness and distractions.

BUS 98 # - Fundamentals for Business**Units: 3**

This course prepares students with the fundamental skills that are required to achieve success within business studies and the related disciplines. Students will focus upon skills in reading business materials, doing basis business calculations and on writing and presenting business analysis.

Chemistry (CHEM)

CHEM 100 # - Molecules and Life in the Modern World**Units: 3**

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: ENG 98 and MATH 96 or qualifying ACCUPLACER, ACT/SAT scores.

A course for students with no science background. A general introduction into topics in inorganic and organic chemistry. Four laboratory experiences are required through the course period.

CHEM 103 # - Preparatory Chemistry**Units: 3**

Enrollment requirements: Prerequisite: MATH 96 equivalent or higher, or qualifying ACCUPLACER, SAT/ACT scores.

This course is a preparatory course for students with a deficiency in high school chemistry or who have not had chemistry before who wish to qualify for CHEM 110 or 121. Focus will be on developing problem solving skills and study skills in chemistry required to succeed in CHEM 110 or 121. Does not satisfy the General Education Core Science requirement.

CHEM 120 # - Recitation for General Chemistry I**Units: 1**

Enrollment requirements: Corequisite: Must be concurrently enrolled in CHEM 121.

Students must be concurrently enrolled in CHEM 121 in order to take this course. This course is a recitation section for CHEM 121 that includes additional practice in problem solving and chemistry skills used in CHEM 121.

CHEM 121 # - General Chemistry I**Units: 4**

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: ENG 98 and MATH 120 or equivalent or qualifying ACCUPLACER, ACT/SAT scores for these courses.

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.

CHEM 122 # - General Chemistry II**Units: 4**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: CHEM 121 and MATH 126 or equivalent or qualifying ACCUPLACER, ACT/SAT test results.

A second semester general chemistry course covering topics on intermolecular forces, kinetics, equilibrium, acid/base chemistry, thermodynamics, and electrochemistry. Course includes a weekly lab.

CHEM 198 # - Special Topics in Chemistry**Units: 0.5-6**

Transferability: May not transfer towards an NSHE bachelor's degree

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.

CHEM 201 # - General Chemistry for Scientists and Engineers Units: 4
Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: Previously or currently enrolled in MATH 181 -- AND -- completion of ENG 101 or ENG 102; or qualifying ACCUPLACER, ACT/SAT scores.

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 CHEM 201.

CHEM 202 # - General Chemistry for Scientists and Engineers II Units: 4
Term Typically Offered: FALL

Enrollment requirements: Prerequisite: CHEM 121 or CHEM 201 with a grade of 'B' or better; MATH 181 -- AND -- ENG 101 or ENG 102, or qualifying ACCUPLACER, ACT/SAT scores.

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.

CHEM 220 # - Introductory Organic Chemistry Units: 4
Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: CHEM 121. Recommended: CHEM 122.

A laboratory course which acquaints students with some of the fundamental principles of carbon chemistry and biological chemistry.

CHEM 241 # - Organic Chemistry I Units: 3
Term Typically Offered: FALL

Enrollment requirements: Prerequisite: CHEM 122 or CHEM 202.

Intensive introduction to the chemistry of carbon and its functional groups, including the structure and behavior of its molecules.

CHEM 241L # - Organic Chemistry for Life Sciences Lab I Units: 1
Enrollment requirements: Prerequisite or corequisite: CHEM 241.

Laboratory exercises in introductory organic chemistry. Stereo chemistry, separation and purification techniques, micro-scale organic reaction procedures.

CHEM 242 # - Organic Chemistry II Units: 3
Enrollment requirements: Prerequisite: CHEM 241.

Continuation of CHEM 241, covering simple and polyfunctional compounds, with emphasis on synthesis of organic molecules.

CHEM 242L # - Organic Chemistry for Life Sciences Lab II Units: 1
Enrollment requirements: Prerequisite or corequisite: CHEM 242

Laboratory exercises in intermediate organic chemistry with continued emphasis on micro-scale organic reaction procedures. Introduction to the identification of organic compounds using chemical and instrumental means (qualitative analysis).

Cisco (CSCO)

CSCO 120 # - CCNA Internetworking Fundamentals Units: 4
Term Typically Offered: SPR/FALL

Prerequisite: Strongly recommend minimum ACCUPLACER Reading Comprehension score of 74. This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced.

CSCO 121 # - CCNA Routing and Switching Essentials Units: 4
Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: CSCO 120 with a 'C' or better.

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.

CSCO 220 # - CCNA Scaling Networks Units: 3
Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: CSCO 121 with a C or better.

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.

CSCO 221 # - CCNA WAN Fundamentals Units: 3
Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: CSCO 220 with a C or better.

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.

CSCO 230 # - Fundamentals of Network Security Units: 4
Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: CSCO 121

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.

Clinical Lab Specialist (CLS)

CLS 151 # - Phlebotomy Units: 2

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: ALL SEMESTERS

Study of blood collection methods with emphasis on patient preparation, order of draw, identification, sample collection, and selected diagnostic tests performed in the clinical laboratory. This course must be taken concurrently with CLS 152, Applied Phlebotomy. If certification as a Phlebotomy Technician by the American Society for Clinical Pathology and licensure as a Lab Assistant in Nevada is desired, CLS 153 must be taken in addition to CLS 151 and CLS 152.

CLS 152 # - Applied Phlebotomy Units: 2

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: ALL SEMESTERS

A laboratory and classroom experience in which students obtain knowledge in and supervised practice of blood collection methods routinely used to collect patient 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.

CLS 153 # - Phlebotomy Clinical Practicum Units: 2

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: ALL SEMESTERS

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.

College Transition Math (CTM)

CTM 86 # - College Transition Math Units: 4

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: ACCUPLACER score of 34-79 in Arithmetic (AR) or 50-75 in Elementary Algebra (AG).

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 (COM)

COM 101 # - Oral Communication Units: 3

Term Typically Offered: ALL SEMESTERS

Theory and practice in the composition and delivery of public speeches. Advanced techniques of message development, organization, and style.

COM 113 # - Fundamentals of Speech Communications Units: 3

Term Typically Offered: SPR/FALL

Principles and theories of speech communication. Participation in public speaking and interpersonal communication activities.

COM 215 # - Introduction to Group Communication Units: 3

Term Typically Offered: SPR/FALL

An introductory course in communication as it functions within small task groups. Emphasis is on observation and analysis of actual small group behavior and on improvement of communication skills within the small group setting. Topics covered include leadership, conflict, norms, role structure, cohesiveness and decision-making. Course stresses student involvement in exercises, discussions and group projects.

COM 285 # - Communication Disabilities and Film Units: 3

Term Typically Offered: FALL

This course will cover popular films and their portrayal of individuals with communication disabilities, including how those portrayals promote both negative and positive images and how these images influence public perception of those with communication disabilities. The realities of communication disabilities will also be discussed.

Community Health Sciences (CHS)

CHS 101 # - Introduction to Community Health Sciences Units: 3

Term Typically Offered: ALL SEMESTERS

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.

CHS 102 # - Foundations of Personal Health and Wellness Units: 3

Term Typically Offered: ALL SEMESTERS

This course introduces the basic tenets of personal health and wellness. These include concepts of health, diet and exercise, relationships, disease prevention and making personal choices that promote a healthy lifestyle.

CHS 200 # - Introduction to Public Health Biology Units: 3

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: CHS 101 or BIOL 100 or higher.

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.

CHS 230 # - Introduction to Environmental Health Units: 3

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: CHS 101 or BIOL 100 or higher, CHEM 100 or higher, or ENV 100 or higher.

This course introduces students to the basic tenets of environmental health. These include concepts of environmental influences on disease, inter-relatedness of scientific disciplines with environmental health, emerging environmental issues, and environmental risk factors and exposure.

Computer Aided Drafting and Design (CADD)

CADD 100 # - Introduction to Computer-Aided Drafting Units: 3-4
Term Typically Offered: SPR/FALL

Introduction to the basic capabilities of a Computer Aided Drafting (CAD) system. Includes appropriate terminology, basic system design, typical hardware and software and applicable commands. Students will draw and solve drafting problems on a CAD system.

CADD 105 # - Intermediate Computer-Aided Drafting Units: 3-4
Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: CADD 100 and either DFT 100 or ADT 105.

Continuation of CADD 100 (formerly DFT 131). The course will cover advanced 2-D CAD operations. Student will draw and solve graphic problems on a CAD system.

CADD 140 # - Technical Drafting I Units: 3-4
Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: DFT 100 or CADD 100 or approval of instructor.

Applies the knowledge gained in DFT 100 to manufacturing situations according to industrial standards. Computer Aided Drafting Techniques are used to solve advanced drafting problems.

CADD 141 # - Technical Drafting II Units: 3-4
Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: CADD 140 or approval of instructor. Course may be taken concurrently with CADD 140.

Introduces shop processes, detail working drawings, precision dimensioning, limits and tolerances, design layouts, shop notes, parts lists, assembly drawings, developments and intersections, and pictorial drawings.

CADD 142 # - Technical Drafting III Units: 3-4
Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: CADD 140. Course may be taken concurrently with CADD 140.

Covers descriptive geometry and electronic drafting. Advances concepts introduced in CADD 141 through project oriented problem solving.

CADD 198 # - Special Topics in CADD Units: 1-6
Transferability: May not transfer towards an NSHE bachelor's degree

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.

CADD 200 # - Advanced Computer Aided Drafting Units: 3-4
Enrollment requirements: Prerequisite: CADD 105 and CADD 140.

An advanced course providing instruction and skill development on advanced features of CADD. Emphasis will be on Alternate Dimensioning Practices, Advanced Texting and Formatting, Advanced Dynamic Block Properties and an introduction to solid modeling.

CADD 210 # - CADD Project Units: 3-4
Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: CADD 100 and CADD 140.

Each student will complete a project that will increase his/her CAD skills.

CADD 245 # - Solid Modeling and Parametric Design Units: 3-4
Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: CADD 100 and CADD 105.

This course will introduce the student to 3D and solid modeling on a CAD system. Students will draw and solve graphic problems on a CAD system.

CADD 255 # - CAD Customization I Units: 3-4
Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: CADD 100 and CADD 105.

A basic course in customizing AutoCAD software. By using lecture as well as hands-on exercises, you will learn how to make AutoCAD more efficient and productive on an individual basis (screen appearance, pull-down menus, accelerator keys, tool bar groups and dialog boxes).

CADD 256 # - CAD Customization II Units: 3-4
Enrollment requirements: Prerequisite: CADD 100 and CADD 105.

A basic course in customizing AutoCAD software. By using lecture as well as hands-on exercises, you will learn how to make AutoCAD more efficient and productive on an individual basis (tablet menus, line types, multi-line types, hatch patterns, intro to autolisp and script files).

CADD 290 # - Internship in CADD Units: 1-6
Transferability: May not transfer towards an NSHE bachelor's degree

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.

CADD 299 # - Capstone/Assessment Units: 1-3
Transferability: May not transfer towards an NSHE bachelor's degree

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.

Computer Engineering (CPE)

CPE 201 # - Digital Design Units: 3
Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: CS 135 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)

CIT 107 # - Databases

Units: 1

Transferability: May not transfer towards an NSHE bachelor's degree

This beginning course is designed for people who are at an entry level and want to learn a general overview of current office database software, as well as be productive with simple tasks. Topics include creating and using a database, querying a database, maintaining a database, sharing data among applications, and creating reports and forms.

CIT 112 # - Network +

Units: 3

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: ALL SEMESTERS

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.

CIT 114 # - IT Essentials

Units: 4

Transferability: May not transfer towards an NSHE bachelor's degree

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.

CIT 128 # - Introduction to Software Development

Units: 4

Transferability: May not transfer towards an NSHE bachelor's degree

Prerequisite: Highly Recommend Math 95 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.

CIT 130 # - Beginning Java

Units: 3

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: CIT 128 or permission of instructor.

Java is a general-purpose, object-oriented programming language best known for, but not limited to, creating applets to run on the Internet. This course will include applet creation, but the primary emphasis will be on general purpose object-oriented programming.

CIT 134 # - Beginning C# Programming

Units: 3

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: CIT 128 or permission of instructor.

C# is a general-purpose, object-oriented programming language best known for its ability to create single-source solutions capable of running on a variety of devices (via the .NET platform). This course is the first semester of C# programming, and will include exposure to the .NET platform, but the primary emphasis will be on general-purpose object-oriented programming.

CIT 151 # - Beginning Web Development

Units: 3

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: CIT 128 or instructor approval. May take CIT 128 concurrently.

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.

CIT 152 # - Web Script Language Programming

Units: 3

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: FALL

Enrollment requirements: Prerequisite: CIT 151 with a 'C' or better, and CIT 130 or CIT 134 with a 'C' or better.

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.

CIT 173 # - Introduction to Linux

Units: 3

Term Typically Offered: SPR/FALL

An introduction to the Linux Operating System. Topics include Linux origin, file systems, user commands and utilities, graphical user interfaces, text editors, manual pages and shells. Students are expected to have basic computer literacy prior to enrolling in this course.

CIT 174 # - Linux System Administration

Units: 3

Term Typically Offered: SPR/FALL

This course covers a variety of topics: installing and configuring a Linux Server, managing users and groups, securing the system and much more. Students should complete CIT 173 or have knowledge of Linux fundamentals before attending this course.

CIT 176 # - Linux Shell Programming

Units: 3

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: CIT 173.

This course teaches the student how to customize the shell's configuration and create custom programs (shell scripts) that increase productivity by automating mundane tasks and extending the Linux command set.

CIT 180 # - Database Concepts and SQL

Units: 3

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: CIT 128 or permission of instructor.

This class is targeted for people with little or no SQL knowledge. The objective of this course is to familiarize students with the database concepts that they will need to be effective programmers. Although this course utilizes MySQL because of its open source nature, the topics presented in this course are fundamental and should apply to all relational databases. Course accents hands-on learning in a Structured Query Language (SQL) and SQL procedures.

CIT 198 # - Special Topics in CIT**Units: 1-6**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

CIT 201 # - Word Certification Preparation**Units: 3**

Term Typically Offered: ALL SEMESTERS

This course is designed to prepare students for the entry-level Microsoft Word certification exam. Students will create documents using formatting basics, tables, graphics, citations, mail merges, tables of contents, and custom features.

CIT 202 # - Excel Certification Preparation**Units: 3**

Term Typically Offered: ALL SEMESTERS

This course is designed to prepare students for the entry-level Excel certification exam. Students will create and edit workbooks, format and manage worksheets using formulas, charts, pictures and shapes.

CIT 203 # - Access Certification Preparation**Units: 3**

Term Typically Offered: SPR/FALL

This course is designed to prepare students for the entry-level Access certification exam. Students will create database tables, queries, forms and reports, use database tools, import, export, and secure and share data.

CIT 204 # - Powerpoint Certification Preparation**Units: 2**

Term Typically Offered: ALL SEMESTERS

This course is designed to prepare students for the entry-level PowerPoint certification exam. Students will create and edit presentations, use color schemes and templates, add graphics and produce multimedia slideshows.

CIT 211 # - MCITP/MCTS Windows Workstation OS**Units: 3-5**

Term Typically Offered: SPR/FALL

This course provides students with the knowledge and skills necessary to perform administration tasks in a peer to peer network or a workstation based system using Microsoft Windows. This course is suitable for people with no prior experience in system administration.

CIT 212 # - MCITP/MCTS Windows Server OS**Units: 3-5**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite or corequisite: CIT 211.

This course is intended for new-to-product support professionals who will be responsible for installing and configuring Microsoft Windows Server products and for those who are on the Microsoft Certified Systems Administrator (MCSA) or Microsoft Certified Systems Engineer (MCSE) certification tracks. It provides the knowledge and skills necessary to install and configure Windows Server products to create file, print and terminal servers.

CIT 213 # - MCITP/MCTS Network Infrastructure**Units: 3-5**

Term Typically Offered: FALL

Enrollment requirements: Prerequisite: CIT 212.

This course is designed to provide support professionals with the infrastructure knowledge and skills necessary to install and configure the Microsoft Windows Server and Microsoft Windows workstation operating system products.

CIT 214 # - MCITP Application Infrastructure**Units: 3-5**

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: CIT 212.

This course is designed to provide students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows server services. The course also focuses on implementing Group Policies and understanding the Group Policy tasks required to centrally manage users and computers. This course may be repeated.

CIT 215 # - MCITP Active Directory**Units: 3-5**

Term Typically Offered: SPR/FALL

This course teaches a topic which is selected from Microsoft's Windows electives used in its certification programs. Topics will be selected based on current standards in computer networking and industry demands in training. Topics will include, but not be limited to, active directory design, infrastructure design, security design, SQL design, implementation and administration, SNA implementation, Exchange Server design, implementation and administration, Proxy Server design, implementation and administration, as well as implementation of new utilities and programs as developed. This course may be repeated under different topics up to 50 times.

CIT 216 # - Server+**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: CIT 114

The Server+ course covers system hardware, software, storage, best practices in an IT environment, disaster recovery and troubleshooting. This class prepares the successful student to take and pass CompTIA's Server+ certification which is a globally accepted certification.

CIT 217 # - Security +**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: CIT 112 or CSCO 120 or instructor approval.

This is a basic IT security course that covers the current objectives of the CompTIA Security+ certification exam. Topics will include general security concepts, communications security, infrastructure security, basics of cryptography, and operational/organizational security.

CIT 230 # - Advanced Java**Units: 3**

Term Typically Offered: FALL

Enrollment requirements: Prerequisite: CIT 130 with a 'C' or better.

This course builds upon the foundation constructed in Beginning JAVA. Since JAVA works behind the scenes to power Internet applications, this class will focus more heavily upon application development with an emphasis on client-side and server-side techniques. Example topics include, but are not limited to, Swing, Collections, Multimedia, Networking, JDBC, Servlets and JSP, JavaBean and XML.

CIT 234 # - Advanced C# Programming Units: 3

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: CIT 134 with a grade of 'C' or better.

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.

CIT 251 # - Advanced Web Development Units: 3

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: CIT 151 and a beginning programming course (CIT 130 or CIT 134 or CS 135), or instructor approval.

This course prepares students to use server-side web technologies. The course covers the concepts, design and basic coding of advanced web applications, and is currently using PHP with MySQL Database.

CIT 257 # - Web Languages Units: 3

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: CIT 152 or instructor approval.

This course explores a variety of emerging technologies that are used in sophisticated Web sites. Students will explore advanced Internet topics that may include dynamic Web site content, database integration, e-commerce, security, server-side configurations, scripting, common gateway interfaces and Web application development. This particular course extends web programming with the introduction of MIT's App Inventor, a visual programming environment used to create mobile applications for the Android smart phone operating system.

CIT 263 # - Project Management Units: 3

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: CIT 114 and CIT 128 or instructor approval.

The purpose of this course is to help students gain the knowledge required to effectively plan, implement and complete IT projects across the organization. Topics will include business practices, interpersonal skills and management process.

CIT 271 # - Information Assurance II Units: 3

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: CIT 217.

This course focuses on understanding the layers of hardware and software control measures required to control the flow of traffic into and out of the network perimeter and provide an optimized perimeter defense. This course covers the content of the Security Certified Network Specialist (SCNS) certification.

CIT 290 # - Internship in CIT I Units: 1-6

Transferability: May not transfer towards an NSHE bachelor's degree

Work and study in participating and approved business organizations. Department approval required before acceptance of student into course. Department review of student's activities and development on the job required. This class will have variable credit of one to six depending on the work hours required. This course may be repeated.

CIT 291 # - Internship in CIT II Units: 1-6

Transferability: May not transfer towards an NSHE bachelor's degree

Available to students who have completed most Core and Emphasis requirements and have a 2.5 GPA. Work and study in participating and approved business organizations. Department approval required before acceptance of student into course. Department review of student's activities and development on the job required. This class will have variable credit of one to six depending on the work hours required. This course may be repeated.

CIT 298 # - Advanced Special Topics in CIT Units: 1-6

Transferability: May not transfer towards an NSHE bachelor's degree

Various short courses and workshops covering a variety of subjects in the advanced general Computer and Information Technology area. This class will have variable credit of one to six depending on the course content and number of contact hours required. This course may be repeated for up to six credits.

CIT 299 # - Independent Study in CIT Units: 1-6

Transferability: May not transfer towards an NSHE bachelor's degree

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.

Computer Science (CS)

CS 135 # - Computer Science I Units: 3

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: MATH 127 or MATH 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 151 # - Introduction to Cybersecurity Units: 3

Term Typically Offered: SPR/FALL

Introduction to fundamental concepts of cybersecurity, common cybersecurity vulnerabilities and threats, and techniques and tools for detecting and defending against cyber-attacks.

CS 202 # - Computer Science II Units: 3

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: CS 135 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

Term Typically Offered: SPR/FALL

Enrollment requirements: 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.

CS 252 # - Digital Forensics Fundamentals

Introduction to the basic computer and networking, forensic process, digital evidence collection, preserving the evidentiary chain, cybercrime statutes, and the legal aspects of search and seizure.

Computer and Office Technology (COT)

COT 101 # - Computer Keyboarding I

Transferability: May not transfer towards an NSHE bachelor's degree

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.

COT 110 # - Business Machines

Transferability: May not transfer towards an NSHE bachelor's degree

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.

COT 198 # - Special Topics in COT

Transferability: May not transfer towards an NSHE bachelor's degree

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

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: 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 business practices and strategies online, and intranet/internet site development and technologies.

COT 217 # - Office Publications

Enrollment requirements: 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.

Units: 3**COT 240 # - Executive Office Procedures**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: 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.

COT 290 # - Internship in Computer/Office Technology

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Completion of most Core and Emphasis courses and a cumulative GPA of 2.50 or higher. Proof of health insurance coverage required.

This real-world curriculum will reinforce the skills and knowledge acquired in the Administrative Professional program. Students will participate in on-the-job work experiences to satisfy learning objectives designed by a company official and faculty sponsor. Up to six semester credit hours may be earned on the basis of 75 hours of work experience per credit. The course may be repeated for up to six credits. Contact TMCC's Internship Coordinator to begin the application process and degree evaluation prior to contacting the department for approval and obtaining a faculty sponsor.

Construction Management (CONS)

CONS 111 # - Commercial Building Codes

Transferability: May not transfer towards an NSHE bachelor's degree

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.

CONS 120 # - Print Reading and Specification

Transferability: May not transfer towards an NSHE bachelor's degree

A study of the fundamental language utilized in construction drawing. Stresses the reading and interpretations of representative construction prints.

CONS 121 # - Principles of Construction Estimating

Transferability: May not transfer towards an NSHE bachelor's degree

A basic course designed to help construction professionals develop their understanding of the material take off or quantity 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.

Units: 3**Units: 1-6****Units: 3****Units: 3****Units: 3**

CONS 155 # - On-Site Construction Supervision Units: 3

Transferability: May not transfer towards an NSHE bachelor's degree

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.

CONS 198 # - Special Topics in Construction Units: 0.5-6

Transferability: May not transfer towards an NSHE bachelor's degree

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.

CONS 211 # - Construction Cost Control Units: 3

Transferability: May not transfer towards an NSHE bachelor's degree

This course is one of a series prepared for professional construction supervisors to help them become better supervisors. The instructor acts as a discussion stimulator and program guide in exposing the students to a variety of resources: workbooks with exercises, role-playing, case studies, critical incident studies, simulation, audio-tape presentation and testing. Topics include: the construction cycle, estimates, work and cost analysis, reporting and cost comparison, short interval production scheduling and production control.

CONS 221 # - Construction Estimating II Units: 3

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: CONS 121.

This is a continuation of CONS 121, Principles of Construction Estimating with an emphasis on more complex construction projects and the use of current industry computer applications.

CONS 281 # - Construction Planning, Scheduling and Control Units: 3

Transferability: May not transfer towards an NSHE bachelor's degree

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.

CONS 282 # - Construction Law Units: 2-3

Transferability: May not transfer towards an NSHE bachelor's degree

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.

CONS 283 # - Construction Documents and Specifications Units: 2

Transferability: May not transfer towards an NSHE bachelor's degree

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.

CONS 290 # - Internship in Construction Units: 1-8

Transferability: May not transfer towards an NSHE bachelor's degree

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.

Cooperative Education (CE)

CE 198 # - Special Topics in Cooperative Education Units: 0.5-6

Transferability: May not transfer towards an NSHE bachelor's degree

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.

CE 201 # - Workplace Readiness Units: 3

Transferability: May not transfer towards an NSHE bachelor's degree

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.

CE 290 # - Work Experience Units: 0.5-9

Transferability: May not transfer towards an NSHE bachelor's degree

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.

Core Humanities (CH)

CH 201 # - Ancient and Medieval Cultures Units: 3

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: ENG 102 or ENG 114; or completion of CH 202 or CH 203 with a 'D' or better.

Critical survey of Near East, Greece, Rome and Middle Ages; origins of Judaism, Christianity, Islam, philosophy and science; concepts like heroism, justice, and romantic love.

CH 202 # - The Modern World Units: 3

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: ENG 102 or ENG 114; or completion of CH 201 or CH 203 with a 'D' or better.

Analyzes Europe's legacy in shaping world ideas, institutions and cultures. Includes Renaissance; Reformation; Enlightenment; Romanticism; development of science and industry; political revolutions; colonialism; postcolonialism; globalization.

CH 203 # - American Experiences and Constitutional Change Units: 3
Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: ENG 102 or ENG 114; or completion of CH 201 or CH 202 with a 'D' or better.

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 Educational Psychology(CEP)

CEP 254 # - Biopsychosocial Factors in Addiction Units: 3
Term Typically Offered: FALL

Enrollment requirements: Prerequisite: CPD 116 or permission of instructor.

Theories of alcohol and other drug addictions with emphasis on the signs and symptoms of problematic use, as well as methods of assessment and intervention.

CEP 255 # - Developmental Theories-Prevention/Education Strategies Units: 3

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: CPD 116.

Impact of addiction on development in children and families, prenatal addiction and fetal alcohol syndrome, and current prevention and education models and services.

Counseling and Personal Development (CPD)

CPD 116 # - Substance Abuse-Fundamental Facts and Insights Units: 3
Term Typically Offered: SPR/FALL

This course covers the following topics related to substance abuse in our society: identification of substances, reasons for abuse of alcohol and of drugs, signs and symptoms of substance abuse, and approaches and techniques recognized as effective in substance abuse counseling. It is recommended that students take the BADA workshop Classification Of Alcohol in addition to this course for BADA certification. College credit can be given for the workshop.

CPD 120 # - Treatment Planning and Case Management Units: 2
Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: CPD 116.

This course is structured to provide each student with a working knowledge and understanding of treatment planning from intake to aftercare. Discusses data acquisition, the importance of maintaining up-to-date counseling goals and objectives, documentation of the therapeutic process, and federal and state requirements. It is recommended that students take the BADA workshop Confidentiality in addition to this course for BADA certification. College credit can be given for the workshop.

CPD 123 # - Career Choices and Changes Units: 2
Term Typically Offered: SPR/FALL

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 Units: 3
Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: CPD 116 and CPD 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)

CRJ 101 # - Introduction to Criminal Justice I Units: 3
Term Typically Offered: ALL SEMESTERS

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 Units: 3
Term Typically Offered: ALL SEMESTERS

Adjudicatory process, adult and juvenile corrections functions within the criminal justice system.

CRJ 103 # - Communication Within the Criminal Justice Field Units: 3
Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: 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.

CRJ 104 # - Introduction to Administration of Justice Units: 3
Term Typically Offered: ALL SEMESTERS

American criminal justice system, its development, components, and processes; includes consideration of crime and criminal justice as a formal area of study.

CRJ 106 # - Introduction to Corrections Units: 3
Term Typically Offered: SPR/FALL

History and analysis of development in corrections, recent innovations and future correctional systems structure and programs.

CRJ 110 # - Introduction to Nevada Law Enforcement Units: 3
Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: 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.

CRJ 125 # - Legal Careers and Law Schools Term Typically Offered: SPR/FALL	Units: 1	CRJ 215 # - Probation and Parole Term Typically Offered: SPR/FALL	Units: 3
Introduction to careers in law; preparing and applying for law school.		Survey of the probation and parole system of the United States through development of the present system. Shows different systems within the United States, executive clemency, parole, rights of prisoners, probationers and parolees, treatment strategies, administrative aspects, and correctional and professional aspects of the parole and probation officer.	
CRJ 126 # - Legal Research and Methods Term Typically Offered: SPR/FALL	Units: 1	CRJ 222 # - Criminal Law and Procedure Term Typically Offered: ALL SEMESTERS	Units: 3
Exposure to American legal thought, methods of reasoning, and research with a focus on identifying legal issues and developing basic legal research skills.		Enrollment requirements: Prerequisite: CRJ 101 or CRJ 104.	
CRJ 127 # - Legal Writing Term Typically Offered: SPR/FALL	Units: 1	CRJ 225 # - Criminal Evidence Term Typically Offered: SPR/FALL	Units: 3
Introduction to the process, structure and forms of legal argument and writing and citation skills.		Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds of degrees of evidence and rules governing admissibility; judicial decisions interpreting rights and case studies.	
CRJ 155 # - The Juvenile Justice System Term Typically Offered: SPRING	Units: 3	CRJ 226 # - Preventions and Control of Delinquency Term Typically Offered: FALL	Units: 3
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.		Survey and evaluation of police programs designed to prevent juvenile delinquency. Techniques of enforcement relative to the control of delinquency; investigation procedures in individual cases of delinquency and methods of referral to related agencies.	
CRJ 162 # - Investigative Photography I Transferability: May not transfer towards an NSHE bachelor's degree	Units: 3	CRJ 265 # - Introduction to Physical Evidence Term Typically Offered: SPR/FALL	Units: 3-4
A course covering the photographic processes and their use in police, fire and security services. An elemental knowledge of photography is required.		An overview of the forensic sciences. The role of science in the utilization of physical evidence in matters of criminal and civil law. Emphasis is placed on the value and assistance of modern scientific knowledge to the investigation. Includes laboratory demonstrations and direct experience examining physical evidence. Three hours lecture and three hours lab per week.	
CRJ 163 # - Investigative Photography II Term Typically Offered: SPR/FALL	Units: 3	CRJ 270 # - Introduction to Criminology Term Typically Offered: SPR/FALL	Units: 3
Enrollment requirements: Prerequisite: CRJ 162.		The course includes a brief history of the theories of criminology, the police, and the offender, with particular emphasis given to criminal career perspectives, detailing from a sociological standpoint, types of offenders who commit specific offenses.	
CRJ 164 # - Introduction to Criminal Investigation Term Typically Offered: SPR/FALL	Units: 3	CRJ 285 # - Selected Topics in Criminal Justice Transferability: May not transfer towards an NSHE bachelor's degree	Units: 1-6
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.		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.	
CRJ 198 # - Special Topics in Criminal Justice Transferability: May not transfer towards an NSHE bachelor's degree	Units: 0.5-6	CRJ 289 # - Law and Justice Term Typically Offered: ALL SEMESTERS	Units: 3
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.		Survey of law and justice from a multi-disciplinary perspective with special emphasis on comparative justice systems, race, ethnicity, and gender.	
CRJ 211 # - Police in America: An Introduction Term Typically Offered: ALL SEMESTERS	Units: 3		
Historical development, roles, socialization and problems of police work. Transfers to UNR as CJ 211 Police in America.			
CRJ 214 # - Principles of Police Patrol Techniques Term Typically Offered: SPR/FALL	Units: 3		
Identification of community problems which require prevention, suppression or control through the basic methods and techniques of police patrol. Special attention to the responsibilities of officers in varying patrol situations such as foot beats, one-person cars, K-9 corps, and/or tactical units. Techniques of observation and perception. Recognition of police hazards; their evaluation and proper police patrol action.			

CRJ 290 # - Internship in Criminal Justice**Units: 1-8**

Transferability: May not transfer towards an NSHE bachelor's degree

Work with selected law enforcement agencies, correctional agencies, or security organizations; scheduling to occur during the final semester for the student in the program.

CRJ 299 # - Special Topics**Units: 1-3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: CRJ 101 or CRJ 104.

Introduction to a selected major topic or issue of importance for students in law enforcement, courts or corrections.

Culinary Arts (CUL)

CUL 100 # - Sanitation/HACCP**Units: 2**

Term Typically Offered: SPR/FALL

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)**Units: 1**

Term Typically Offered: SPR/FALL

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**Units: 3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: MATH 96 or equivalent/qualifying test scores. Prerequisite or Corequisite: ENG 101 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**Units: 6**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: CUL 100, CUL 105, and ENG 101 or ENG 113 or equivalent/qualifying test scores.

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. Students will receive hands-on practice utilizing moist and dry heat cooking methods. Students 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**Units: 6**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: CUL 106.

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**Units: 3**

Term Typically Offered: FALL

Enrollment requirements: 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, canapes, 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**Units: 3**

Term Typically Offered: FALL

Enrollment requirements: 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
Term Typically Offered: SPRING

Units: 3

Enrollment requirements: Prerequisite: CUL 108

Course introduces students to the three main items of the cold kitchen; reception foods, canapes 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
Term Typically Offered: SPRING

Units: 3

Enrollment requirements: Prerequisite: CUL 106 and CUL 125.

Course designed to teach professional food preparation and bake-off techniques applicable in a variety of food service environments - supermarket bakery and deli departments, convenience stores, cafeterias, fast food outlets and contract management companies. Structured to develop culinary skills while utilizing convenience foods and frozen bakery products. Emphasis on equipment use, proper handling and proofing of frozen dough, finishing and packing products, assembling sandwiches and platters and product display. Most of the course oriented toward working with convenience foods and bake-off techniques.

CUL 195 # - Selected Topics in Culinary Arts
Term Typically Offered: SPR/FALL

Units: 1-6

Course designed to bring students current topical information on problems and/or issues, skills and/or techniques in various areas of food service. This course may be repeated for up to six credits.

CUL 198 # - Special Topics in Culinary Arts
Term Typically Offered: SPR/FALL

Units: 0.5-6

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.

CUL 200 # - Aromatics/Restaurant Experience
Term Typically Offered: SPRING

Units: 4

Enrollment requirements: Prerequisite: CUL 108.

Feed the folks who visit the Golden Frog, TMCC's student run restaurant. Students develop team skills as they plan and implement menus, develop and cost recipes, cook and serve the food and wash the dishes. Enhance dishes by discovering seasonings and their characteristics. This is a realistic experience in running a restaurant, meeting time deadlines and satisfying customers. It gives students a look at running a successful restaurant while developing speed in the kitchen.

CUL 210 # - American Regional Cuisine
Term Typically Offered: FALL

Units: 3

Enrollment requirements: Prerequisite: CUL 108.

Through lecture and hands-on cooking, students explore seven American regional cuisines and their local food specialties - New England, Middle Atlantic, Deep South, Texas and Southwest, Midwest and Mountain States, Pacific Northwest, California and Hawaii. Authentic recipes and ingredients will be utilized. Correct cooking techniques and authentic traditional seasonings are emphasized.

CUL 220 # - International Cuisine
Term Typically Offered: SPRING

Units: 3

Enrollment requirements: Prerequisite: CUL 108.

Through lecture and hands-on cooking, students explore seven important classical and trendy cuisines and some of their food specialties - French, German, Italian, Mexican, Japanese, Chinese and Caribbean. Authentic recipes and ingredients will be utilized. Correct cooking techniques and authentic traditional seasoning are emphasized.

CUL 225 # - Advanced Baking
Term Typically Offered: FALL

Units: 3

Enrollment requirements: Prerequisite: CUL 125.

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.

CUL 230 # - Pastry Arts

Units: 3

Enrollment requirements: Prerequisite: CUL 125 and CUL 225.

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.

CUL 245 # - The Business Chef
Term Typically Offered: SPRING

Units: 3

Enrollment requirements: Prerequisite: MATH 96 and ENG 101 or equivalent/qualifying test scores.

Course is intended to give the student the tools needed in today's tight labor market for advancement in the food service industry. Chefs, sous chefs, food managers, as well as owners, must know and understand food service math and the importance of the bottom line to an operations success. Students will be exposed to such topics as organizing a business's food costs, purchasing, equipment selection, facilities design, scheduling staff, calculate cost percentages, and breakeven points.

CUL 250 # - Saucier

Units: 3

Term Typically Offered: FALL

Enrollment requirements: Prerequisite: CUL 106.

This course teaches that sauces are created through patience, diligence and study and encourages the use of top quality ingredients. Students learn both classical and modern methods of sauce making and learn to use each sauce in at least one dish while learning other uses for the same sauce.

CUL 295 # - Work Experience in Culinary Arts

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: CUL 108 and CUL 125 and department approval.

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

Dance (DAN)

DAN 101 # - Dance Appreciation

Term Typically Offered: SPR/FALL

Units: 3

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.

DAN 132 # - Jazz Dance (Beginning)

Term Typically Offered: SPR/FALL

Units: 1

Beginning techniques of jazz dance. May be repeated to a maximum of four credits.

DAN 133 # - Jazz Dance (Beginning/Intermediate)

Term Typically Offered: SPR/FALL

Units: 1

Enrollment requirements: Prerequisite: DAN 132 or instructor approval.

Beginning/Intermediate work in the techniques of jazz dance. Repeatable up to four credits.

DAN 135 # - Ballet, Beginning

Term Typically Offered: SPR/FALL

Units: 1

Beginning techniques of ballet. May be repeated to a maximum of four credits.

DAN 136 # - Ballet, Beginning/Intermediate

Term Typically Offered: SPR/FALL

Units: 1

Enrollment requirements: Prerequisite: DAN 135 or instructor approval.

Beginning/Intermediate work in the techniques of ballet. Repeatable up to four credits.

DAN 138 # - Modern Dance, Beginning

Term Typically Offered: SPR/FALL

Units: 1

Beginning techniques of modern dance. May be repeated to a maximum of four credits.

DAN 139 # - Modern Dance, Beginning/Intermediate

Term Typically Offered: SPR/FALL

Units: 1

Enrollment requirements: Prerequisite: DAN 138 or instructor permission.

Beginning/Intermediate work in the techniques of modern dance. Repeatable up to four credits.

DAN 144 # - Tap Dance (Beginning)

Term Typically Offered: SPR/FALL

Units: 1

Beginning, basic techniques of tap dance. Repeatable up to four credits.

DAN 145 # - Intermediate Tap Dance

Term Typically Offered: SPR/FALL

Units: 1

Enrollment requirements: Prerequisite: DAN 144.

Intermediate Tap Dance is designed to reinforce the basic tap dance skills introduced in Beginning Tap Dance and to introduce students to new tap dance techniques. May be repeated for up to four credits.

DAN 188 # - Choreography I: Improvisation for Composition

Practical application of the techniques of improvisation for its use in composition.

Units: 2**DAN 232 # - Jazz Dance (Intermediate)**

Term Typically Offered: SPR/FALL

Units: 1

Enrollment requirements: Prerequisite: DAN 133 or instructor approval.

Intermediate work in the techniques of jazz dance.

DAN 235 # - Ballet (Intermediate)

Term Typically Offered: SPR/FALL

Units: 1

Enrollment requirements: Prerequisite: DAN 136 or instructor approval.

Ballet, Intermediate work in the techniques of ballet. Repeatable up to four credits.

DAN 236 # - Ballet (Intermediate/Advanced)

Term Typically Offered: SPR/FALL

Units: 1

Enrollment requirements: Prerequisite: DAN 235 or instructor approval.

Ballet (Intermediate/Advanced) work in the techniques of ballet. Repeatable up to four credits.

DAN 238 # - Modern Dance Intermediate

Term Typically Offered: SPR/FALL

Units: 1

Enrollment requirements: Prerequisite: DAN 138 or equivalent.

Intermediate techniques of modern dance. May be repeated to a maximum of four credits.

DAN 239 # - Modern Dance, Intermediate/Advanced

Term Typically Offered: SPR/FALL

Units: 1

Enrollment requirements: Prerequisite: DAN 238 or equivalent experience.

Intermediate/Advanced work in the techniques of modern dance. Repeatable up to four credits.

DAN 244 # - Tap Dance (Intermediate)

Term Typically Offered: SPR/FALL

Units: 1

Enrollment requirements: Prerequisite: DAN 145 or instructor approval.

Intermediate work in the techniques of tap dance. Repeatable up to four credits.

DAN 281 # - Dance Performance

Enrollment requirements: Prerequisite: Audition and/or approval of instructor.

Units: 1

Learning of repertory and new choreography leading to formal and informal performance opportunities. Repeatable up to four credits.

DAN 287 # - Concert Dance Company **Units: 1**
 Professionally structured rehearsal of repertory and new choreography in preparation for formal performances, educational outreach programs and possible touring. May be repeated for up to four credits.

DAN 288 # - Choreography II: Elements of Dance Composition **Units: 3**
 Enrollment requirements: Prerequisite: DAN 188.

Elements of dance composition including experience in spatial relationships, dynamics, movement qualities and design. Exploration of these elements through movement studies.

DAN 295 # - Independent Study: Dance **Units: 1-3**
 Enrollment requirements: Prerequisite: Approval of instructor.

Tutorial study of special projects in Dance. A student submits a detailed project description and the objectives and learning outcomes specific to the project are formulated by the instructor and student.

Dental Assisting (DA)

DA 110 # - Orientation to Dental Assisting **Units: 1-3**
 Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Acceptance to the Dental Assisting Program.

The legal, ethical, moral and professional responsibilities of dental personnel in the practice of dentistry. Personal requirements, professional conduct, interpersonal relationships, methods of acquiring and training certification of the dental assistant, recognition of dental forms, and an introduction to dental and medical terminology. One (1) hour of class time per week.

DA 111 # - Dental Radiography I **Units: 3**
 Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Acceptance to the Dental Assisting Program.

Production, characteristics and biologic effects of radiation; function, components and operation of the X-ray unit; radiation protection and monitoring; components and care of X-ray film; chemistry and techniques associated with X-ray film and the developing solutions. Review of anatomical landmarks, X-ray placement, identification and correction of radiographic errors; recording pertinent data; specialized procedures and techniques for pediatric dentistry. The bisecting technique adapted to an adult, pediatric manikins and human patients.

DA 112 # - Dental/Head and Neck Anatomy **Units: 3**
 Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Acceptance to the Dental Assisting Program.

The anatomy and physiology of the head and neck are included. Embryology, histology, tooth morphology, occlusion, and periodontal tissues are studied with special emphasis on tooth forms. Developmental and structural defects involving the oral cavity and teeth. Three (3) hours lecture are required per week.

DA 115 # - Dental Health Education **Units: 1**
 Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Acceptance to the Dental Assisting Program.

Principles of preventive dentistry to include: nutritional physiology, essentials and counseling effect of nutrition on dental health; epidemiology, etiology and prevention of dental disease; design and management of a plaque control program and additional preventive measures, i.e., fluoride and sealant utilization. One (1) hour of class time per week is required.

DA 116 # - Preclinical Dental Science **Units: 1.5**
 Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Acceptance to the Dental Assisting Program.

Principles of microbiology, disease transmission, the universal numbering system, dental clinical charting with geometric and anatomical representations, periodontal charting, local anesthetic, vital signs and emergency prevention are discussed in depth. An introduction to body systems; respiratory and circulatory as they impact dental care delivery are presented.

DA 117 # - Dental Materials and Techniques I **Units: 2**
 Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Acceptance to the Dental Assisting Program.

An in-depth, comprehensive course of the properties, techniques and manipulation of dental materials used in operative dentistry. The dental materials discussed are bases and varnishes, amalgam and components, aesthetic and posterior composites, cements and impression materials. One two-hour lecture each week.

DA 119 # - Dental Chairside Procedures **Units: 4**
 Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Acceptance to the Dental Assisting Program.

A course designed for the development of dexterity and professional competencies needed to assist in four and six handed dentistry procedures utilized in general dentistry are taught to laboratory proficiency. Demonstration of proper posture and form at chair side, positive communication, sterilization and disinfecting, adherence to infection control protocols and OSHA requirements of instrument names, use and care are stressed. Two hours of lecture and eight (8) hours laboratory are required each week.

DA 121 # - Dental Radiography II **Units: 2-3**
 Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Acceptance to the Dental Assisting Program.

The intraoral paralleling technique with its variables; evaluation of film quality; recognition of anomalies with differential tissue densities; preliminary film interpretation for charting and tray setup; specialized procedures for endodontia, the edentulous and geriatric patient; panoramic radiography lateral jaw and skull surveys; also legal considerations.

DA 122 # - Clinical Dental Science**Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Acceptance to the Dental Assisting Program.

A continuation of DA112 including the study of oral pathology, pharmacology, medical emergencies. Also included is an introduction of body systems: muscular, skeletal, endocrine, exocrine and reproductive systems.

DA 123 # - Practice Management and Procedures**Units: 1-3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Acceptance to the Dental Assisting Program.

Principles of dental office routine, management of dental office supplies, team responsibilities, receptionist and secretarial duties, dental bookkeeping, appointment control, laboratory prescriptions, letter writing, collections, telephone technique and filing. Employment interview techniques, employee rights and benefits, and an introduction to computer application in a dental office.

DA 125 # - Supervised Clinical I**Units: 4**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Acceptance to the Dental Assisting Program.

A continuation of DA119 elevating laboratory proficiency to clinical proficiency in accordance with the State Dental Practice Act during two (2) rotations in selected private dental practices. One hour lecture and sixteen (16) clinical experience hours per week are required.

DA 127 # - Dental Materials and Lab Techniques II**Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Acceptance to the Dental Assisting Program.

A practical, hands-on study of dental laboratory equipment safety and utilization of materials such as plaster/stone/die, model trimming, custom tray acrylic, aluminum and acrylic temporaries, simple orthodontic appliances and prosthodontic cleaning and polishing.

DA 135 # - Supervised Clinical II**Units: 5**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Acceptance to the Dental Assisting Program.

A continuation of DA 125 with clinical training in dental specialties, i.e., endodontics, oral surgery, orthodontics, pediatric dentistry, periodontics, prosthodontics and an overview of oral pathology and dental public health. Thirty (30) hours of lecture and 128 hours of clinical experience are required.

DA 137 # - Specialized Dental Assisting**Units: 1**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Acceptance to the Dental Assisting Program.

An introduction to dental assisting as it relates to the specialties in dentistry, orthodontics, pedodontics, oral surgery, periodontics, endodontics, and prosthodontics. A survey of the role of the dental assistant in public health dentistry is included.

DA 198 # - Special Topics Dental Assisting**Units: 0.5-6**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

DA 285 # - Selected Topics in Dental Assisting**Units: 1-6**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Acceptance to the Dental Assisting Program.

A course designed to assist the working dental assistant in updating, reviewing and increasing proficiency in a variety of dental assisting areas. One (1) hour class time per week for each credit is required.

DA 290 # - Internship in Dental Assisting**Units: 1-8**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

Dental Hygiene (DH)

DH 102 # - Oral Biology**Units: 4**

Term Typically Offered: FALL

Enrollment requirements: Prerequisite: Acceptance to the Dental Hygiene program.

Histology and embryology of oral structure formation. Clinical recognition of normal oral structures, study of physiological and structural functions of the teeth, head and neck and supporting tissues.

DH 103 # - Head and Neck Anatomy**Units: 2**

Term Typically Offered: FALL

Enrollment requirements: Prerequisite: Acceptance to the Dental Hygiene program.

Anatomy of the head and neck with emphasis on structure and physiology of the oral cavity.

DH 104 # - Dental Hygiene I**Units: 3**

Term Typically Offered: FALL

Enrollment requirements: Prerequisite: Acceptance to the Dental Hygiene program.

Must be taken in sequence in dental hygiene curriculum. Introduction to dental hygiene practice. Use and care of instruments, medical and dental histories, appointment procedures and clinical operations. (2 hours lecture/discussion)

DH 105 # - Intro to Clinical Practice Term Typically Offered: FALL	Units: 2	DH 118 # - Advanced Clinical Topics in Dental Hygiene Term Typically Offered: SUM	Units: 2
Enrollment requirements: Prerequisite: Acceptance to the Dental Hygiene program.		Enrollment requirements: Prerequisite: Acceptance to the Dental Hygiene program.	
Must be taken concurrently with DH 104. Clinical application of diagnostic, preventive and therapeutic procedures utilized in patient care by a dental hygienist.		The focus of DH 118 is on advanced instrumentation, ultrasonic devices, root planing, gingival curettage, subgingival irrigation, hypersensitivity treatment, instrument sharpening, care of dental implants and oral prostheses, and other adjunct treatment.	
DH 107 # - Legal and Ethical Implications in Dental Hygiene Term Typically Offered: SPRING	Units: 1	DH 120 # - Fundamentals of Nutrition in Dentistry Term Typically Offered: SPRING	Units: 3
Enrollment requirements: Prerequisite: Acceptance to the Dental Hygiene program.		Enrollment requirements: Prerequisite: Successful completion of all first semester Dental Hygiene courses and acceptance in the Dental Hygiene program.	
Introduction to professional, legal and ethical concepts in Dental Hygiene. (1 hour lecture/discussion)		Introduction to principles of basic biochemistry. Application of nutritional education to dental hygiene practice. (3 hours lecture).	
DH 110 # - Concepts of Oral Health Term Typically Offered: SUM	Units: 2	DH 202 # - Pharmacology Term Typically Offered: SPRING	Units: 2
Enrollment requirements: Prerequisite: Acceptance to the Dental Hygiene program.		Enrollment requirements: Prerequisite: Acceptance to the Dental Hygiene program.	
Basic concepts of oral health care, adjunctive aids and foundation of preventive strategies. Introduction to product evaluation, disease process, needs assessment, behavior modification, learning principles, deposits, stains and fluoride.		A study of drugs by groups with special emphasis on those used in dentistry including their physical and chemical properties, dosage and therapeutic effects. (2 lecture hours).	
DH 112 # - Oral Radiology Term Typically Offered: FALL	Units: 3	DH 203 # - Special Patients Term Typically Offered: FALL	Units: 2
Enrollment requirements: Prerequisite: Acceptance to the Dental Hygiene program.		Enrollment requirements: Prerequisite: Acceptance to the Dental Hygiene program.	
A study of the theory of radiology, the techniques of film exposure, processing, mounting and interpreting. Radiation dosage and hazards as well as protection services for patient and operator are stressed. (2 lecture hours, 3 Clinic hours)		Considerations in the treatment of patients with specific physical and mental challenges with a special emphasis on the management of the geriatric patient. (2 lecture hours)	
DH 113 # - General and Oral Pathology Term Typically Offered: SPRING	Units: 3	DH 205 # - Clinical Practice II Term Typically Offered: FALL	Units: 5
Enrollment requirements: Prerequisite: Successful completion of all first semester Dental Hygiene courses and acceptance in the Dental Hygiene program.		Enrollment requirements: Prerequisite: Acceptance to the Dental Hygiene program.	
The fundamentals of microscopic and gross pathology disease, repair, healing and regression. Recognition of the normal and abnormal in the oral cavity and human body. (3 lecture hours)		Clinical application of diagnostic, preventive, and therapeutic procedures utilized in patient care by a dental hygienist, with increased levels of achievement in all dental hygiene skills. 1 hour seminar, 16 hours clinic.	
DH 115 # - Clinical Practice I Term Typically Offered: SPRING	Units: 3	DH 207 # - Periodontics I Term Typically Offered: FALL	Units: 2
Enrollment requirements: Prerequisite: Acceptance to the Dental Hygiene program.		Enrollment requirements: Prerequisite: Acceptance to the Dental Hygiene program.	
Practice in performing oral prophylaxis, equipment maintenance and sterilization, patient management, patient education, use of fluorides, charting and inspection of teeth, patient scheduling and follow up care systems. 12 hours clinic.		The study of periodontal diseases, etiologies, recognition of normal periodontium and deviations of normal, clinical assessment, treatment, and prevention of disease progression.	

DH 208 # - Community Dental Health I**Units: 2**

Term Typically Offered: FALL

Enrollment requirements: Prerequisite: Acceptance to the Dental Hygiene program.

Functions of health care agencies, literature, epidemiology of dental diseases, community preventive measures, program planning, the geriatric population and dental health educational methods. (2 lecture hours)

DH 209 # - Pain and Anxiety Control**Units: 3**

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: Acceptance to the Dental Hygiene program.

Administration of local anesthetics and nitrous oxide/oxygen analgesia. Pharmacological agents, physical and emotional evaluation of patients, anatomy and neurophysiology. Management of related medical emergencies. (2 hours lecture, 3 hours laboratory.)

DH 211 # - Dental Materials and Techniques**Units: 2**

Term Typically Offered: FALL

Enrollment requirements: Prerequisite: Acceptance to the Dental Hygiene program.

Study of dental materials including physical and chemical properties, manipulation, utilization, and application in dental and dental hygiene procedures.

DH 214 # - Periodontics II**Units: 1**

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: DH 207 and acceptance in the Dental Hygiene program.

Advanced study of periodontology with special emphasis on new surgical modalities and equipment. Orientation to all aspects of periodontal practice.

DH 215 # - Clinical Practice III**Units: 5**

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: DH 205 and acceptance to the Dental Hygiene program.

A continuation of Clinical Practice II. 1 hour seminar, 16 hours clinic.

DH 216 # - Principles of Dental Practice**Units: 1**

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: Acceptance to the Dental Hygiene program.

Concepts of dental office management, productivity, marketing, interviewing and responsibilities of professionals. (1 lecture hour.)

DH 218 # - Community Dental Health II**Units: 2**

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: DH 208 and acceptance in the Dental Hygiene program.

Designed to prepare the students to function as an effective oral health practitioner, educator and resource person in a variety of community health settings. Includes field experience. Implement a program designed to change the health status of a target group. (1 hour lecture, 3 hours clinic/lab).

DH 299 # - Independent Study**Units: 1-5**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Acceptance to the Dental Hygiene program.

Covers selected topics of interest to dental hygiene students, including review of Dental Hygiene National Board Examination. Graded pass/fail only.

Diesel Tech (DT)

DT 101 # - Basic Diesel Engines**Units: 4**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

DT 106 # - Heavy Duty Transmissions and Power Trains**Units: 5**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

DT 107 # - Heavy Duty Drive Trains**Units: 5**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

DT 110 # - Heavy Duty Electrical Systems**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

DT 130 # - Heavy Duty Hydraulics**Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

DT 198 # - Special Topics in Diesel Technology**Units: 0.5-6**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

DT 201 # - Diesel Brakes and Pneumatics**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

DT 210 # - Advanced Diesel Engines**Units: 4**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: DT 101 or instructor permission. Course may be taken concurrently with DT 101.

This course provides students with introductory level basics on diesel engines including study in components, maintenance, diagnostics and repair. This course exceeds the student contact hours required for NATEF/ASE certification and prepares the learner for the ASE Certification Examination in Diesel Engines and entry-level employment as an engine technician specialist. This course is repeatable for up to fourteen credits.

DT 211 # - Light Duty Performance**Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

DT 217 # - Electronic Fuel Injection II**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: DT 101, DT 210, and AUTO 111 or instructor permission.

This course will cover advanced topics in Cummins diesel powered equipment. Specific topics in preventive maintenance, trouble shooting and repair of computer controlled fuel injection systems will be covered.

DT 235 # - Steering and Suspension**Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

DT 250 # - Preventive Maintenance**Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

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 7 hours of instruction toward completing the embedded human relations curriculum requirements, in accordance with Embedded Curriculum Guidelines, Option A.

DT 290 # - Internship in Diesel Technology**Units: 0.5-6**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: DT 101, DT 202 and DT 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.

Drafting (DFT)

DFT 100 # - Basic Drafting Principles**Units: 3-4**

Term Typically Offered: ALL SEMESTERS

This entry level drafting course covers use of drafting instruments, lettering, perception theories, geometric and multi-view problem solving, sketching and dimensioning.

DFT 110 # - Print Reading for Industry**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

DFT 240 # - Introduction to 3D Studio Max**Units: 3**

Term Typically Offered: FALL

Enrollment requirements: 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.

Entrepreneurship (ENT)

ENT 200 # - Fundamentals of Entrepreneurship**Units: 3**

This course explores the basics of entrepreneurship. This is a survey course that briefly introduces students to the various aspects and activities involved in entrepreneurship. Students then complete the focused courses on each aspect and complete the degree with the capstone ENT 280. The course will look at the characteristics of entrepreneurs, the cycle of entrepreneurship, idea generation and validation of an idea's ability to be successful, how to present your business idea to potential investors and how to take the plunge.

ENT 201 # - Entrepreneurship: Science and Engineering**Units: 3**

This course looks specifically at the required skills for the scientist, engineer or applied technologies student that is seeking to start his/her own business. The course will look at the aspects for entrepreneurship including an introduction to the business plan, the financial aspects and the marketing components. Students will explore the process of going from technology idea to market including the management of labs and intellectual property process.

ENT 210 # - The Art, Science and Discipline of Creativity**Units: 3**

This course explores creativity from an academic perspective. Students will read contrasting views of what creativity is, how to define creativity and what resources, skills and traits are required for creativity. Students will also explore the role of creativity in the changing economy of the world.

ENT 220 # - International Women's Entrepreneurship**Units: 3**

This course looks at the effects of women entrepreneurs on the world economy and at the paths that women take to business ownership. The course will look at each region and analyze the effects of micro financing, environmental concern and development status on the role of women within the economy. The course will also look at the role of women in creating change within their respective region and internationally.

ENT 230 # - Financing Your Small Business Venture**Units: 3**

Enrollment requirements: Prerequisite: ENT 200

This course explores the options that are available for financing your small business venture. Exploring ownership structures, venture capital, angel finance and the Small Business Administration. Students will complete the course with multiple avenues for financing new expanding existing business ventures.

ENT 240 # - Marketing for Small Business**Units: 3**

This course explores the marketing principles for the small business. Topics include integrated marketing approaches, ROI analysis, and how to effectively build relationships that build the small business venture.

ENT 260 # - Intellectual Property**Units: 3**

Enrollment requirements: Prerequisite: ENT 200.

This course explores and defines the laws surrounding intellectual property. In particular students will become acquainted with the patent process, culminating in the draft of a provisional patent application.

ENT 280 # - Entrepreneurship and Business Plan Development**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

Early Childhood Education (ECE)

ECE 121 # - Parent Caregiver Relationships**Units: 1**

Term Typically Offered: FALL

A course designed for child development students in which they can acquire various communication skills to enhance parent/caregiver relationships. Newsletters, parent conferences, phone conversations, record keeping and student data folders.

ECE 123 # - Health and Nutrition for Young Children**Units: 1**

Term Typically Offered: SPRING

A study of young children concerning physical development, nutrition, health, safety and childhood illnesses and diseases. Skills developed in menu planning, selecting safe equipment and toys, routines to ensure good health and policies on illness.

ECE 124 # - Sensorimotor Development in Infants and Toddlers**Units: 1-3**

Term Typically Offered: SPR/FALL

Study of the development of sensorimotor skills in infants and toddlers. Emphasis placed on developing materials and activities for use in the home and child care setting which will foster sensory and motor skills in children from birth to two years.

ECE 125 # - Language Development Infant Toddler**Units: 1-3**

Term Typically Offered: SPR/FALL

Study of language acquisition in infants and toddlers. Emphasis placed on developing materials and activities for use in the home and child care setting which enhance the development of expressive language in children from birth to three years.

ECE 126 # - Social/Emotional Development for Infants and Toddlers**Units: 1-3**

Term Typically Offered: SPR/FALL

The study of affective development in infancy and toddlerhood. Emphasis on experiences and techniques for use in the home and child care setting which will foster self-concept and social interactions for children from birth to three years old.

- ECE 127 # - Role of Play for Infants and Toddlers** Units: 1-3
Term Typically Offered: SPR/FALL
- The study of the role of play as it affects the social, emotional, physical and intellectual growth and development of infants and toddlers.
- ECE 128 # - Self Help Skills for Infants and Toddlers** Units: 1-3
Term Typically Offered: SPR/FALL
- The study of exploring the ideas that promote self-help skills in the infant and toddler. Emphasis is placed on developing materials and activities for use in the home and child care setting which enhance the development of self-help skills in children from birth to three years.
- ECE 129 # - Environments for Infant and Toddler** Units: 1-3
Term Typically Offered: SPR/FALL
- The study of setting up and maintaining an infant/toddler program-environment with emphasis on health and safety concerns, space utilization, equipment, and material needs and usage.
- ECE 130 # - Infancy** Units: 3
Term Typically Offered: SPR/FALL
- The course will provide a comprehensive introduction to the principles and basic concepts of the development of the child from conception to age three. Emphasis on the physical, emotional and social growth of the infant as well as understanding of the parenting process and the development of parenting skills.
- ECE 151 # - Math in the Preschool Curriculum** Units: 1
Activities and materials for developing mathematics readiness in the preschool child. Math concepts such as shapes and counting sets will be included.
- ECE 152 # - Science in the Preschool Curriculum** Units: 1
Activities and materials for teaching science in the preschool. Lectures and hands on activities designed to acquaint the child with the world around him/her.
- ECE 154 # - Literature for Preschool Children** Units: 1
Survey of books for use with preschool children. Included are criteria for selecting and using children's literature, techniques of story telling with and without audiovisual aids such as puppets, flannel graphs, and story rolls.
- ECE 155 # - Literacy and the Young Child** Units: 1
Activities and materials for developing auditory and visual perception skills in the preschooler. Included are techniques for the development of language skills through experiences in listening, speaking, prewriting and reading readiness.
- ECE 156 # - Music in the Preschool Curriculum** Units: 1
Teaching techniques and music activities for preschool children, including songs, finger plays, dance and rhythm activities.
- ECE 157 # - Art in the Preschool Curriculum** Units: 1
Activities and materials for teaching art in the preschool. Emphasis on developing creativity and enjoyment of art through the use of a wide range of materials and activities.
- ECE 158 # - Activities for Physical Development in Young Child** Units: 1
Activities, materials and equipment for development of gross motor coordination in preschool children. Individual, small group and large group activities for both indoor and outdoor use will be included.
- ECE 161 # - Social Studies in the Preschool Curriculum** Units: 1
Activities and materials for teaching social studies in the preschool, with specific content appropriate for young children, drawn from anthropology, economics, geography, history, political science, sociology and psychology. Emphasis on methods of teaching children about themselves, their families and their communities.
- ECE 167 # - Child Abuse and Neglect** Units: 1
This course will provide the opportunity for students to learn the legal definition, symptoms, causes and reporting procedures of child abuse and neglect. The course will include discussion of the roles and responsibilities of community agencies such as law enforcement, social services, child care personnel, medical and psychosocial professionals.
- ECE 168 # - Infectious Diseases and 1st Aid in Childcare** Units: 1
This course will provide information about infectious diseases and first-aid measures in child care settings. Course content will include recognizing communicable and acute illnesses, management of accidents and injuries, preventive measures, health education, current research and community resources.
- ECE 169 # - Bilingual and Multicultural Experience in ECE** Units: 1
A general introduction to life-styles, values, and socioeconomic conditions of children from bilingual/bicultural families. Students are introduced to strategies, materials and resources designed to help them enhance bilingual/multicultural experiences in the classroom.
- ECE 190 # - Professionalism in Early Care and Education** Units: 3
Transferability: May not transfer towards an NSHE bachelor's degree
- This course focuses on professional issues in Early Childhood Education including knowing about and upholding ethical guidelines and other professional standards related to early childhood practice; involvement in the early childhood field through professional organizations and activities; principles of effective leadership and advocacy for young children and for the early childhood profession; and public policy at the local, state, and national levels to support early childhood education in appropriate ways.
- ECE 198 # - Special Topics in ECE** Units: 0.5-6
Transferability: May not transfer towards an NSHE bachelor's degree
- 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.
- ECE 200 # - The Exceptional Child** Units: 3
Term Typically Offered: SPR/FALL
- The study of children with physical, social, emotional and/or intellectual disabilities with emphasis on techniques for mainstreaming the children into existing child care programs. Suggested classroom activities for children with disabilities will be included.

ECE 204 # - Principles of Child Guidance**Units: 3**

Term Typically Offered: SPR/FALL

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. This course requires 15 hours of field experience in an early childhood classroom. Field experiences are focused learning opportunities that require the student to practice specific skills working with young children. ♦ Students must complete the field experience through TMCC. ♦ Students are required to have fingerprints, an approved background check, and a clear TB test prior to enrolling in courses with field experience. If a student fails to meet these requirements, or if the background check is not approved, the student will not be permitted to participate in courses with field experience. ♦ Students must work with the instructor to arrange a field experience schedule and placement site.

ECE 210 # - Observation, Documentation and Assessment of Young Children**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: ECE 250.

This course will focus on appropriate reasons for and methods of observing and assessing growth and development of children in early care and education settings. A variety of observation, documentation and assessment methods appropriate for young children will be introduced. Observation and documentation will include running observations, time sampling, event sampling, anecdotal records, checklists and rating scales. Assessment methods will include developmental checklists, parent interviews, child portfolios, and work samples. Confidentiality and appropriate use of assessment information with families and colleagues will also be explored.

ECE 231 # - Preschool Practicum: Early Childhood Lab**Units: 2**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite or Corequisite (Fall): ECE 251; Prerequisite (Spring): ECE 231 (Must have earned 2 units in the previous fall semester with a C or better). Corequisite (Spring): ECE 245. Instructor approval required.

All ECE degrees require courses with practicum experience in early childhood classrooms with young children (birth to age five). Practicum experiences are focused student teaching experiences that require the student to demonstrate specific skills in an early childhood classroom with young children. * Students must complete the practicum experience through TMCC. * Students are required to have fingerprints, an approved background check, and a clear TB test prior to enrolling in practicum experience courses. If a student fails to meet these requirements, or if the background check is not approved, the student will not be permitted to participate in courses with practicum experience. * Students must meet all of the prerequisite/co-requisite requirements, as well as have the practicum instructor's approval prior to enrolling in a practicum course. * Two semesters of practicum are required. Students must complete the practicum courses in two, consecutive fall and spring semesters, during the final year of the ECE program of study. * Students must work with the practicum instructor to arrange a practicum schedule and placement site.

ECE 232 # - Practicum: Infant and Toddler**Units: 2**

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite or Corequisite (Fall): ECE 252; Prerequisite (Spring): ECE 232 (Must have earned 2 units in the previous fall semester with a C or better). Corequisite (Spring): ECE 245. Instructor approval required.

All ECE degrees require courses with practicum experience in early childhood classrooms with young children (birth to age five). Practicum experiences are focused student teaching experiences that require the student to demonstrate specific skills in an early childhood classroom with young children. * Students must complete the practicum experience through TMCC. * Students are required to have fingerprints, an approved background check, and a clear TB test prior to enrolling in practicum experience courses. If a student fails to meet these requirements, or if the background check is not approved, the student will not be permitted to participate in courses with practicum experience. * Students must meet all of the prerequisite/co-requisite requirements, as well as have the practicum instructor's approval prior to enrolling in a practicum course. * Two semesters of practicum are required. Students must complete the practicum courses in two, consecutive fall and spring semesters, during the final year of the ECE program of study. * Students must work with the practicum instructor to arrange a practicum schedule and placement site.

ECE 240 # - Administration of the Preschool**Units: 3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: ECE 190, ECE 250, ECE 251, and HDFS 201, or permission of the instructor.

The study of the management of early childhood education programs. Areas include program planning, implementation, and evaluation, facilities development and maintenance, parent and community interaction, nutrition, health and safety issues and personnel development.

ECE 244 # - Practicum in Administration in ECE Programs**Units: 1-5**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: MGT 171, ECE 231 (2 units in previous fall semester with a C or better); Prerequisite or Corequisite: MGT 212, ECE 240; Corequisite: ECE 245; Instructor approval required.

All ECE degrees require courses with practicum experience in early childhood classrooms with young children (birth to age five). Practicum experiences are focused student teaching experiences that require the student to demonstrate specific skills in an early childhood classroom with young children. Students must complete the practicum experience through TMCC. Students are required to have fingerprints, an approved background check, and a clear TB test prior to enrolling in practicum experience courses. If a student fails to meet these requirements, or if the background check is not approved, the student will not be permitted to participate in courses with practicum experience. Students must meet all of the prerequisite/co-requisite requirements, as well as have the practicum instructor's approval prior to enrolling in a practicum course. This course is the second half of a two-part practicum and is taken in the spring semester during the final year of the program of study. Students must work with the practicum instructor to arrange a practicum schedule and placement site.

ECE 245 # - Practicum Seminar**Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Must be taken concurrently with ECE 231, ECE 232, or ECE 244 during the spring semester of the practicum experience sequence. Instructor approval required.

Students discuss topics related to their practicum experiences in a seminar format. Topics may include but are not limited to: curriculum planning; child guidance; observation, documentation and assessment of children; professionalism, advocacy, and leadership in ECE; career options; the NAEYC/ECADA standards; the student portfolio; developmentally appropriate practices; family engagement; and current trends and issues in ECE.

ECE 247 # - Effective Management and Supervision in Early Childhood Education**Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: ECE 190 and COM 215.

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.

ECE 250 # - Introduction to Early Childhood Education**Units: 3**

Term Typically Offered: SPR/FALL

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.

ECE 251 # - Curriculum in Early Childhood Education**Units: 3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: ECE 190, ECE 204, ECE 210, and HDFS 201.

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, assessing child development through the curriculum, 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, social studies, multiculturalism, and outdoor play. This course requires 15 hours of field experience in an early childhood classroom. Field experiences are focused learning opportunities that require the student to practice specific skills working with young children. * Students must complete the field experience through TMCC. * Students are required to have fingerprints, an approved background check, and a clear TB test prior to enrolling in courses with field experience. If a student fails to meet these requirements, or if the background check is not approved, the student will not be permitted to participate in courses with field experience. * Students must work with the instructor to arrange a field experience schedule and placement site.

ECE 252 # - Infant-Toddler Curriculum**Units: 3**

Enrollment requirements: Prerequisite: ECE 127, ECE 128, ECE 129, ECE 130, ECE 190, ECE 204, ECE 210, and HDFS 201.

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 caregiving relationships and routines as curriculum. An emphasis will be placed on the relationship between the environment and successful curriculum planning for infants and toddlers. This course requires 15 hours of field experience in an early childhood classroom. Field experiences are focused learning opportunities that require the student to practice specific skills working with young children. * Students must complete the field experience through TMCC. * Students are required to have fingerprints, an approved background check, and a clear TB test prior to enrolling in courses with field experience. If a student fails to meet these requirements, or if the background check is not approved, the student will not be permitted to participate in courses with field experience. * Students must work with the instructor to arrange a field experience schedule and placement site.

ECE 290 # - Internship in Early Childhood Education**Units: 1-8**

Transferability: May not transfer towards an NSHE bachelor's degree

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for an application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 75 hours of internship for one credit. May be repeated for up to eight credits.

Economics (ECON)

ECON 102 # - Principles of Microeconomics

Units: 3

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: 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

Units: 3

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: 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

Units: 3

Enrollment requirements: 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

Units: 1-3

Transferability: May not transfer towards an NSHE bachelor's degree

Various short courses and experimental classes covering a variety of subjects. The course will be variable credit of one to three credits depending on the course content and number of hours required. The course may be repeated for up to three credits.

ECON 261 # - Principles of Statistics I

Units: 3

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: MATH 126 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

Units: 3

Term Typically Offered: SPR/FALL

Enrollment requirements: 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

Units: 1-8

Transferability: May not transfer towards an NSHE bachelor's degree

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.

Education Teacher Prep (EDU)

EDU 110 # - Society and Education

Units: 3

Term Typically Offered: SPR/FALL

Emphasis on education's role in society. History, philosophy and sociology of education; comparative education and school law. This course is designed to enhance students' abilities to prepare them as students seeking a degree in education.

EDU 111 # - Contemporary Issues in Education

Units: 3

Term Typically Offered: SPR/FALL

Introduction to education as a career choice, with a focus on historical and contemporary issues, information literacy, and strategies to promote academic success.

EDU 201 # - Introduction to Elementary Education

Units: 3

Term Typically Offered: SPR/FALL

Introduction to historical, philosophical, sociological and psychological foundations of elementary education, overview of curriculum, instruction and issues of diversity. Includes a field experience.

EDU 202 # - Introduction to Secondary Education

Units: 3

Term Typically Offered: SPR/FALL

Introduces the prospective middle/secondary teacher to the role of thinker/reflective practitioner. Awareness of the historical, political and economic forces influencing schooling in the United States. Includes a field experience.

EDU 203 # - Introduction to Special Education

Units: 3

Term Typically Offered: SPR/FALL

Survey of various types of exceptionalities. Emphasis on etiology, physical and educational characteristics.

EDU 204 # - Information Technology in Teaching

Units: 3

Term Typically Offered: SPR/FALL

This course identifies and illustrates microcomputer applications in education. The hardware/software selection process is presented as well as uses of word processing, spreadsheet and Internet programs. Designed for teachers seeking a practical knowledge of how to operate and utilize microcomputers in the classroom. Special instruction fees.

EDU 207 # - Exploration of Children's Literature

Units: 3

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: ENG 101 or ENG 113 or instructor approval.

Survey of children's literature genres. Censorship, historical background, children's interests, literature programs, and book evaluations. Same as ENG 250.

EDU 208 # - Students with Diverse Abilities and Backgrounds Units: 3
Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: EDU 203.

Focus on successful inclusion of students with various disabilities, students from culturally diverse backgrounds, and English language learners in a general education classroom.

EDU 209 # - Exploring Teaching and Learning: Practicum Units: 1
Term Typically Offered: SPR/FALL

Enrollment requirements: Corequisite: EDU 211.

This practicum experience introduces prospective Dual Elementary/ Special Education and Special Education teachers to teaching and learning contexts and developing professional dispositions. Emphasis is placed on differentiated instruction based on learner needs in local classrooms.

EDU 210 # - Nevada School Law Units: 3
Term Typically Offered: ALL SEMESTERS

The course surveys federal and state legal issues relating to education. Concepts covered include teacher/student rights and responsibilities, teacher liability, and religious and liability issues.

EDU 211 # - Introduction to Teaching in Inclusive Classrooms Units: 3
Term Typically Offered: SPR/FALL

Enrollment requirements: Corequisite: EDU 209.

This introductory teaching methods course emphasizes instructional techniques applicable in all content areas and prepares students to begin to differentiate instruction based on learner needs.

EDU 212 # - Family Involvement for Students With/Without Disability Units: 3
Term Typically Offered: SPR/FALL

Term Typically Offered: SPR/FALL

Focus on academic progress and social-emotional development through collaborative and productive professional relationships with families of students with and without disabilities.

EDU 214 # - Preparing Teachers to Use Technology Units: 3
Term Typically Offered: SPR/FALL

Lab course on advanced skills and strategies for integrating information technology in to the classroom. Special instructions fees.

Educational Leadership and Psychology (EPY)

EPY 101 # - Educational, Career, and Personal Development Units: 3
Term Typically Offered: SPR/FALL

This course provides a foundation for student success by introducing proven strategies in communication, critical thinking, and college success methods. Study skills, career exploration and personal development will also be explored.

Electrical and Mechanical Technology (ELM)

ELM 110 # - Electrical/Electronic Circuits Units: 0.5
Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: SUMR/FALL

This course covers basic AC/DC circuit principles and practices. Students will explore areas of electrical and electronic circuits including: circuit theory, components, circuit construction and analysis, soldering techniques, proper test equipment usage, and applications in various technical fields. The student must complete all content for the following eight areas in order to meet degree or certificate requirements. 1. Electrical Safety and Theory (.5 Credits) 2. Devices and Symbols/ Digital Multi Meters (DMM) (.5 Credits) 3. Ohm's Law (.5 Credits) 4. Series Circuits (.5 Credits) 5. Parallel Circuits (.5 Credits) 6. Combination Circuits (.5 Credits) 7. Alternating Current Theory (.5 Credits) 8. Inductance and Capacitance (.5 Credits) Completion of all eight areas (total of 4 credits), satisfies 30 hours of instruction toward completing the embedded math curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A.

ELM 127 # - Introduction to AC Controls Units: 0.5
Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: ENRG 110 or ELM 110 or instructor approval.

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. The student must complete all content for the following six areas in order to meet degree or certificate requirements. 1. Schematic and symbol interpretation (.5 Credits) 2. AC power generation (.5 Credits) 3. AC power utilization and control (.5 Credits) 4. Resistance, capacitance, inductance and reactance in AC power construction (.5 Credits) 5. Wiring techniques in construction and utilization AC power (.5 Credits) 6. Troubleshooting, repair and maintenance of AC power systems (.5 Credits)

ELM 129 # - Electric Motors and Drives Units: 0.5
Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: ELM 127 or instructor approval.

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. The student must complete all content for the following six areas in order to meet degree or certificate requirements. 1. Polyphase motor design and application (.5 Credits) 2. Motor control design and application (.5 Credits) 3. Ladder logic design and interpretation (.5 Credits) 4. Timing, relay logic, and counter logic applications (.5 Credits) 5. Industrial safety and use of motor control systems (.5 Credits) 6. Troubleshooting, repair and preventative/predictive maintenance (.5 Credits)

ELM 134 # - Programmable Logic Controllers I Units: 0.5

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Any one of the following courses: ENRG 110, ELM 110, or ELM 127; or instructor approval.

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. The student must complete all content for the following six areas in order to meet degree or certificate requirements. 1. Introduction to Programmable Logic Controllers (PLC) (.5 Credits) 2. Number Systems and Logic (.5 Credits) 3. Programming and Application (.5 Credits) 4. Input/Output Devices and Modules (.5 Credits) 5. Maintenance and Troubleshooting (.5 Credits) 6. System Expansion and Data Networks (.5 Credits) Completion of all six areas (total of 3 credits), satisfies 20 hours of instruction toward completing the embedded math curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A.

ELM 233 # - Introduction to Instrumentation Units: 0.5

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: ENRG 110 or ELM 110 or instructor approval.

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. The student must complete all content for the following six areas in order to meet degree or certificate requirements. 1. Introduction to Process Control (.5 Credits) 2. Measurement Instrumentation (.5 Credits) 3. Pressure Measurement (.5 Credits) 4. Force, Weight, and Motion (.5 Credits) 5. Calibration Quality Control (.5 Credits) 6. Flow Measurement (.5 Credits)

Emergency Management and Homeland Security (EMHS)

EMHS 200 # - Leadership and Ethics in Emergency Service Units: 3

Term Typically Offered: SPR/FALL

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.

EMHS 300 # - Principles, Practices Philosophy & Doctrine of Emergency Management Units: 3

Enrollment requirements: Students must be admitted to the Emergency Management/Homeland Security program. Department approval required.

This course focuses on the philosophical and theoretical underpinnings of the emergency management profession and the principles that define effective practice.

EMHS 302 # - Principles and Practices of Mitigation and Recovery in Emergency Management Units: 3

Enrollment requirements: Students must be admitted to the Emergency Management/Homeland Security program. Department approval required.

This course examines sustainable disaster mitigation and recovery including principles, concepts, processes, and practices currently used in the United States.

EMHS 304 # - Hazard Risk Management: Vulnerability and Risk Units: 3

Enrollment requirements: Students must be admitted to the Emergency Management/Homeland Security program. Department approval required.

This course will discuss underlying risk assessment and analysis theory, and explore the key steps and actions that can be taken to manage risk inclusive of: studying and understanding the community or entity at risk.

EMHS 306 # - Advanced ICS-EOC Interface Units: 3

Enrollment requirements: Students must be admitted to the Emergency Management/Homeland Security program. Department approval required.

Advanced Incident Command System and Emergency Operations Center interface is designed to enhance the student's understanding of methods to effectively manage the critical interface between field incident scenes, managed under the National Incident Management System and jurisdictional emergency operations centers. The course builds upon concepts learned in FT 200 ICS/NIMS/EOC.

EMHS 311 # - International and Cyber Terrorism Units: 3

Enrollment requirements: Students must be admitted to the Emergency Management/Homeland Security program. Department approval required.

The course examines issues and concepts that make up the field of International and Cyber Terrorism. It will examine anti-terrorism and counter terrorism measures that are utilized and evolving to deal with this complex problem.

EMHS 313 # - Homeland Security: Preparedness, Prevention, Deterrence & Emergency Management Units: 3

Enrollment requirements: Students must be admitted to the Emergency Management/Homeland Security program. Department approval required.

This course examines the roots of terrorism, religious and political extremism, radicalization, terrorist structures, intelligence, combating terrorism and the evolution of emergency management relative to homeland security.

EMHS 315 # - Domestic Terrorism and Homeland Security in the U.S. Units: 3

Enrollment requirements: Students must be admitted to the Emergency Management/Homeland Security program. Department approval required.

The course examines the emergence, history and growth of domestic terrorism and groups that utilize terror and violence within the United States. The course will identify domestic terrorist organizations and their motivations, goals and tactics in achieving their goals.

EMHS 325 # - Terrorism, Weapons of Mass Destruction and Homeland Security **Units: 3**

Enrollment requirements: Students must be admitted to the Emergency Management/Homeland Security program. Department approval required.

This course examines the issues and concepts of terrorism, weapons of mass destruction and organized crime relative to the development and establishment of Homeland Security.

EMHS 410 # - Social Dimensions, Lifecycle and Ethics of Disaster **Units: 3**

Enrollment requirements: Students must be admitted to the Emergency Management/Homeland Security program. Department approval required.

This course will examine the common patterns that make up the disaster lifecycle across a spectrum of historical and current events. Vulnerability, hazards, risk, technology, human behavior, and community will be explored to identify how they contribute to or mitigate the impact of disaster on societies. Ethical considerations will be explored that influence all phases of the disaster lifecycle.

EMHS 412 # - Emergency Management Fiscal Administration **Units: 3**

Enrollment requirements: Students must be admitted to the Emergency Management/Homeland Security program. Department approval required.

This course will examine the processes and challenges of fiscal administration and management within the emergency management and disaster arenas. It will also explore the processes and administration of federal grant funds.

EMHS 414 # - Organizational Crisis & Continuity Management **Units: 3**

Enrollment requirements: Students must be admitted to the Emergency Management/Homeland Security program. Department approval required.

This course will explore various strategies to insure public and private organizational continuity during and following crisis.

EMHS 421 # - Critical Thinking and Strategic Intelligence **Units: 3**

Enrollment requirements: Prerequisite: EMHS 300 or EMHS 311. Students must be admitted to the Emergency Management/Homeland Security program. Department approval required.

This course offers an overview of critical thinking and its applications in the homeland security context. The focus is on essential elements of thought, asking the right questions, uncovering fallacies in reasoning and statistical misrepresentations. Evidence evaluation in a homeland security setting is featured with several examples interpreting real-world information. This course then examines the role of intelligence in homeland security policy and practice and how critical thinking applies to intelligence. The course analyzes the intelligence process with an emphasis on the role of the policy maker.

EMHS 425 # - Emergency Management/Homeland Security Leadership & Communication **Units: 3**

Enrollment requirements: Students must be admitted to the Emergency Management/Homeland Security program. Department approval required.

This course will introduce students to concepts, theories, principles and practices of leadership, public information and communication in All-Risk environments, as well as effective leadership principles in an emergency management shared power context.

Emergency Medical Services (EMS)**EMS 101 # - CPR and First Aid** **Units: 1**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

EMS 108 # - Emergency Medical Technician Training **Units: 6**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Current American Heart Association Healthcare Provider CPR card.

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 be eligible to receive EMT Certification from the National Registry of EMT's and the State of Nevada Health Division. Student must be 18 years old upon completion of this class. *

EMS 109 # - Emergency Medical Service Refresher **Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Current EMT Basic or Intermediate Certification.

The Emergency Medical Technician refresher course is offered for individuals who wish to recertify their EMT-Basic or Intermediate certification as well as renewing their CPR certification. This course will recertify EMT-Basic and Intermediate certificates for a two year period.

EMS 110 # - Emergency Medical Tech Instructor Training **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: EMT I Basic certification and department approval.

This course trains instructors to teach the Department of Transportation Basic Training Program for Emergency Medical Technician-Ambulance. The course emphasis is on the development of teaching skills as opposed to emergency care skills. Course includes the following: 1) components of teaching-learning process; 2) methods of teaching (teaching theory and teaching skills); 3) preparation and use of a variety of media and materials; and 4) purposes and methods of evaluation.

EMS 113 # - EMS First Responder **Units: 4**

Transferability: May not transfer towards an NSHE bachelor's degree

This course emphasizes development of student skills in patient assessment and emergency medical care procedures including life threatening emergencies, injuries to various body parts, emergency childbirth, techniques of moving patient, etc.

EMS 114 # - First Responder Refresher **Units: 1**

Transferability: May not transfer towards an NSHE bachelor's degree

This 16-hour course is designed to review and update knowledge and skills in the First Responder (EMS 113) course for those persons who have been certified as First Responders.

EMS 115 # - Advanced Emergency Medical Technician **Units: 7**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Current Nevada EMT certification and American Heart Association Healthcare Provider CPR certification.

The Advanced Emergency Medical Technician course will build upon skills learned at the EMT level including performing specified invasive skills per national standard curriculum for EMS. The student will also obtain more in-depth knowledge on body systems and disease processes in adults and children.

EMS 198 # - Special Topics in EMS **Units: 0.5-6**

Transferability: May not transfer towards an NSHE bachelor's degree

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.

EMS 200 # - Fundamentals of Paramedic Medicine **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: EMT or EMT Advanced and acceptance into the Paramedic Program.

Information will be provided that defines the roles and responsibilities of the paramedic and the importance of scene safety and wellness when practicing in the field. The course also provides information on injury prevention and the use of protective equipment needed to protect the paramedic in the field. It will provide the student with an understanding of the medical-legal and ethical issues which will impact them in their career. At the completion of this course, the EMT-Basic skills will be assessed and reviewed. * This course satisfies 10 contact hours of Human Relations general education requirements.

EMS 201 # - Intro to Paramedic Fundamentals **Units: 6**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Acceptance to TMCC Paramedic Program.

The Introduction to Paramedic Fundamentals course is designed to measure and ensure the basic knowledge base of Paramedic students in the areas of basic EMS knowledge, medical math, medical terminology, and anatomy and physiology for the Paramedic. *This course satisfies 10 hours of Human Relations general education requirement.

EMS 202 # - Advanced Cardiology for Paramedics **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: Acceptance to TMCC Paramedic Program.

This course prepares the Paramedic student to recognize and treat cardiac dysrhythmias specific to S-T Elevation Myocardial Infarction (STEMI) per current American Heart Association guidelines and protocols utilizing 12-Lead Electrocardiography and pharmacological treatments.

EMS 203 # - Assessment Based Management I **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: Acceptance to TMCC Paramedic Program.

This course will assist the Paramedic student to become familiar with nationally recognized testing. Computer adaptive testing will be utilized to simulate the nationally recognized testing environment.

EMS 205 # - Principles of Pathophysiology **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: EMT or EMT Advanced and acceptance into the Paramedic Program.

This course prepares the student to understand basic medical terminology, microscopic and gross anatomy and physiology.

EMS 206 # - Prin Pharmacology/Medication Admin/Venous Access **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: EMT or EMT Advanced and acceptance into the Paramedic Program.

This course prepares the student to understand and be able to integrate the principles of pathophysiological pharmacology and the assessment findings to formulate a field impression and implement a pharmacologic management plan for patients in the prehospital environment. The course also introduces the paramedic student to venous access, IV therapy, medication administration and drug calculations that will be used in treating patients in the prehospital environment.

EMS 207 # - Airway Management and Ventilation for Paramedics **Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: EMT or EMT Advanced and acceptance into the Paramedic Program.

Students successfully completing this course will demonstrate a behavioral, cognitive, and psychomotor understanding of, and proficiency with, basic and advanced airway management.

EMS 209 # - Patient Assessment for Paramedics **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: EMT or EMT Advanced and acceptance into the Paramedic Program.

This course introduces the Paramedic student to a comprehensive physical examination and assessment, which includes history taking, clinical decision making, communications, and documentation. * This course satisfies 5 hours of Human Relations general education requirement.

EMS 210 # - Principles of Cardiology for the Paramedic Units: 3

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: EMT or EMT Advanced and acceptance into the Paramedic Program.

This course prepares the Paramedic student to identify single and multi-lead cardiac rhythms and treat those rhythms considered to be life-threatening with electrical therapy. The skills taught include defibrillation, cardioversion, and cardiac rhythm interpretation. It will also prepare the student to assess, manage and treat various cardiovascular emergencies that includes ventricular fibrillation, bradycardia, tachycardia, myocardial infarction, cardiogenic shock, pulmonary edema, angina pectoris, congestive heart failure, hypertension, PEA (pulseless electrical activity), and asystole.

EMS 211 # - Paramedic Care for Medical Emergencies and ACLS Units: 4

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: EMT or EMT Advanced and acceptance into the Paramedic Program.

This course will prepare the Paramedic student to identify, assess, manage, and treat various medical emergencies and communicable diseases. Advanced Cardiac Life Support is required for healthcare providers who either direct or participate in the resuscitation of a patient, in the prehospital or hospital setting. * This course satisfies 10 hours of Human Relations general education requirement.

EMS 212 # - Paramedic Trauma Emergencies and ITLS Units: 3

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: EMT or EMT Advanced and acceptance into the Paramedic Program.

This course will prepare the paramedic student to identify, assess, manage, and treat various types of trauma emergencies. The ITLS course will teach paramedic students the skills necessary to recognize mechanisms of injury, assess, perform critical interventions, package for transport, and fundamental knowledge and experiences necessary to deliver the trauma patient to the emergency department. * This course satisfies 10 hours of Human Relations general education requirement. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

EMS 214 # - Pediatrics & Special Consideration for Para/Pals Units: 3

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: EMT or EMT Advanced and acceptance into the Paramedic Program.

This course prepares the Paramedic to identify, assess, manage, and treat age related emergencies, and other special challenges. The student will also be introduced to the concept of assessment based management. Topics include Neonatology, Pediatrics, Geriatrics, Abuse and Assault, and Patients with Special Challenges. *

EMS 215 # - Assess Based Management/Operation for Paramedic I**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: EMT or EMT Advanced and acceptance into the Paramedic Program.

This course addresses 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 for the concepts of medical incident command, ambulance and rescue operations, hazardous materials incidents, and crime scene awareness. *

EMS 216 # - Hospital Clinical Experience for the Paramedic Units: 4

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Completion of TMCC Paramedic Program didactic courses EMS 200 through EMS 215.

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.

EMS 217 # - Field Internship for the Paramedic Units: 4

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Completion of the Didactic and Clinical portion of the Paramedic Program, EMS 216.

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. *

Energy Technology (ENRG)

ENRG 110 # - Basic Electricity Units: 3

Transferability: May not transfer towards an NSHE bachelor's degree

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.

ENRG 120 # - Fundamentals of Energy Efficiency Units: 3

This course introduces students to techniques for the description, measurement, and analysis of energy use in building systems to maximize efficiency. It will include evaluation and recommendation of alternative energy solutions that will result in greater energy efficiency and energy cost savings.

ENRG 130 # - Introduction to Solar Energy Units: 3

Term Typically Offered: ALL SEMESTERS

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.

ENRG 132 # - Solar Photovoltaic Technologies**Units: 3**

Enrollment requirements: Prerequisite: ENRG 130.

This course is designed to give students the basis knowledge of solar energy principles and photovoltaic applications. Topics will include PV markets and applications, safety, basic electrical, solar energy fundamentals, PV module fundamentals, system components, PV system sizing, PV system electrical and mechanical design, performance analysis, and troubleshooting.

ENRG 142 # - Solar Thermal Technologies**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: ENRG 130.

This course introduces students to solar hot water and space heating systems. Topics will include system selection, site analysis, design and sizing, component selection, installation, troubleshooting, maintenance, codes and safety. The course will explore the application of solar thermal systems in both residential and commercial settings.

ENRG 150 # - Introduction to Wind Energy**Units: 3**

This course will cover basic principles of wind energy. Class topics will include the many facets of the proper placement (siting) of individual wind turbines as well as wind farms. Also addressed will be the physical restrictions, institutional restrictions, wind turbine noise, placement near the grid, spacing of turbines, social aspects of wind turbines, installation and environmental issues associated with wind turbines.

ENRG 152 # - Wind Energy Technologies**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: ENRG 150

This course is designed to give the student an overview of the operation of wind turbine sites. Topics will include principles of operation, including safety, electromechanical maintenance, failure prediction, environmental issues, wind energy resource analysis, and financial analysis.

ENRG 171 # - Well Design, Construction, and Geology**Units: 1**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: MATH 96 or higher; ENG 101 or ENG 113 or higher.

This course is designed to give students a basic understanding of the energy source fueling a geothermal power plant. Students will also gain an understanding of the basic principles of geology as they relate to geothermal systems. Methods of drilling, well construction and development will also be covered.

ENRG 172 # - Fluids, Piping, Valves and Pumps**Units: 4**

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: MATH 120 or higher and ENG 101 or higher, or qualifying placement scores.

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.

ENRG 173 # - Geothermal Plants, Turbines, and Generators**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: MATH 96 or higher; ENG 101 or 113 or higher

This course is designed to give students a basic understanding of thermodynamics and geothermal power plant systems equipment. Class topics will include the laws of thermodynamics, heat engine power cycles, geothermal power plant configuration, and common equipment used in geothermal power plants. Students will also gain an understanding of the principles used in geothermal power plant operation, common references, performance evaluation, and maintenance practices.

ENRG 174 # - Environmental Regulations for Geothermal Plant Operators**Units: 1**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: ENG 101 or 113 or higher

Students will be familiarized with the required permits and regulations governing the operational phase of a Geothermal Power Plant. Typical permits covered will include Federal Land Agency approvals and mitigation measures, State drilling permits and well closure requirements, State operating permits (UIC, NPDES, and Solid Waste Site permits), and conditional or special use permits issued by local entities (counties and municipalities).

ENRG 198 # - Special Topics in Energy Technologies**Units: 0.05-6**

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: ALL SEMESTERS

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.

ENRG 215 # - Electrical Distribution Systems**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

ENRG 271 # - Fundamentals of Process Controls and Instrumentation**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: MATH 126; ENG 101 or 113 or higher; ENRG 173

This course will provide students with hands-on practical knowledge of geothermal process controls and instrumentation used in a geothermal power plant. Topics will cover the commonly used types of instruments (temperature, pressure, flow, level, speed, vibration), actuators and positioners (pneumatic, hydraulic), and controllers (PLCs, governors, voltage regulators, dedicated loop controllers), and materials of construction, selection, principles of operation, common references, performance evaluation, maintenance practices, and calibration.

Engineering (ENGR)

ENGR 100 # - Introduction to Engineering Design

Units: 3

Term Typically Offered: SPR/FALL

This course is an overview of engineering practice and provides exposure to the environment in which engineers work. The course introduces the design process including initial conceptualization (sketching), detailed drawings (drafting), and prototype fabrication (machine shop). Learning to work as part of an engineering team is a central part of this course.

ENGR 110 # - Introduction to Renewable Energy

Units: 3

This course is designed to give the student basic knowledge in the following areas of solar energy: history, sun movement, climatological data for Reno, Nevada; energy reflection, transmission and absorption, heat transfer, heat storage, collector systems and sizing.

ENGR 242 # - Case Histories in Civil Engineering

Units: 1

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: ENGR 100.

Course will describe real-life civil engineering projects of different scopes and complexities. Projects will be analyzed with regard to scope, work plan, budget, permitting, technical and legal issues.

ENGR 243 # - Fluid Mechanics, Hydraulics and Hydrology

Units: 3

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: MATH 126 and ENGR 100.

Overview study of the behavior of fluids at rest and in motion and principles of hydrology: quantitative hydrology; prediction of runoff; hydrologic applications in urban settings; overview of storm water systems.

ENGR 244 # - Introduction to Engineering Economics

Units: 2

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: MATH 126 and ENGR 100.

Consideration of various economic calculations such as present worth, benefit-cost and rate of return analyses in engineering decision making.

ENGR 245 # - Materials Behavior and Statistical Analysis

Units: 4

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: MATH 126 and ENGR 100.

Construction materials behavior and various specifications used in quality control and quality assurance.

English (ENG)

ENG 101 # - Composition I

Units: 3

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: Grade of 'C' or better in ENG 98 or qualifying placement: High School GPA, ACCUPLACER Reading Comprehension (RC) 86+, SAT, ACT, or AP. RC 76-85, cannot take online and corequisite of READ 135 is required. Fall ESL READ 135 (1007 or 2003).

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

Units: 3

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: 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

Units: 3

Term Typically Offered: SPRNG/SUMR

Enrollment requirements: Prerequisite: ENG 97 or ENG 98 or qualifying ACCUPLACER, ACT/SAT score.

Introduction to expository methods with concentration on specific writing forms including memorandums, cover and business letters, formal and informal reports, manuals, and proposals. Suggested for students in occupational fields.

ENG 108 # - Technical Communications II

Units: 3

A continuation of expository methods. Concentration on developing writing projects required on the job. Lecture and individual instruction. Suggested for students in occupational fields.

ENG 112A # - ESL Listening Skills

Units: 3

Enrollment requirements: Prerequisite: ACCUPLACER test score; or UNR-IELC Bridge test; or 81-level courses (ENG 81A and ENG 81C).

This is a bridge-to academics ESL course to help students establish and practice the listening skills necessary for successful academic work. These include techniques for predicting, focusing, note taking, main idea and organizational-pattern recognition and summarizing.

ENG 112C # - ESL Reading Skills

Units: 3

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: ACCUPLACER test score; UNR-IELC Bridge test; 81-level courses (ENG 81A and ENG 81C); or ENG 112D with WCSC GPA < 3.0. Corequisite: ENG 112D with WCSC GPA < 3.0.

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.

ENG 112D # - ESL Composition**Units: 3**

Enrollment requirements: Prerequisite: ACCUPLACER test score; UNR-IELC Bridge test; 81-level courses (ENG 81A and 81C); or ENG 112C with WCSO GPA < 3.0. Corequisite: ENG 112C with WCSO GPA < 3.0.

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.

ENG 113 # - Composition I for International Students**Units: 3**

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: Qualifying high school GPA; ACCUPLACER, ACT/SAT, or AP placement score; UNR-IELC Bridge test; C- or better in 112-level courses; C- or better in ENG 112D. Corequisite: READ 135 (section 1007 or 2003) with qualifying ACCUPLACER test score.

Writing the expository essay; develops fluency and emphasizes development, coherence, style, revision, and editing for target-language accuracy. This course satisfies the English 101 requirement for non-native English speakers.

ENG 114 # - Composition II For International Students**Units: 3**

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: ENG 113 or equivalent or qualifying SAT/ACT score.

Exploration of essay forms with particular attention to interpretation and argument; emphasis on analytical reading and writing, critical thinking, and research methodologies; attention to language skill development and needs of learners of English as a second language. This course satisfies the English 102 requirement for non-native English speakers.

ENG 181 # - Vocabulary and Meaning**Units: 3**

Term Typically Offered: SPRING

Problems of meaning, word derivation and word formation are investigated with a view to enlarging and refining a working English vocabulary. Transfers for two credits to UNLV/UNR.

ENG 199 # - Literary Journal**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: ENG 101 or ENG 113 or instructor approval.

ENG 199 Literary Journal is a hands-on practicum in the preparation and production of a literary journal. Students who enroll in this course will become editorial board members of The Meadow, TMCC's award-winning literary arts journal. Working closely with faculty, students help to select the art, poetry, fiction and nonfiction content of the journal. Further, students edit and copyedit content and participate in production, layout and printing of the journal. Students are involved in every aspect of the journal, from publicity through distribution.

ENG 200 # - Novels Into Film**Units: 3**

Enrollment requirements: Prerequisite: ENG 101 or ENG 113 or instructor approval.

Examination of selected novels and their translation into film, designed to explore each art form's and each work's distinct structures and meanings.

ENG 205 # - Intro to Creative Writing: Fiction and Poetry**Units: 3**

Term Typically Offered: SPRNG/SUMR

Enrollment requirements: Prerequisite: Completion of or concurrent enrollment in ENG 101 or qualifying English placement score.

Beginning writers' workshop in both poetry and fiction.

ENG 220 # - Writing Poetry**Units: 3**

Term Typically Offered: SPRNG/SUMR

Enrollment requirements: Prerequisite: Completion of or concurrent enrollment in ENG 101 or qualifying English placement score.

The study of poetry writing methods and forms with concentration on the student's creative writing.

ENG 221 # - Writing Fiction**Units: 3**

Term Typically Offered: SPRNG/SUMR

Enrollment requirements: Prerequisite: Completion of or concurrent enrollment in ENG 101 or qualifying English placement score.

The study of fiction writing methods and forms with concentration on the student's creative writing.

ENG 222 # - Advanced Fiction: Novel Writing**Units: 3**

Term Typically Offered: SPRNG/SUMR

Enrollment requirements: Prerequisite: ENG 221 or instructor approval.

This course is a continuation of ENG 221 with an emphasis on novel writing. The class will be conducted as a writer's workshop.

ENG 223 # - Themes of Literature**Units: 3**

Term Typically Offered: SPRNG/SUMR

Enrollment requirements: Prerequisite: ENG 101 or ENG 113 or instructor approval.

The study of themes and ideas significant in poetry, prose, and film of various literary periods.

ENG 224 # - Introduction to Screenwriting**Units: 3**

Enrollment requirements: Prerequisite: ENG 101 or ENG 113 or instructor approval.

The study of screenwriting methods and forms with a concentration on the student's creative writing.

ENG 225 # - Advanced Screenwriting**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: ENG 224 or instructor approval.

This course continues the work of English 224 by developing advanced screenwriting skills with an emphasis on the student's creative writing. This course will focus on the production and revision of a feature length screenplay.

ENG 230 # - Writing Creative Non-Fiction**Units: 3**

Enrollment requirements: Prerequisite: ENG 101 or ENG 113 or instructor approval.

The study of creative non-fiction writing methods and the art of the personal essay with concentration on the student's creative writing.

ENG 231 # - World Literature I
Term Typically Offered: SPRING**Units: 3**

Enrollment requirements: Prerequisite: Completion of ENG 101 or qualifying ACCUPLACER, SAT, or ACT scores.

Introduction to aesthetic and ideological trends in the Western world. Reading of literary masterpieces through the year 1650.

ENG 232 # - World Literature II**Units: 3**

Enrollment requirements: Prerequisite: Completion of ENG 101 or qualifying ACCUPLACER, SAT, or ACT scores.

Introduction to aesthetic and ideological trends in the Western world through reading of literary masterpieces from 1650 to present.

ENG 235 # - Survey of English Literature I**Units: 3**

Enrollment requirements: Prerequisite: ENG 101 or ENG 113 or instructor approval.

Selected major British writers read and discussed: Anglo-Saxon through 18th century periods. Transfers to UNR as a humanities course.

ENG 236 # - Survey of English Literature II**Units: 3**

Enrollment requirements: Prerequisite: ENG 101 or ENG 113 or instructor approval.

Selected major British writers read and discussed: Romantic through Modern periods. Transfers to UNR as a humanities course.

ENG 241 # - Survey of American Literature I**Units: 3**

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: ENG 101 or ENG 113 or instructor approval.

Major figures and movements in American literature from the Colonial period to the Civil War.

ENG 242 # - Survey of American Literature II**Units: 3**

Enrollment requirements: Prerequisite: ENG 101 or ENG 113 or instructor approval.

A study of major thought and expression in the American literary experience from the Civil War to the present. Writers include Twain, James, Hemingway, Faulkner and others. Transfers to UNR as a general elective.

ENG 243 # - Introduction to the Short Story**Units: 3**

Term Typically Offered: SPRNG/SUMR

Enrollment requirements: Prerequisite: ENG 101 or ENG 113 or instructor approval.

The study of short story masterpieces with an eye toward understanding the genre and its characteristics.

ENG 245 # - Introduction to the Novel**Units: 3**

Enrollment requirements: Prerequisite: ENG 101 or instructor approval.

Introduction to the form and development of the novel. May be taught thematically.

ENG 250 # - Introduction to Children's Literature**Units: 3**

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: ENG 101 or ENG 113 or instructor approval.

A survey of historical periods, major writers, and trends in children's literature, primarily in the Western tradition.

ENG 252 # - Introduction to Drama**Units: 3**

Enrollment requirements: Prerequisite: ENG 101 or ENG 113 or instructor approval.

Introduction to the genre of drama with attention to plays and play writing through time.

ENG 258 # - Ashland Theatre Festival**Units: 1**

Enrollment requirements: Prerequisite: ENG 101 or ENG 113 or instructor approval.

Field trip to Ashland, Oregon to see classical, period, modern and Shakespearean plays. Students study plays prior to the field trip, discuss productions and write brief reviews of the plays.

ENG 261 # - Intro to Poetry**Units: 3**

Enrollment requirements: Prerequisite: ENG 101 or ENG 113 or instructor approval.

A study of the poetry genre emphasizing the elements of poetry, its basic types and forms, and representative poets.

ENG 264 # - Psychology and Literature**Units: 3**

Enrollment requirements: Prerequisite: ENG 101 or ENG 113 or instructor approval.

An examination of major works of literature to discover the correlation between their universal themes and the theories of psychology as they relate to the human experience.

ENG 267 # - Introduction to Women and Literature**Units: 3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: Completion of ENG 101 or qualifying ACCUPLACER, SAT, or ACT scores.

A consideration of women as writers and as characters in literature. Readings are drawn from poetry, drama, fiction and biography.

ENG 271 # - Introduction to Shakespeare**Units: 3**

Enrollment requirements: Prerequisite: ENG 101 or ENG 113 or instructor approval

Shakespeare's principal plays read for their social interest and their literary excellence. Selections from comedies, tragedies and histories.

ENG 275 # - Contemporary Literature**Units: 3**

Enrollment requirements: Prerequisite: ENG 101 or ENG 113 or instructor approval.

The reading of recent literature of various types to acquaint students with contemporary writers.

ENG 281 # - Introduction to Language

Term Typically Offered: SPRING

Units: 3

Enrollment requirements: Prerequisite: ENG 101 or ENG 113 or instructor approval.

Nature and function of language, including an introduction to the linguistics subsystem of Modern English and the development of the English language. Transfers to UNR/UNLV as a general elective.

ENG 282 # - Introduction to Language and Literary Expression**Units: 3**

Term Typically Offered: SPRNG/SUMR

Enrollment requirements: Prerequisite: ENG 101 or ENG 113 or instructor approval.

The forms and function of language with special application to literary study.

ENG 288 # - Multicultural Literature**Units: 3**

Enrollment requirements: Prerequisite: ENG 101 or ENG 113 or instructor approval.

A survey of authors from various ethnic and cultural backgrounds. Readings include biography, essays, poetry, novels, drama, and short fiction.

ENG 294 # - Intro to Women's History and Literature in the Us**Units: 3**

Enrollment requirements: Prerequisite: ENG 101 or ENG 113 or instructor approval.

This interdisciplinary survey course examines women's history and literature in the United States from the colonial period to present. It explores the dynamics and cultural construction of race, ethnicity, class and gender in women's historical experience as well as in the portrayal of women in literature, and to a lesser extent, in art, music, and film. Multicultural perspectives will be included through examination of African American, Native American, and Latina writers.

ENG 297 # - Reading and Interpreting**Units: 3**

Term Typically Offered: SPRNG/SUMR

Enrollment requirements: Prerequisite: ENG 101 or ENG 113 or instructor approval.

Methods for creating personal, critical responses to literature representing a range of time periods and genres. Based on a thematic approach.

ENG 298 # - Writing About Literature**Units: 3**

Enrollment requirements: Prerequisite: ENG 101 or ENG 113 or instructor approval.

Introduction to literary study--literary terms, genre, time periods, and analysis.

ENG 299 # - Special Topics in English

Term Typically Offered: SUM

Units: 1-3

Enrollment requirements: Prerequisite: ENG 101 or ENG 113 or instructor approval.

The successful student will be able to initiate one on one dialog between student and tutor, focusing on the degree to which the paper fulfills the requirements of the assignment. Diagnose written communication problems and offer suggestions for improving the writing quality. Help peers to evaluate their own writing in terms of fulfilling requirements of assignment, including the appropriate content, and accurately using grammar.

ENG 81A # - ESL Listening and Speaking**Units: 3**

Enrollment requirements: Prerequisite: Qualifying ACCUPLACER test score.

ENG 081A is an ESL Listening and Speaking course in which students learn speaking and listening skills based on academic content. Using topics typically covered in college courses, students engage in dialogs and discussions, take lecture notes, prepare oral presentations and learn to recognize and use various communication patterns. Satisfactory/Unsatisfactory grading. Course may be repeated for up to 6 credits.

ENG 81C # - ESL Reading/Writing**Units: 4**

Enrollment requirements: Prerequisite: Qualifying ACCUPLACER test score.

ENG 081C assists the ESL student to develop basic reading and writing skills in preparation for college courses. The reading segment will help students to improve confidence, fluency, speech and accuracy in reading. The writing segment will help students to develop short, well-organized paragraphs in several rhetorical styles. Students will learn techniques for revising their own writing with attention to identifying grammar and spelling problems and to expanding vocabulary.

ENG 83 # - Pronunciation and Spelling for Non-Native Speakers**Units: 3**

Term Typically Offered: SPRNG/SUMR

Enrollment requirements: 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**Units: 3**

Term Typically Offered: SPRNG/SUMR

Enrollment requirements: Prerequisite: Qualifying ACCUPLACER test score or completion of ENG 81A and ENG 81C.

ENG 088, an intermediate-level English grammar course for non-native speakers, builds understanding of the forms, meanings and uses of key grammar structures, especially those expected in formal written communications. Application of grammar to the development and editing of the students' own writing and to understanding of written texts is emphasized. This course is especially useful for students taking the ENG 112D, 113 or 114 writing courses. Grading is S/U; the course may be repeated for up to six credits.

ENG 95 # - Basic Writing II**Units: 3**

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: 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**Units: 3**

Term Typically Offered: SPRING

Enrollment requirements: 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 98 # - Preparatory Composition**Units: 3**

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: Qualifying high school GPA, ACCUPLACER Reading Comprehension (RC) score 76-85, or SAT/ACT placement. Corequisite: READ 95 REQUIRED with RC score of 56-75, SAT below 440, or ACT below 18.

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.

English Skills Center (ESC)**ESC 1 # - English Skills Course****Units: 4**

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: ACCUPLACER Reading Comprehension score 41-55.

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.

Environmental Science (ENV)**ENV 100 # - Humans and the Environment****Units: 3**

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: MATH 95 or higher and ENG 98 or higher, or qualifying placement scores.

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.

ENV 115 # - Wilderness Survival**Units: 3**

Term Typically Offered: SPR/FALL

A course designed to introduce the student to basic survival techniques associated with a variety of environments, i.e., desert, mountain and aquatic, with emphasis on the western United States. Problems of food and water acquisition, exposure and cover are studied. Field trips are required.

ENV 198 # - Special Topics in Environment**Units: 0.5-6**

Transferability: May not transfer towards an NSHE bachelor's degree

Covers selected topics of interest to students in environmental science. May be repeated for up to 6 credits.

ENV 290 # - Internship in Environmental Studies**Units: 1-8**

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Department review of student's activities and development on the job required.

ENV 299 # - Special Topics in Environmental Science**Units: 0.5-3**

Consideration of selected current problems and conceptual issues in environment. Issues selected will depend upon current interest of staff and students. No prerequisite.

Fire Science (FS)**FS 150 # - Physical Fitness and Nutrition for Fire Service****Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

This course will assist the student in meeting the National Fire Protection Association Standards related to wellness for first responders. This course will also assist the student in preparing for the physical ability portion of Fire Service Testing. The course includes lectures on fitness, nutrition, stress and disease prevention. The course also includes aerobic and muscle development. Students will be required to complete a physical performed by a doctor meeting NFPA standards. This course will be required for those students not taking the Firefighter II program in the Academy format.

FS 198 # - Special Topics in Fire Science**Units: 0.5-6**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

Fire Science Technology (FT)

FT 100 # - Introduction to Emergency Services **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: SPR/FALL

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.

FT 101 # - Introduction to Fire Protection **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

FT 102 # - Entry Level Firefighter **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

This course will give the student the basic skills and knowledge necessary to combat structure fires under direct supervision.

FT 106 # - Firefighter I Academy **Units: 12**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: EMS 108, MATH 95 or higher, ENG 101 and FT 101 or FT 102.

The academy covers all of the National Fire Protection Association and Nevada State Firefighter I requirements. The curriculum covers fire behavior, firefighter safety, personal protective equipment, self-contained breathing apparatus, portable fire extinguishers, water supply, fire hose and appliances, nozzles, fire streams, basic building construction, ladders, ropes and knots, rescue procedures, forcible entry, ventilation, salvage and overhaul, hazardous material mitigation to the operational level, basic terrorism, and wildland firefighting (S-110, 130, 190).

FT 109 # - Internship in Firefighting **Units: 5**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: FT 106 (or Firefighter II) and EMS 108 (or EMT-B)

A course designed wherein the students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to 8 semester hour credits may be earned on the basis of 100 hours of internship for 1 credit. May be repeated for up to 8 credits.

FT 110 # - Basic Wildland Firefighting **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

FT 121 # - Fire Prevention I **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Familiarization with national, state and local laws and ordinances influencing fire prevention and fire underwriting; principles and problems relating to fire prevention.

FT 122 # - Codes/Ordinances I **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Familiarization with national, state and local laws and ordinances which influence the field of fire protection.

FT 125 # - Build Construction I **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

FT 131 # - Hazardous Materials **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

A review of basic properties of solids, liquids and gases and the storage, handling, law, standards and firefighting practices pertaining to hazardous materials.

FT 151 # - Fire Protection Hydraulics and Water Supply **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: MATH 96 or equivalent or Accuplacer, ACT/SAT test results.

Review of basic mathematics; hydraulic laws and formulae as applied to fire science; application of formula and mental calculations on hydraulic problems; water distribution systems; water supply problems; underwriter's requirements for pumps. *

FT 200 # - ICS/NIMS/EOC **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: SPR/FALL

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.

FT 206 # - Firefighter II Academy **Units: 10**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: FT 106 or Firefighter I Certification.

This academy builds on the Firefighter I Academy and reinforces those basic skills. In addition this academy covers: fire department communications, foams, fireground operations (tactics and strategies), advanced rescue operations, firefighter survival, fire prevention, public education, advanced building construction, pre-planning, equipment operation, equipment maintenance, equipment and hose testing, basic hydraulics, intermediate wildland fire behavior (S-290), basic air operations (S-270), hydrant testing, and basic vehicle extrication.

FT 212 # - Fire and Ecology**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

French (FREN)**FREN 111 # - First Year French I****Units: 4**

Term Typically Offered: FALL

Introduction to the language through the development of language skills and through structural analysis. Includes an introduction to French culture. This course transfers to UNR as FREN 111.

FREN 112 # - First Year French II**Units: 4**

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: FREN 111 or equivalent or qualifying CAPE placement score.

A continuation of French 111. This course transfers to UNR as FREN 112.

FREN 198 # - Special Topics in French**Units: 1-6**

Transferability: May not transfer towards an NSHE bachelor's degree

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.

FREN 211 # - Second Year French I**Units: 3**

Term Typically Offered: FALL

Enrollment requirements: Prerequisite: FREN 112 or equivalent or qualifying CAPE placement score.

Structural review, conversation, writing and readings in modern literature. This course transfers to UNR as FREN 211.

FREN 212 # - Second Year French II**Units: 3**

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: FREN 211 or equivalent or qualifying CAPE placement score.

A continuation of French 211. Structural review, conversation, writing and readings in modern literature. This course transfers to UNR as FREN 212.

Geography (GEOG)**GEOG 103 # - Physical Geography****Units: 3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: MATH 120 or 126 and ENG 98 or qualifying placement scores. Corequisite: GEOG 104.

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.

GEOG 104 # - Physical Geography Lab**Units: 1**

Enrollment requirements: Prerequisite: MATH 120 or 126 and ENG 98 or qualifying placement scores. Corequisite: GEOG 103.

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.

GEOG 106 # - Introduction to Cultural Geography**Units: 3**

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: Completion of or concurrent enrollment in ENG 98 or qualifying English placement score.

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.

GEOG 121 # - Climate Change: the Science Basis**Units: 4**

Enrollment requirements: Prerequisite: MATH 120 or 126 and ENG 98 or qualifying placement scores.

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.

GEOG 198 # - Special Topics in Geography**Units: 0.5-6**

Transferability: May not transfer towards an NSHE bachelor's degree

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.

GEOG 200 # - World Regional Geography**Units: 3**

Enrollment requirements: Prerequisite: Completion of or concurrent enrollment in ENG 98 or qualifying English placement score.

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 factor influence cultural diversity. Satisfies UNR social science core curriculum.

GEOG 205 # - Applications of Geographic Information Systems**Units: 3**

Term Typically Offered: SPR/FALL

Beginning techniques focusing on concepts and hands-on experience using Geographical Information System (GIS), special database software used in solving problems that can be mapped.

GEOG 210 # - Introduction to Geotechnology

Term Typically Offered: SPR/FALL

Provides fundamental map concepts including the origins of maps, types of maps and projections, mapping techniques, location reference systems, and interpreting topographic maps. The uses of Geographic Information Systems (GIS), Global Positioning Systems (GPS), and remote sensing for data analysis and assimilation are also introduced.

GEOG 290 # - Internship in Geography

Transferability: May not transfer towards an NSHE bachelor's degree

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for an application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits.

Geology (GEOL)

GEOL 100 # - Earthquakes, Volcanoes and Natural Disasters

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: Completion of ENG 98 or higher and MATH 96 or higher, or qualifying ACCUPLACER, SAT, or ACT scores

This course will emphasize the geology of earth's natural hazards including earthquakes, volcanoes, tsunamis, landslides, global warming and ozone depletion. Students will learn how geologic processes can directly affect people, property and human made structures. Procedures to mitigate such hazards will be explored. In addition to earth's natural hazards, some other important concepts to be addressed include population growth pressures on natural resources, uniformitarianism and geology as a foundation to understanding our environment. Course entails three hours of lecture per week and four 3-5 hour mandatory laboratory exercises per semester.

GEOL 101 # - Geology: Exploring Planet Earth

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: Completion of ENG 98 or higher and MATH 96 or higher, or qualifying ACCUPLACER, SAT, or ACT scores.

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.

Units: 3**GEOL 102 # - Earth and Life Through Time**

Term Typically Offered: FALL

Enrollment requirements: Prerequisite: GEOL 101 or consent of instructor.

A lecture- and laboratory-based course examining the evolution of Earth through time including major events in the evolution of the crust, plate tectonics, and biosphere. Course 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.

GEOL 105 # - Introduction to Geology of National Park

Enrollment requirements: Prerequisite: Completion of ENG 98 or higher and MATH 96 or higher, or qualifying ACCUPLACER, SAT, or ACT scores.

A general survey course that examines basic geologic process of the rock cycle, geologic structures, geologic time, and plate tectonics using selected national parks as exemplars of those processes. The course consists of 3 hours of lecture per week and a total of two three-hour labs, and one full-day field study.

GEOL 206 # - Geology of Geothermal Energy Resources

Term Typically Offered: FALL

Enrollment requirements: Prerequisite: ENG 98 and MATH 96; or qualifying Accuplacer, ACT, or SAT scores. Prior successful completion of one or more of the following is recommended: ENGR 110, GEOL 100, GEOL 101, GEOG 103, GEOG 104, or NRES 100.

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.

GEOL 260 # - Introduction to Field Methods

Term Typically Offered: FALL

Enrollment requirements: Prerequisite: GEOL 101 or instructor approval.

This course is a hands-on introduction to basic geologic map interpretation and field methods for geologic mapping. Students will learn how to interpret geologic features from aerial photos, measure strikes and dips of geologic structures and rock units, determine thickness of stratigraphic units, identify and map the distribution of different rock types and geologic structures, interpret geologic histories and potential hazards of different areas, and chronicle their findings in concise, well-written geologic reports.

Units: 4**Units: 1-8****Units: 3****Units: 4****Units: 3****Units: 3****Units: 2**

GEOL 290 # - Internship in Geology**Units: 1-3**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

German (GER)

GER 111 # - First Year German I**Units: 4**

Term Typically Offered: FALL

Introduction to patterns of German through development of language skills and structural analysis. Includes an introduction to German culture. This course transfers to UNR as GER 101.

GER 112 # - First Year German II**Units: 4**

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: GER 111 or equivalent or qualifying CAPE placement score.

A continuation of GER 111. This course transfers to UNR as GER 102.

GER 198 # - Special Topics in German**Units: 0.5-6**

Transferability: May not transfer towards an NSHE bachelor's degree

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.

GER 211 # - Second Year German I**Units: 3**

Term Typically Offered: FALL

Enrollment requirements: Prerequisite: GER 112 or equivalent or qualifying CAPE placement score.

Structural review, conversation and writing, reading in modern literature.

GER 212 # - Second Year German II**Units: 3**

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: GER 211 or equivalent or qualifying CAPE placement score.

A continuation of GER 211. Structural review, conversation and writing, reading in modern literature.

Graphic Communications (GRC)

GRC 107 # - Design Fundamentals**Units: 3-4**

Term Typically Offered: SPR/FALL

Foundation course in the application and appreciation of the basic principles and elements of design, including form, shape, value and spatial relationships. Emphasis will be placed on developing creative skills and working with the design process. Challenge by portfolio is available.

GRC 109 # - Color and Design**Units: 3-4**

Term Typically Offered: SPR/FALL

Color theories, color technologies and the applications of color in art and design. Intermediate, two-dimensional design problems focusing on the compositional, optical and psychological aspects of visual communication.

GRC 110 # - Drawing and Illustration**Units: 4**

Transferability: May not transfer towards an NSHE bachelor's degree

Foundation course for developing basic skills and techniques in visualizing and rendering images in 2D and 3D presentations. Projects will focus on manual techniques and their applications in print and digital media. Challenge by portfolio is available.

GRC 118 # - Computer Graphics/Print Media**Units: 3-4**

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: GRC 107 and GRC 109, or approval of instructor.

Foundation course that introduces computer systems and applications as they relate to graphic communication for print media. Class will present a project-based overview of vector-draw, image manipulation, page layout and electronic publishing software. Challenge exam is available.

GRC 119 # - Digital Media**Units: 3-4**

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: GRC 107, GRC 109, and GRC 110 or approval of instructor.

Foundation course that introduces computer systems and applications as they relate to graphic communications for digital media. Class will present a project-based overview of content creation, Web design, Web animation, digital video and 3D modeling. Challenge exam is available.

GRC 120 # - Software Applications-Beginning Photoshop**Units: 0.5-1**

Transferability: May not transfer towards an NSHE bachelor's degree

Software workshop focusing on beginning techniques and applications of the current version of Adobe Photoshop. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree.

GRC 123 # - Software Applications-Advanced Photoshop**Units: 0.5-1**

Transferability: May not transfer towards an NSHE bachelor's degree

Software workshop focusing on advanced techniques and applications of the current version of Adobe Photoshop. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree.

GRC 124 # - Software Applications-Beginning Illustrator**Units: 0.5-1**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

GRC 125 # - Graphic Software**Units: 0.5-1**

Transferability: May not transfer towards an NSHE bachelor's degree

A variety of short courses in software packages specific to graphic communications and digital media applications. Classes will include current software packages and upgrade-specific training. Verify type of software and level of instruction in current schedule of classes. Grading is pass/withdraw. This course may be repeated for up to eight credits.

GRC 126 # - Software Applications-Advanced Illustrator**Units: 0.5-1**

Transferability: May not transfer towards an NSHE bachelor's degree

Software workshop focusing on advanced techniques and applications of the current version of Adobe Illustrator. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree.

GRC 127 # - Software Applications-Beginning InDesign**Units: 0.5-1**

Transferability: May not transfer towards an NSHE bachelor's degree

Software workshop focusing on beginning techniques and applications of the current version of Adobe InDesign. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree.

GRC 128 # - Software Applications-Advanced InDesign**Units: 0.5-1**

Transferability: May not transfer towards an NSHE bachelor's degree

Software workshop focusing on advanced techniques and applications of the current version of Adobe InDesign. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree.

GRC 129 # - Software Applications-Beginning Dreamweaver**Units: 0.5-1**

Transferability: May not transfer towards an NSHE bachelor's degree

Software workshop focusing on beginning techniques and applications of the current version of Adobe Dreamweaver. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree.

GRC 130 # - Software Applications-Beginning Flash**Units: 0.5-1**

Software workshop focusing on beginning techniques and applications of the current version of Adobe Flash. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree.

GRC 131 # - Software Applications-Premiere/Soundbooth**Units: 0.5-1**

Software workshop focusing on beginning techniques and applications of the current version of Adobe Premiere and Soundbooth. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree.

GRC 132 # - Basic Principles of Animation**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: GRC 107 and GRC 110 or approval of instructor.

Introduction to the principles and techniques of 2D animation. Manual assignments will be completed for output to analog and digital formats for screening and portfolio. Course lectures and discussions will include professional production processes for TV, film, games and the Web, as well as potential strategies to gain employment in the field.

GRC 135 # - Storyboarding**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: GRC 107 and GRC 110 or approval of instructor.

Introduction to techniques and strategies for visual storytelling.

Visual language and syntax for narrative, non-linear, alternative and experimental storytelling methodologies will be explored. Story structure, character development, style, premise, genre, and format (commercial ad, interstitial, PSA, short, feature, music video, Web, games, etc.) will be discussed.

GRC 136 # - Graphic Communications Fundamentals**Units: 6**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Acceptance into the GRC Web Design Fast-Track program.

Introduction to the fundamental theories, concepts and technologies of the graphic communications industry. Course will integrate basic business math and business communication instruction into an integrated, project-based curriculum.

GRC 137 # - Graphics Content Development and Production Techniques**Units: 6**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: GRC 136 or Acceptance into the GRC Web Design Fast-Track program.

Introduction to the creation, development and production of static and dynamic content for use in Internet-based designs. Course will integrate basic business math and business communication instruction into an integrated, project-based curriculum.

GRC 138 # - Graphics Web Design I**Units: 6**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: GRC 137 or Acceptance into the GRC Web Design Fast-Track program.

Introduction to the creation, layout and production of web pages, including the integration of imagery, typography and color. Basic programming concepts, including HTML and CSS. Course will integrate basic business math and business communication instruction into an integrated, project-based curriculum.

GRC 144 # - Electronic Layout and Typography**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: GRC 118 or approval of instructor.

Introduction to typography and page layout software. Typographic theory, copy acquisition, proofreading and fundamentals of typographical layout and design.

GRC 153 # - Commercial Printing Processes**Units: 4**

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: GRC 118 or approval of instructor.

An intermediate course in commercial printing processes including screen printing and offset lithography. Hands-on class will focus on electronic pre-press and printing methods used in commercial printing.

GRC 156 # - Design with Illustrator**Units: 3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: GRC 110 and GRC 118, or approval of instructor.

An introductory/intermediate class in the creation and execution of designs and illustrations in the digital environment. Class will focus on vector-draw software, including the tools and techniques required to produce professional-level artwork.

GRC 175 # - Web Design and Publishing I**Units: 4**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: GRC 119 or approval of instructor.

Introduction to authoring for the World Wide Web using industry standard software applications. Topics covered include planning, designing and building a Web site, aesthetics, creating and optimizing computer graphics for Web, information architecture, navigation and interactivity, Web publishing, Web hosting and site management.

GRC 182 # - Digital Video Production**Units: 4**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: GRC 119 and GRC 135 or instructor approval.

Introduction to the basic principles and practices of digital video production. The course covers every phase of introductory digital video preproduction, production and post-production processes from concept to final output, including story and concept development, lighting, recording and capturing footage, importing and managing clips, editing methods, transitions, special effects, titles, and credits, sound design and output to different formats.

GRC 183 # - Design with Photoshop**Units: 3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: GRC 118 or approval of instructor.

An intermediate course in the application of graphics software to create pixel based images using industry standard pixels based software. Class will cover digital camera and scanner operation and emphasize image manipulation and optimization processes for pixel images.

GRC 188 # - Web Animation and Interactivity I**Units: 3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: GRC 118 and GRC 119, or approval of instructor.

Introduction to animation and interactivity for use in CD-ROM, DVD or Web based interactive documents using industry standard software applications. Course content focuses on planning, design and building animated and interactive digital content. Topics include information architecture, interface design and navigation, introductory programming, drawing, audio, video, and publishing options.

GRC 198 # - Special Topics in Graphic Communications**Units: 0.5-6**

Transferability: May not transfer towards an NSHE bachelor's degree

Various short courses and experimental classes covering a variety of subjects. The class will be a variable credit of one-half to six credits depending upon class content and number of hours required. The course may be repeated for up to six credits.

GRC 238 # - Graphics Web Design II**Units: 6**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: GRC 138 or Acceptance into the GRC Web Design Fast-Track program.

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.

GRC 239 # - Graphics Web Design III**Units: 6**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: GRC 238 or Acceptance into the GRC Web Design Fast-Track program.

Advanced course in the creation, layout and production of web pages, including developing advanced-level layout and design skills. Continued instruction in programming languages relevant to web design and production. Course will integrate human relations instruction into an integrated, project-based curriculum, including the development of a student portfolio website for employment in the industry.

GRC 244 # - Electronic Layout and Typography II**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: GRC 144 and 156 or approval of instructor.

Advanced studio covering typography, graphic design and advertising theories and techniques for print media. Class will focus on creativity and the creative process and how these principles affect communication of ideas. Topics include image/copy interaction, production techniques and the use of type in complex compositions as well as multipage documents.

GRC 256 # - Advanced Design with Illustrator **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: GRC 122 and 156, or approval of instructor.

An intermediate/advanced class in the creation and execution of designs and illustrations in the electronic environment. Class will focus on vector-draw software and more advanced principles of design to produce artwork for print and digital media.

GRC 275 # - Web Design II **Units: 3-4**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: GRC 175 or approval of instructor.

Advanced Web page design using industry-standard applications. Topics include planning and design, programming, interactivity, behaviors, animation, page weighting, meta tags, databases, Web hosting and site management.

GRC 282 # - Motion Graphics for Video **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: GRC 132 and GRC 182 or instructor approval.

The principles of animation and motion design applied to graphics production for use in time-based and interactive scenarios. An exploration of animated title sequences, time-based image compositing, and audio design principles for applications in entertainment and advertising content creation.

GRC 283 # - Electronic Imaging II **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: GRC 183 or approval of instructor.

An advanced course in the application of graphics software to create pixel based imagery using industry standard pixel based software. Class will cover advanced image manipulation and optimization processes for pixel images as well as simple based animation and video manipulation.

GRC 284 # - 3D Modeling and Animation **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: GRC 119 and GRC 132 or approval of instructor.

Introduction to basic 3 dimensional modeling and animation techniques and production processes. Topics include 3D modeling, texturing, lighting, animation and rendering using industry-standard 3D software.

GRC 288 # - Web Animation II **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: GRC 188 or approval of instructor. GRC 135 recommended.

Advanced animation and interactivity for the Web and CD-ROM using Macromedia Flash. The course extends the skills acquired in GRC 188: Web Animation and Interactivity I, and emphasizes methodology and problem solving.

GRC 290 # - Internship in Graphic Communications **Units: 1-8**

Transferability: May not transfer towards an NSHE bachelor's degree

Supervised work experience with a selected graphic communications business, dependent upon students selected major emphasis. Course is designed to apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor. Available to students entering their last semester of instruction for the GRC associates degree. Contact the department advisor for application, screening and required skills evaluation. 75 hours on the job per credit.

GRC 294 # - Portfolio Workshop **Units: 1-3**

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: SPRING

Enrollment requirements: PR: Minimum 24 units 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.

GRC 298 # - Special Problems in Graphic Communications **Units: 0.5-6**

Transferability: May not transfer towards an NSHE bachelor's degree

Selected advanced topics and workshops relating to specific areas of graphic communications. The class will be a variable credit of one-half to six credits depending upon class content and number of hours required.

GRC 299 # - Independent Study **Units: 1-6**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

Health Information Technology (HIT)

HIT 180 # - Health Information Management **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

Hebrew (HEB)

HEB 113 # - Hebrew I **Units: 4**

Term Typically Offered: FALL

Development of language skills in listening, speaking, reading, writing and structural analysis. Emphasis placed on speaking.

HEB 114 # - Hebrew II **Units: 4**

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: HEB 113.

The object of this course is to develop a basic proficiency in Hebrew through practice in the use of basic language skills and acquisition of vocabulary.

HEB 198 # - Special Topics in Hebrew Units: 0.5-6

Transferability: May not transfer towards an NSHE bachelor's degree

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.

HEB 221 # - Intermediate Hebrew I Units: 3

Enrollment requirements: Prerequisite: HEB 114.

Structural review, conversation, reading, and writing in Modern Hebrew.

HEB 222 # - Intermediate Hebrew II Units: 3

Enrollment requirements: Prerequisite: HEB 221.

Structural review, conversation, reading, and writing in Modern Hebrew.

History (HIST)

HIST 101 # - US History to 1877 Units: 3

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.

Survey of U.S. political, social, economic, diplomatic and cultural development from colonial times to 1877. Satisfies the United States Constitution requirement.

HIST 102 # - U. S. History since 1877 Units: 3

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.

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.

HIST 105 # - European Civilization to 1648 Units: 3

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: ENG 101 equivalency or completed or concurrently enrolled.

Survey of the development of Western civilization up to 1648.

HIST 106 # - European Civilization since 1648 Units: 3

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.

Survey of the development of Western civilization from 1648 to the present.

HIST 111 # - Survey of U.S. Constitutional History Units: 3

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.

A survey of the origin, development, and history of the United States Constitution and the Nevada Constitution. Satisfies the U.S. and Nevada Constitution requirements.

HIST 208 # - World History I Units: 3

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.

A survey of the societies and cultures of Asia, Africa, the Middle East, Europe, the Americas and Oceania to 1600. Satisfies TMCC Diversity requirement.

HIST 209 # - World History II Units: 3

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.

A survey of the societies and cultures of Asia, Africa, and Middle East, Europe, the Americans and Oceania since 1600. Satisfies TMCC Diversity requirement.

HIST 217 # - Nevada History Units: 3

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.

Nevada history from exploration to the present. Includes examination of the Nevada Constitution and satisfies the Nevada Constitution general education requirement.

HIST 225 # - Introduction to the Vietnam War Units: 3

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.

The United States involvement in Vietnam beginning during WW II. Decisions made by seven U.S. presidents and their impact and retrospective views of the disastrous ending of the war will be examined.

HIST 227 # - Introduction to Latin American History & Culture I Units: 3

Term Typically Offered: SPR/FALL

An overview of Hispanic history including language, literature, geography, religion, music and politics from the pre-Columbian era to 1826.

HIST 228 # - Intro to Latin American History and Culture II Units: 3

An overview of Hispanic history including language, literature, geography, religion, music and politics from 1826 to the present.

HIST 248 # - Introduction to the American Civil War Units: 3

Era of the Civil War from the events immediately preceding the national conflict to its conclusion. Topics covered include: strategy, tactics, battles, generals, politics, economics, why the North won, why the South lost, technology and European diplomatic relations.

HIST 251 # - Introduction to Historical Methods Units: 3

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: Completion of 9.0 units in History with grades of C or better.

Introduction to the basic concepts and techniques of historical investigation and writing.

HIST 273 # - Introduction to the History and Culture of the Cold War**Units: 3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.

This course examines the history and culture of the Cold War (from 1945 through the Vietnam conflict) and its lasting legacy. In particular, the course addresses the Cold War's influence on politics, economics, diplomacy, national identity, popular culture, and notions of race, class and gender.

HIST 288 # - Hitler & Stalin: Studies in Tyranny**Units: 3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.

This class explores the dramatic impact both Hitler and Stalin had on the shaping of the 20th Century. This class will analyze the Empires of Continental Europe and connect the weaknesses and collapse of these empires with the emergence of Fascism and Communism. The rise to power of Hitler and Stalin will be analyzed, as will be their ability to consolidate and maintain power. The class will explore uneasy alliances, military decisions and their outcomes, persecution of populations and the Cold War.

HIST 289 # - Introduction to the History of the Middle East**Units: 3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.

History of the Middle East from antiquity through the fifteenth centuries with special emphasis on Islam in both the religious and cultural senses and upon its institutional, political, and economic development; from the sixteenth to the twentieth century with emphasis upon the Ottoman system, the economic, cultural, and political impact of imperialism and the emergence of the modern state systems. Includes cross-cultural comparisons across the region and places Middle Eastern culture within the context of the world community.

HIST 291 # - Intro to Women's History and Literature in the Us**Units: 3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.

This interdisciplinary survey course examines women's history and gender relations in the United States from the colonial period to the present. It explores the dynamics and cultural construction of race, ethnicity, class, and gender in women's historical experience. In addition, it examines the portrayal of women in literature and, to a lesser extent, in art, music and film. Multi-cultural perspectives will be included through examination of African American, Native American and Latina writers.

HIST 294 # - Introduction to African American History II**Units: 3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.

A survey of African American history from emancipation to the present. Topics include the meaning of emancipation; the emergence of legal racial segregation; strategies of accommodation and resistance in the early 20th century; the emergence and decline of the modern civil rights movement; and contemporary issues in African American studies.

HIST 295 # - Special Topics in History**Units: 1-3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.

Provides students with the opportunity to explore the significance and historical origins of world issues and events requiring special focus. This course allows faculty the flexibility to address issues and concepts of immediate relevance in global society. Students may repeat this course to a maximum of nine credits.

Human Development and Family Studies (HDFS)

HDFS 201 # - Lifespan Human Development**Units: 3**

Term Typically Offered: ALL SEMESTERS

This course is the study of human growth and development from conception through death. All domains of development are studied including physical, cognitive, and social/emotional aspects of development.

HDFS 202 # - Introduction to Families**Units: 3**

Term Typically Offered: ALL SEMESTERS

Dynamics of development, interaction and intimacy of primary relationships in contextual and theoretical frameworks. Societal issues and choices facing diverse family systems.

HDFS 232 # - Diversity in Children**Units: 3**

Term Typically Offered: SPR/FALL

This course focuses on the development of young children from birth through eight years old. It examines the typical and atypical physical, social/emotional, language and cognitive development of young children. The course is also a study of how children are diverse in many ways including language, culture, race, religion, ethnicity, gender/sexuality, family circumstance, and ability. Students explore their own understanding of diversity, multiculturalism, and tolerance and apply concepts of both child development and diversity to their own work with young children. Satisfies TMCC Diversity requirement.

Humanities (HUM)

HUM 101 # - Introduction to Humanities I**Units: 3**

Term Typically Offered: SPR/FALL

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.

HUM 102 # - Introduction to Humanities II**Units: 3**

Term Typically Offered: SPR/FALL

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.

HUM 105 # - The Art of Film**Units: 3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: Completion of ENG 101 or equivalent.

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.)

HUM 106 # - Introduction to the American Motion Picture**Units: 3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: Completion of ENG 101 or equivalent.

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.

HUM 198 # - Special Topics in Humanities**Units: 0.5-6**

Transferability: May not transfer towards an NSHE bachelor's degree

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.

HUM 201 # - History of the Built Environment**Units: 3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: ENG 98 or equivalent placement score.

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.

HUM 211 # - Survey of Chinese Culture**Units: 3**

Term Typically Offered: FALL

Survey of Chinese Culture will introduce the student to key events and concepts from China's cultural development from roughly the time of the ancient Shang dynasty to the People's Republic of China. China's contributions to philosophy, literature and art will be stressed.

HUM 214 # - Survey of Middle East Culture**Units: 3**

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.

HUM 225 # - A Cultural Perspective: Spain...New Mexico**Units: 3**

A perspective of cultural diversity in Spain and the American Southwest. This course will introduce the differing cultures of Spain within a historical context. Students will look closely at the intertwining of art, religion and history during the Middle Ages, focusing on the Camino de Santiago, the St. James pilgrimage route across northern Spain that is still traveled today. The course will include a study of the influence of the Moors upon the language, art and philosophy of Spain. It will trace the first Spanish explorers as they brought the traditions of the Old World into New Mexico, before the founding of Jamestown. This blending of the Spanish and Pueblo cultures has resulted in the uniqueness of the Southwest today. The course will be taught in English and is the same as Spanish 225.

HUM 260 # - American Indian Literature and Culture**Units: 3**

This course explores the continuity between oral traditions of American Indian culture and literary works of contemporary American Indian authors. Participants will gain knowledge of tribal creation accounts, trickster cycles, and traditions of illness and curing.

HUM 271 # - Film and Literature**Units: 3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: Completion of or concurrent enrollment in ENG 101 or qualifying English placement score.

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.

HUM 272 # - Shakespeare Through Film**Units: 3**

Term Typically Offered: FALL

This course introduces students to the plays of Shakespeare through reading the plays, viewing film versions of the plays and exploring Shakespeare's art through discussion and writing. The critical emphasis will evaluate the film presentations as an interpretation of Shakespeare's text.

HUM 295 # - Issues in Humanities**Units: 1-9**

Term Typically Offered: SPR/FALL

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)

IS 101 # - Introduction to Information Systems

Term Typically Offered: SPR/FALL

Units: 3

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

Term Typically Offered: SPR/FALL

Units: 3

Enrollment requirements: Prerequisite: IS 101 or equivalent.

Advanced topics in spreadsheets, microcomputer-based database management systems and macro-programming.

International Business (IBUS)

IBUS 280 # - International Business Cultures

Term Typically Offered: SPRING

Units: 3

This course, through classroom exploration, examines the impacts on business practices by the culture in which you live and the culture in which you interact. This course prepares students for IBUS 281 and IBUS 282. The course explores the culture and languages of the countries to be visited during the current year's International Business Practices Field Study. Topics covered include: meeting, time orientation, Hofstede's cultural dimensions, Hall's cultural factors, verbal and non-verbal communication, foods and etiquette. Students must apply for admission to the course in the preceding fall. Students must complete this course in the spring with a satisfactory grade to travel on the field study trip in the summer.

IBUS 281 # - International Business Practices Field Study

Enrollment requirements: Prerequisite: IBUS 280.

Units: 3

This course is a five week field study that through travel and interaction with businesses and universities in the country of interest allows students to discover how business is practiced differently in different regions of the world. The course looks at: human resource management, financial management, marketing and accounting practices. Topics will include: foreign currency exchange, financial markets that are impacted in that country, marketing and advertising in that country, benefits and expectations of and by employees. This course requires a trip journal and reflective notes within the journal. This course requires admission in the preceding fall and satisfactory completion of IBUS 280.

IBUS 282 # - Field Study International Business Emphasis Exploration

Enrollment requirements: Prerequisite: IBUS 280. Corequisite: IBUS 281

Units: 1

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.

Italian (ITAL)

ITAL 113 # - Elementary Italian I

Term Typically Offered: FALL

Units: 4

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

Term Typically Offered: SPRING

Units: 4

Enrollment requirements: 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

Term Typically Offered: FALL

Units: 3

Enrollment requirements: 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

Term Typically Offered: SPRING

Units: 3

Enrollment requirements: Prerequisite: ITAL 213 or equivalent course or instructor's approval.

Structural review. This course is a continuation of Italian 103. It introduces intermediate/advanced forms of Italian grammar. Spoken communication, listening and written communication skills. Readings from newspaper clips and magazine articles. Viewing and discussion of Italian films.

Japanese (JPN)

JPN 101 # - Conversational Japanese I

Transferability: May not transfer towards an NSHE bachelor's degree

Units: 3

A course emphasizing spoken communication. Writing, listening and reading skills will be explored.

JPN 102 # - Conversational Japanese II

Transferability: May not transfer towards an NSHE bachelor's degree

Units: 3

Enrollment requirements: Prerequisite: JPN 101 or instructor approval.

A continuation of Japanese 101.

JPN 198 # - Special Topics in Japanese

Transferability: May not transfer towards an NSHE bachelor's degree

Units: 0.5-6

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.

Journalism (JOUR)

JOUR 101 # - Critical Analysis of Mass Media

Units: 3

Term Typically Offered: SPR/FALL

Survey of the role of newspapers, radio, television, advertising and public relations organizations. Interpretation of the day's news and analysis of media performance.

JOUR 105 # - News Production I

Units: 3

Term Typically Offered: SPR/FALL

Introduction to news and features gathering, writing and presentation with practical application demonstrated in production of a campus print publications, Web pages, and electronic programming (e.g., podcasts).

JOUR 106 # - News Production II

Units: 3

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: JOUR 105.

Students write and edit more complex news and feature materials as staff members for campus newspaper, Web pages, podcasts, and other student journalistic vehicles.

JOUR 107 # - Multimedia News Reporting and Writing I

Units: 3

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: ENG 101 and co-enrolled in JOUR 108.

Introduction to collecting, analyzing and presenting information across contemporary news media platforms. Emphasizes writing in journalistic styles with clarity.

JOUR 108 # - Media Production I

Units: 2

Enrollment requirements: Prerequisite: ENG 101 and co-enrolled in JOUR 107.

Introduction to media production tools and computer interfaces; emphasis on visual literacy, imaging, video and audio editing.

JOUR 115 # - Photojournalism Basics

Units: 3

Enrollment requirements: Prerequisite: ART 141 or permission of instructor.

Course emphasizes practical and technical considerations of print and Web photographic publishing. Students must already possess background in film and digital photography.

JOUR 118 # - Web Page Basics

Units: 3

Enrollment requirements: Prerequisite: JOUR 101.

Course introduces basic Web design and emphasizes factors typical to journalistic dissemination, such as posting timely material, legal, and other considerations.

JOUR 119 # - Digital Audio Basics

Units: 3

Enrollment requirements: Prerequisite: JOUR 101.

Course introduces beginning digital audio capture and editing for both traditional radio and new media such as podcasts.

JOUR 130 # - Digital Video Basics

Units: 3

Enrollment requirements: Prerequisite: JOUR 101.

Course introduces beginning digital video capture and editing for short journalistic television segments, commercials, and Internet clips with a journalistic emphasis.

JOUR 198 # - Special Topics in Journalism

Units: 1-3

In-depth project assignments such as what makes news in a changing technological environment or how news is obtained and reported are studied and applied in reporting news for traditional and new media.

JOUR 199 # - Literary Magazine Journalism

Units: 3

Enrollment requirements: Prerequisite: JOUR 101.

A hands-on practicum in the preparation and production of a literary journal, The Meadows.

JOUR 207 # - Multimedia News Reporting and Writing II

Units: 3

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: ENG 102; JOUR 107 with a C or better; JOUR 108 with a C or better. Co-enroll JOUR 208.

Additional methods of collecting, analyzing and presenting information across contemporary news media platforms. Builds an understanding of public information sources. Emphasizes writing in journalistic styles.

JOUR 208 # - Media Production II

Units: 1

Enrollment requirements: Prerequisite: ENG 102; JOUR 107 with a C or better; JOUR 108 with a C or better. Co-enroll JOUR 207.

Practice in using media production tools and computer interfaces; additional development of visual literacy, imaging, video and audio editing.

JOUR 210 # - Introduction to Public Relations

Units: 3

Enrollment requirements: Prerequisite: JOUR 101.

Not recommended for students seeking a journalism degree. Study of practice of public relations including media, employee, consumer, community, shareholder, and customer relations. Emphasis is on history of public relations, its role, and impact on today's society.

JOUR 212 # - Principles of Advertising

Units: 3

Enrollment requirements: Prerequisite: JOUR 101.

Not recommended for students seeking a journalism degree. Examination of the purpose, function, and role of advertising in society. Emphasis is on the practical application of advertising as part of the marketing mix including customer identification, branding, message development, and media selection.

JOUR 215 # - Photojournalism Practicum

Units: 1-3

Enrollment requirements: Prerequisite: JOUR 115 or instructor approval.

Students work independently on assigned and personal photojournalism projects. Output could be used for campus print and Web vehicles, such as The Echo and Journalism program Web pages. Course will emphasize portfolio building for students.

JOUR 218 # - Web Pages Workshop

Units: 1-3

Enrollment requirements: Prerequisite: JOUR 118 or instructor approval.

Course for students to work independently on assigned and personal Web page projects. Output could be used for campus Web vehicles, such as Journalism Web Pages, parallel to The Echo. Course would emphasize portfolio-building for students.

JOUR 219 # - Digital Audio Practicum

Units: 1-3

Enrollment requirements: Prerequisite: JOUR 119 or instructor approval.

Course for students to work independently on assigned and personal digital audio projects. Output could be used for campus Web and other vehicles, such as a TMCC radio station or podcasts. Course would emphasize portfolio building for students.

JOUR 225 # - News Production III**Units: 3**

Enrollment requirements: Prerequisite: JOUR 102 and JOUR 106.

Advanced news gathering, news writing and news presentation in print, Web and other electronic media, and introduction to media management, with practical application demonstrated by production of a campus journalistic media.

JOUR 226 # - News Production IV**Units: 3**

Enrollment requirements: Prerequisite: JOUR 225.

Advanced news gathering, writing and presentation with advanced publications management, with practical application demonstrated by applying efforts toward production of a campus publication.

JOUR 230 # - Digital Video Practicum**Units: 1-3**

Enrollment requirements: Prerequisite: JOUR 130 or instructor approval.

Course for students to work independently on assigned and personal digital video projects. Output could be used for campus Web and other vehicles, such as TMCC Journalism Web Pages, podcasts, and Public Information Office productions. Course would emphasize portfolio building for students.

JOUR 290 # - Internship in Journalism**Units: 3**

A course for advanced journalism students that provides credit for professional experience under appropriate supervision.

Logistics Management (LGM)

LGM 201 # - Essentials of Logistics Management**Units: 3**

Term Typically Offered: FALL

Introduction to supply chain management from both analytical and perspectives. Stressing a unified approach, the course allows students to develop a framework for making intelligent decisions within the supply chain. Key logistics functions are covered to include demand planning, procurement, inventory theory and control, transportation planning and execution, reverse logistics, and flexible contracting. Concepts covered include postponement, portfolio management, dual sourcing, and others. Emphasis is placed on ability to recognize and manage risk, analyze various tradeoffs, and model logistics systems.

LGM 202 # - International Logistics Management**Units: 3**

Term Typically Offered: SPRING

This course analyzes and defines the functions of the supply chain that are involved in international supply chain management. Themes include supply chain activities in international business with special emphasis on management of transportation, global sourcing, customs issues and facility location in a global environment.

LGM 205 # - Logistics Planning and Control**Units: 3**

Term Typically Offered: FALL

This course provides theoretical and hands on training in the use of production planning, demand management, master scheduling, materials requirements, and capacity planning tools and techniques. Themes include: Master scheduling, ERP, MRP and inventory management.

LGM 206 # - Logistics Planning and Control Laboratory**Units: 1**

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: SPR/FALL

Enrollment requirements: Corequisite: LGM 205

This course complements the Logistics Planning and Control lecture course. In this course, students will work on problems using Microsoft Excel and other appropriate technology for conducting analysis required in LGM 205. Highly recommended for all students, required for students who have no prior or little knowledge of Excel.

LGM 207 # - Service Logistics**Units: 3**

Enrollment requirements: Prerequisite: LGM 201.

This course explores the role of logistics and logistics principles in service organizations. Students will look at applications of TQM and master planning, along with other logistics principles, in increasing the effectiveness and increasing output of the service organization.

LGM 208 # - Logistics and Quality Management Tools I**Units: 3**

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: LGM 201.

This course will introduce students to the concepts and tools that are utilized in improving and managing quality within logistics disciplines. The first part of the course will look at Theory of Constraints, Lean and Total Quality Management.

LGM 209 # - Logistics and Quality Management Tools II**Units: 3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: LGM 208

This is the second course in the Logistics and Quality Management Tools sequence. This course will focus upon Six Sigma and synthesis of the tools for maximum impact in creating continuous improvements.

LGM 210 # - Studies in Procurement and Logistics**Units: 3**

Enrollment requirements: Corequisite: LGM 201.

This course analyzes both the theory and applications of strategic issues in procurement and supply chain management process. Themes include the procurement cycle, purchasing research, relationships with suppliers, negotiation and commodity planning. Emphasis is placed on cost, price and value analysis.

LGM 212 # - Transportation Management**Units: 3**

This course analyzes carrier economics, regulation and rate making practices as well as evaluating the public policy issues related to carrier transportation; includes course work in the planning and design of logistically oriented urban service systems. Themes include customer service, distribution operations, purchasing and negotiation.

LGM 280 # - Current Topics in Logistics**Units: 3**

Enrollment requirements: Prerequisite: LGM 201.

This course will explore current topics in the logistics industry. Topics will change each semester. The course will be run as an exploratory course with students, instructors and guest lecturers each bringing their own concept of what's new and hot to the classroom.

LGM 285 # - CPIM Prep**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: SPR/FALL

This course allows students to spend time focusing on the preparation for the APICS Certified Production Inventory Manager certification exams.

LGM 320 # - Logistics Security**Units: 3**

Enrollment requirements: Prerequisite: ENG 102 or ENG 114 and LGM 201; or instructor approval.

In this course students will be provided an in-depth view of modern border and transportation security, including the protection of seaports, airports, ships, aircraft, trains, trucks, pipelines, etc. Course includes discussions with officials from security organizations such as TSA, Coast Guard, US Customs, Border Protection and FBI. The course will cover specific facets of transportation security, including physical and procedural controls, and regulations of the Department of Homeland Security, the Transportation Security Administration, the US Coast Guard and others. The course will also provide discussions on current threats, counter terrorism measures, new technologies, and the importance of both passenger and cargo security to the global economy.

LGM 330 # - Warehousing**Units: 3**

Enrollment requirements: Prerequisite: MATH 120, ENG 102 or ENG 114, or qualifying test results, and LGM 201; or instructor approval.

This course provides an in-depth approach of the methods to organize and operate a warehouse including warehousing principles, site selection, facility design, facility size, JIT (Just in Time), automation, and advanced warehouse technology.

LGM 340 # - Production & Logistics Information Systems**Units: 3**

Enrollment requirements: Prerequisite: ENG 102 or ENG 114 and LGM 201; or instructor approval.

This course is a study of information systems and information management in business environments. It provides fundamental concepts of the needs of management, the use of information technology in various business subsystems including logistics, the use of information systems to gain a competitive advantage, and managing information as an organizational resource.

LGM 352 # - Decision Modeling for Logistics**Units: 3**

Enrollment requirements: Prerequisite: BUS 225, ECON 261, ECON 262, or STAT 152

This course provides an analysis of decision making in the current logistics environment and the quantitative tools and methods needed for finding solutions to problems relating to purchasing, inventory, transportation, and warehouse management.

LGM 410 # - Finance and Budgeting**Units: 3**

Enrollment requirements: Prerequisite: MATH 120 or MATH 126, or equivalent/qualifying test scores, or instructor approval.

This rigorous introductory course provides an overview of finance and budgeting issues as they apply to non-accounting majors. It aims to demystify financial statements, cost analysis, budgeting, performance evaluation, and the use of financial data in the business decision-making process. This course will use case discussions, problem sets, online tutorials, and individual and group exercises.

LGM 420 # - Safety and Risk Management**Units: 3**

Enrollment requirements: Prerequisite: BUS 225 and LGM 201, or instructor approval.

This course will illustrate facts about environmental risk as perceived from individual and societal perspectives. Students will learn the principles of risk assessment and modeling and how safety management works in practice. The course will examine approaches to solving environmental risk problems as well as review the appropriate role of these methods in effective public and private decision making.

LGM 450 # - Sustainability: Environmental and Financial Impact**Units: 3**

Enrollment requirements: Prerequisite: BUS 225, LGM 352, and LGM 410

This course focuses on the science, engineering and ethics of sustainability by examining ecological, social and environmental issues. The course will review the environmental policy issues and the impact human population has on the current environment. Explore new sources of energy, and examine water quality, waste treatment, reclamation, and conservation efforts. The course will demonstrate how managers can collaborate to meet these challenges and determine the financial impact on company by calculating the return on investment.

LGM 460 # - Legal Concepts for Transportation and Logistics Management**Units: 3**

Enrollment requirements: Prerequisite: BUS 325, LGM 210, and LGM 212; or instructor approval.

This course takes an in-depth look at transportation law and regulations. Topics include federal jurisdiction and pre-emption, U.S. and international contract law including the UCC and CISG, insurance, liability, environmental law; as well as specific regulations pertaining to the railroad, motor carrier, ocean, and airline industries.

LGM 470 # - Import Export Management**Units: 3**

Enrollment requirements: Prerequisite: LGM 201, LGM 202, and LGM 320

This course explains how companies strategically navigate the complexity of international trade. The course will examine how to identify potential risks, apply quality control procedures, and prepare documentation accurately. This course will also cover compliance and security regulations including: C-TPAT guidelines, Incoterms, in-house compliance programs, freight cost-reduction methods, TSA regulations, Improved technology options, and current export initiatives.

LGM 490 # - Field Study and Research Capstone**Units: 3**

Enrollment requirements: Prerequisite: B or better in BUS 225, BUS 330, LGM 340, and LGM 420. Declared Logistics Operations Management major and 45 credits completed in the core requirements with a cumulative 2.5 GPA or higher.

This capstone course provides an opportunity for students to work on logistics operations management practice projects that are of particular interest to them. Projects will consist of a logistics operations problem that approximates a professional practice experience.

LGM 491 # - Logistics Operations Management Internship**Units: 3**

Enrollment requirements: Prerequisite: Declared BAS - Logistics Operations Management and 45 credits completed in the core requirements with a cumulative 2.5 GPA or higher.

This capstone course provides on-the-job opportunities in a program designed by a company official and a faculty advisor for practical, professional learning experiences.

Machine Tool Technology (MTT)

MTT 101 # - Introduction to Machine Shop **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Introduces safety procedures, use of bench tools, layout tools, power saws, drill presses, precision measurement tools, rotary tables and indexing devices, lathe and mill cutting tools and tool holding, work holding and machining applications as well as the various hand tools related to the machine shop.

MTT 105 # - Machine Shop I **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite or Corequisite: MTT 101

Introduces basic lathe applications which will consist 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.

MTT 110 # - Machine Shop II **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite or Corequisite: MTT 105

This course is a continuation of MTT 105 and teaches students to prepare single point external and internal unified screw threads, generate angles with the compound rest within one degree, ream holes concentric within .001 inches, determine cutting speeds, and perform facing, grooving, part-off, and tuning operations.

MTT 140 # - Inspection Techniques **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

MTT 145 # - Lean Manufacturing Systems **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

MTT 150 # - Metallurgy I **Units: 3-4**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

MTT 198 # - Special Topics in Manufacturing **Units: 1-6**

Transferability: May not transfer towards an NSHE bachelor's degree

This course introduces and discusses special topics related to Manufacturing Technology.

MTT 230 # - Computer Numerical Control I **Units: 4**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

MTT 232 # - Computer Numerical Control II **Units: 4**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

MTT 234 # - Computer Numerical Control III **Units: 4**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: MTT 230, MTT 232, and MTT 293

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.

MTT 250 # - Machine Shop III **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

MTT 260 # - Machine Shop IV **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: MTT 250. Course may be taken concurrently with MTT 250.

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.

MTT 261 # - Machine Projects**Units: 1-6**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: MTT 105 or MTT 110 or concurrent enrollment in either of these courses.

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.

MTT 291 # - CNC Practice**Units: 1-6**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: MTT 230 or MTT 232 or MTT 234 or MTT 292 or MTT 293 or concurrent enrollment with any of these courses.

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.

MTT 292 # - Computer-Aided Manufacturing I**Units: 4**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

MTT 293 # - Computer-Aided Manufacturing II**Units: 4**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: MTT 292 or instructor approval.

This course is a continuation of MTT 292 with the addition of simultaneous three axis motion control and provides the student with the essential concepts and techniques that are required for successful creation of three-dimensional part geometry, solids, and surfacing, generation and verification of three axis tool path models, as well as, post processing of three axis NC codes within a computer-aided manufacturing (CAM) system. Requires students to produce a variety of lab exercises on robotic (CNC) machinery utilizing multi-tool programs. A familiarly with Mastercam, CNC programming techniques, and CNC operations is recommended.

Management (MGT)

MGT 171 # - Supervision**Units: 3**

Term Typically Offered: SPR/FALL

Supervision provides a skill building approach to develop people and the conceptual skills necessary to successfully supervise employees. In addition, the functional supervisory skills of planning, organizing, staffing, leading and controlling will be developed.

MGT 201 # - Principles of Management**Units: 3**

Term Typically Offered: SPR/FALL

Fundamentals and principles of management; administrative policies, objectives, procedures, problems of organization control and leadership.

MGT 212 # - Leadership and Human Relations**Units: 3**

Term Typically Offered: SPR/FALL

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.

MGT 235 # - Organizational Behavior**Units: 3**

Enrollment requirements: Prerequisite: MGT 201 or permission of the instructor.

Concepts, theories and case studies concerning the behavior of people in modern business organizations.

MGT 283 # - Introduction to Human Resources Management**Units: 3**

Designed to develop an understanding of the duties and responsibilities of personnel at the mid-management level. Areas covered include: employee needs, human relations, orienting and training employees, benefit programs and economics of supervision. All MGT 283 students must take the English assessment test before enrolling. Students must bring their assessment report to the first class meeting. Attendance beyond the first class is subject to instructor approval.

MGT 290 # - Internship in Management**Units: 1-8**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

Manufacturing and Production Technology (MPT)

MPT 110 # - Automated Production Concepts I**Units: 0.5**

Transferability: May not transfer towards an NSHE bachelor's degree

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. The student must complete all content for the following six areas in order to meet degree or certificate requirements. 1. AC Motors and generators (.5 Credits) 2. DC Motors and generators (.5 Credits) 3. Logic Controls and mechanical Controls (.5 Credits) 4. Electromechanical and solid-state devices (.5 Credits) 5. Timing and counter circuits (.5 Credits) 6. Troubleshooting, repair and maintenance (.5 Credits) Completion of all six area (total 3 credits), satisfies 10 hours of instruction toward completing the embedded human relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. Completion of all six area (total 3 credits), satisfies 15 hours of instruction toward completing the embedded math curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A.

MPT 120 # - Automated Production Concepts II **Units: 0.5**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: MPT 110 or instructor approval.

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, conveyor, machine tool, and quality integration. The student must complete all content for the following six areas in order to meet degree or certificate requirements. 1. PLC Event Sequencing (.5 Credits) 2. Panel View (.5 Credits) 3. Introduction to Control Logix (.5 Credits) 4. Machine Safety Controls (.5 Credits) 5. Robotic Programming and Controls (.5 Credits) 6. Robotic Work-Cell Integration and Interface (.5 Credits) Completion of all six areas (total of 3 credits), satisfies 12 hours of instruction toward completing the embedded human relations curriculum requirements and also satisfies 15 hours of instruction toward completing the embedded math curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A.

MPT 130 # - Automated Production Concepts III **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: MPT 120.

This course is a continuation of MPT 110 and MPT 120 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.

MPT 135 # - Material Handling **Units: 0.5**

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: ALL SEMESTERS

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. The student must complete all content for the following four areas in order to meet degree or certificate requirements. 1. Basic Material Handling Equipment(.5 Credits) 2. Safe and Effective Equipment Operation (.5 Credits) 3. Warehouse Procedures (.5 Credits) 4. Automated Warehouse Concepts (.5 Credits) Completion of all four areas (total of 2 credits), satisfies 6 hours of instruction toward completing the embedded human relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A.

MPT 140 # - Quality Control **Units: 0.5**

Transferability: May not transfer towards an NSHE bachelor's degree

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. The student must complete all content for the following six areas in order to meet degree or certificate requirements. 1. Quality and LEAN Manufacturing (.5 Credits) 2. 5S System (.5 Credits) 3. Value Stream Mapping (.5 Credits) 4. Lean Visual Workspace and Kaizen (.5 Credits) 5. Poka Yoke and Lean Theory (.5 Credits) 6. Quality Systems and Integration of LEAN to the Workplace (.5 Credits) Completion of all six areas (total of 3 credits), satisfies 24 hours of instruction toward completing the embedded human relations curriculum requirements and also satisfies 20 hours of instruction toward completing the embedded math curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A.

MPT 150 # - Solid Modeling for Manufacturing Technicians **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

This course is an introduction to Solid Works software for utilization within a manufacturing environment. The course covers creation, retrieval and modification of 3-D and layout drawings using basic Solid Works commands. Includes skills needed to create parametric models of parts and assemblies; generate dimensioned layouts; and Bill of Materials of those parts and assemblies.

Marketing (MKT)

MKT 131 # - Advertising**Units: 3**

Term Typically Offered: FALL

Enrollment requirements: Prerequisite: ENG 101 or BUS 98 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**Units: 3**

Enrollment requirements: Prerequisite: MATH 96 or a 'C' or better in BUS 117; ENG 101, ENG 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.

MKT 295 # - Internship**Units: 1-3**

Transferability: May not transfer towards an NSHE bachelor's degree

A course designed wherein students will apply knowledge of real on-the-job situations in a program designed by a company official and faculty adviser to maximize learning experiences. Available to students who have 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.

Math (MATH)

MATH 100 # - Math for Allied Health Programs**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

A review of basic mathematics with emphasis on those mathematical skills needed for the dental assisting program. This course will include a review of arithmetic, material on the metric system, apothecary system, dosages and solutions.

MATH 105 # - Applied Topics in Math**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

A course including the following topics: review of arithmetic, algebra, geometry and graphical representation.

MATH 106 # - Geometry**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: MATH 95 or equivalent or qualifying Accuplacer, ACT/SAT test results (taken within 2 years).

This course is designed to provide a basic working knowledge of practical geometry for students who have never taken a course in geometry or who need a refresher course. Theory is not emphasized. Some of the topics covered are: area of plane figures, similarity, volume of solids, angle measure, and properties of special triangles.

MATH 107 # - Real Estate Math**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Review of basic arithmetic principles. A general mathematics course designed to assist the student who wishes to pass the state exam and the student who wants to be more proficient and knowledgeable in the real estate profession. Decimals, percentages, fractions, prorations, tax rate, interest, discount and depreciation are included.

MATH 108 # - Math for Technicians**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: 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.

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.

MATH 120 # - Fundamentals of College Mathematics**Units: 3**

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: A grade of 'C' or better in MATH 96 or equivalent or qualifying ACCUPLACER, ACT/SAT test results (within 2 years). A graphing calculator may be required.

Mathematical concepts particularly relevant to informed and aware citizenship in modern society. Topics covered include functions, graphs, problem solving, topics in finance, geometry, probability and statistics. Satisfies UNR core curriculum. Note: Computer use and graphing calculator may be required (TI-83/84 recommended).

MATH 120E # - MATH 120 Expanded**Units: 3**

Enrollment requirements: Corequisite: MATH 96A

This course covers the same material as MATH 120 and requires students to be concurrently enrolled in a co-requisite section of MATH 96A. This course covers 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.

MATH 122 # - Number Concepts for Elementary School Teachers**Units: 3**

Term Typically Offered: FALL

Enrollment requirements: Prerequisite: A grade of 'C' or better in MATH 120 or MATH 126 or equivalent or qualifying ACCUPLACER, ACT/SAT test results (taken within 2 years). A graphing calculator may be required for this course.

Mathematics needed by those teaching new-content mathematics courses at the elementary school level with emphasis on the structure of the real number system and its subsystems. Designed for students seeking a teaching certificate in elementary education. Open to others with approval of department chair.

MATH 123 # - Statistical & Geometrical Concepts for Elementary School Teachers**Units: 3**

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: A grade of 'C' or better in MATH 120 or MATH 126 or equivalent or qualifying ACCUPLACER, ACT/SAT test results (taken within 2 years). A graphing calculator may be required for this course.

A continuation of MATH 122. Topics covered may include geometry, algebra, probability, statistics and computers.

MATH 126 # - Pre-Calculus I**Units: 3**

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: A grade of 'C' or better in MATH 96 or equivalent or qualifying ACCUPLACER, ACT/SAT test results (within 2 years). A graphing calculator may be required.

The study of equations and inequalities involving radical, rational, quadratic or absolute value terms. Also includes polynomial, rational, exponential and logarithmic functions, their graphs and applications. Note: Computer use and graphing calculator may be required (TI-83/84 recommended).

MATH 126E # - Math 126 Expanded**Units: 3**

The course is equivalent to MATH 126, but students enrolled in this course must also be enrolled in MATH 96D. The course covers the study of functions, their properties and their graphs, including quadratic functions, polynomials, rational functions, exponential and logarithmic functions, and their applications.

MATH 127 # - Pre-Calculus II**Units: 3**

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: 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.

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).

MATH 176 # - Introductory Calculus for Business and Social Sciences**Units: 3**

Term Typically Offered: SPR/FALL

Enrollment requirements: 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.

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.

MATH 181 # - Calculus I**Units: 4**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: A grade of 'C' or better in MATH 127 or MATH 128 or equivalent or qualifying ACCUPLACER, ACT/SAT test results (within 2 years). A graphing calculator may be required.

Topics covered include functions, the derivative, differentiation of functions, applications of the derivative, understanding the definite integral, finding integrals and applications of integrals. Throughout the course topics will be viewed geometrically, numerically and algebraically. This course is oriented toward students of mathematics, physical science and engineering. Satisfies UNR math core curriculum. Note: Computer use and graphing calculator may be required (TI-83/84 recommended).

MATH 182 # - Calculus II**Units: 4**

Term Typically Offered: SPR/FALL

Enrollment requirements: 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.

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).

MATH 283 # - Calculus III**Units: 4**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: A grade of 'C' or better in MATH 182 (taken within 2 years).

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).

MATH 285 # - Differential Equations**Units: 3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: A grade of 'C' or better in MATH 182 or equivalent. A graphing calculator may be required for this course.

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).

MATH 90 # - Continuing Studies in Math**Units: 0.5-3**

Term Typically Offered: SPR/FALL

Enrollment requirements: 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**Units: 1**

Provides a review of algebra that will refresh previously taught concepts.

MATH 95 # - Elementary Algebra**Units: 3**

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: 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**Units: 3**

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: 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 96A # - Intermediate Algebra - Basic Properties**Units: 1**

Enrollment requirements: Prerequisite: A grade of C or better in MATH 95 or qualifying ACCUPLACER, ACT/SAT scores. Corequisite: MATH 120E

This course is a co-requisite course for MATH 120E. Students need to be enrolled in both MATH 96A and MATH 120E. This course reviews the algebraic concepts needed to be successful in Math 120. Topics include, but are not limited to, exponents and radicals, solving linear, nonlinear, and absolute value equations and inequalities, and algebraic techniques involving exponents, radical, rational expressions and their applications.

MATH 96D # - Algebra Review for Math 126**Units: 2**

Enrollment requirements: Prerequisite: ACCUPLACER Elementary Algebra score of 105+ and College Level Math score of 39-54; or SAT score of 490; or ACT score of 21. Corequisite: MATH 126E

This course is a corequisite course for MATH 126E. Students need to be enrolled in both MATH 096D and MATH 126E. This course reviews the algebraic concepts needed to be successful in Math 126. Topics include, but are not limited to, algebraic operations of polynomials and rational expressions, solving nonlinear and absolute value equations and inequalities, and algebraic techniques involving exponents and radicals and their applications.

Math Skills Center (SKC)

SKC 80 # - Skills Center Mathematics Level I Units: 1.5

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: ALL SEMESTERS

The course is intended to provide a thorough review of basic skills needed in math and applied fields; such as time management, basic study skills and basic arithmetic skills.

SKC 85 # - Skills Center Mathematics Level II Units: 1.5

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: ALL SEMESTERS

The course prepares students for success in math 096. Includes time management and basic study skills, as well as pre-algebra skills.

Mechanical Engineering (ME)

ME 241 # - Statics Units: 3

Term Typically Offered: SPRING

Enrollment requirements: Prerequisites: PHYS 180 AND Corequisite: MATH 182.

Static force systems. Topics include resolution and composition of forces, equilibrium of force systems, friction, centroids, moments of inertia, cables, beams, fluid statics, work.

Mechanical Technology (MT)

MT 100 # - Fabricating Composites Units: 3

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: SUMR/FALL

This course will allow students to create and repair basic composite products.

MT 108 # - Fluid Power (Pneumatics, Hydraulics, Instrumentation) Units: 0.5

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: ENRG 110 or ELM 110 or instructor approval.

This course covers the basic and intermediate principles and practices of Fluid Power for both hydraulic and pneumatic systems. Students will learn and demonstrate applications of industrial use of fluid power components, theory and calculations of fluid control, measuring and calculations of fluid flow, pressure regulation, and troubleshooting, repair and maintenance techniques. The student must complete all content for the following six areas in order to meet degree or certificate requirements. 1. Fluid power safety and theory (.5 Credits) 2. Devices, symbols and instrumentations utilized with both hydraulic and pneumatic (.5 Credits) 3. Hydraulic system design and calculations for industry (.5 Credits) 4. Pneumatic system design and calculations for industry (.5 Credits) 5. Preventative and predictive maintenance for fluid power systems (.5 Credits) 6. Troubleshooting and repair of fluid power systems (.5 Credits)

MT 109 # - Small Engine Operation and Maintenance Units: 3

Transferability: May not transfer towards an NSHE bachelor's degree

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.

MT 290 # - Internship in Mechanical Technology Units: 1-8

Transferability: May not transfer towards an NSHE bachelor's degree

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.

Mental Health & Developmental Disabilities (MHDD)

MHDD 101 # - Role of the Technician Units: 1

Term Typically Offered: SPR/FALL

Basic skills in behavioral observation, documentation and approaches to intervention as a treatment team member. Other topics include guardianship, rights, confidentiality, abuse and neglect, and program implementation.

MHDD 102 # - Medical Component Units: 1

Term Typically Offered: SPRING

This course covers basic medical information including infection control, safety procedures, confidentiality, awareness of normal bodily functions, personal care and recognition of signs and symptoms that need to be reported to medical staff.

MHDD 105 # - Conflict Prevention and Response Training Units: 2

Term Typically Offered: SPR/FALL

This course focuses on the application of prevention and response techniques to support persons in crisis or conflict with others. These applications are for use by service providers as approved by the State of Nevada, Division of Mental Health and Development Services.

MHDD 106 # - Teaching and Active Treatment Units: 1

Term Typically Offered: SPR/FALL

Defining active treatment and its necessary components. Implementing active treatment in a service context of dignity, respect, privacy, access to choices and participation in the therapeutic process with the use of effective teaching methods.

MHDD 107 # - Medication Fundamentals Units: 2

Term Typically Offered: FALL

Study of major categories of psychotropic and seizure medications, rationale for use of medication, typical dosages, main effects, assessment of effectiveness and potential side effects.

MHDD 109 # - Introduction to Therapeutic Interventions Units: 2

Term Typically Offered: SPR/FALL

Basic approaches to behavioral intervention including defining behavior, data collection, principles and applications of behavior change techniques and implementation of behavioral programs.

MHDD 126 # - Understanding Developmental Disabilities **Units: 2**
Term Typically Offered: SPR/FALL

Definition, history, diagnosis and causes of developmental disabilities. Development and delivery of effective direct support services to persons with developmental disabilities.

MHDD 150 # - Issues in Substance Abuse **Units: 1**
Term Typically Offered: SPR/FALL

Overview of substance abuse issues and study of basic treatment approaches. Includes biological and lifestyle factors as well as legal issues.

MHDD 153 # - Life Span Development **Units: 1**
Term Typically Offered: SPR/FALL

Growth and development through the life span. Includes social learning theory, family dynamics and human relations and development as relating to mentally ill and developmentally disabled clients.

MHDD 154 # - Advanced Therapeutic Interventions **Units: 2**
Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: MHDD 109.

A comprehensive working knowledge of interdisciplinary therapeutic intervention including assessing, planning, implementing and evaluating a client's treatment program.

MHDD 160 # - Understanding Mental Illness **Units: 2**
Term Typically Offered: SPR/FALL

An in-depth analysis of major diagnostic categories encountered with the seriously mentally ill. Review of treatment plans which have proven useful in addressing these disorders.

MHDD 295 # - Practicum **Units: 3**
Term Typically Offered: SPR/FALL

A career-related work experience, under qualified supervision. Work directly with mentally ill or developmentally disabled clients within a local service-provider agency. Preparation for occupation as MHT/MRT.

Military Occupations (MIL)

MIL 101 # - Leadership and Personal Development **Units: 2**

MIL 101 introduces Cadets to the personal challenges and competencies that are critical for effective leadership. Cadets learn how the personal development of life skills such as critical thinking, goal setting, time management, and physical and mental fitness (resiliency training) relate to leadership, officership, and the Army profession. The focus is on developing basic knowledge and comprehension of Army leadership dimensions while gaining a big picture of understanding the ROTC program, its purpose in the Army, and its advantages for the student.

MIL 101L # - Military Science Lab and Physical Training I **Units: 1**

MIL 101L introduces students to the personal challenges and competencies that are critical for effective leadership and the structure of the ROTC Basic courses. Students will learn basic tactical skills and how to successfully navigate using a compass and map. The focus is on developing basic knowledge and comprehension of basic tactics, physical fitness, and organizational skills that will allow students to achieve a team oriented goal. Students will also learn how to live a physically fit lifestyle. This will introduce students to time management skills that will help them develop and achieve different responsibilities.

MIL 102 # - Introduction to Tactical Leadership **Units: 2**
Term Typically Offered: SPR/FALL

MIL 102 introduces students to the personal challenges and competencies that are critical for effective leadership. Students will learn how the personal development of life skills such as land navigation, tactics, effective Army communication, and army leadership relate to leadership, officership, and the Army profession. The focus is on developing basic knowledge and comprehension of Army leadership dimensions, attributes and core leader competencies while gaining a big picture of understanding the ROTC program, its purpose in the Army, and its advantages for the student.

MIL 102L # - Military Science Lab and Physical Training II **Units: 1**

MIL 102L introduces students to the personal challenges and competencies that are critical for effective leadership and the structure of the ROTC Basic courses. Students will learn basic tactical skills and how to successfully navigate using a compass and map. The focus is on developing basic knowledge and comprehension of basic tactics, physical fitness, and organizational skills that will allow students to achieve a team oriented goal. Students will also learn how to live a physically fit lifestyle. This will introduce students to time management skills that will help them develop and achieve different responsibilities.

MIL 201 # - Innovative Team Leadership **Units: 2**

MIL 201 explores the dimensions of creative and innovative tactical leadership strategies and styles by examining team dynamics and two historical leadership theories that form the basis of the Army leadership framework. Aspects of personal motivation and team building are practiced planning, executing and assessing team exercises. While participation in the leadership labs is not mandatory during MSL II year, significant experience can be gained in a multitude of areas and participation in the labs is highly encouraged. The focus continues to build on developing knowledge of the leadership attributes and core leader competencies through the understanding of Army rank, structure, and duties as well as broadening knowledge of land navigation and squad tactics. Case studies will provide a tangible context for learning the Soldier's Creed and Warrior Ethos.

MIL 201L # - Military Science Lab and Physical Training III **Units: 1**

MIL 201L introduces students to the personal challenges and competencies that are critical for effective leadership and the structure of the ROTC Basic courses. Students will learn basic tactical skills and how to successfully navigate using a compass and map. The focus is on developing basic knowledge and comprehension of basic tactics, physical fitness, and organizational skills that will allow students to achieve a team oriented goal. Students will also learn how to live a physically fit lifestyle. This will introduce students to time management skills that will help them develop and achieve different responsibilities.

MIL 202 # - Foundations of Tactical Leadership **Units: 2**
Term Typically Offered: SPR/FALL

MIL 202 examines the challenges of leading teams in the complex operational environment. The course highlights dimensions of terrain analysis, patrolling, and operation orders. Further study of the theoretical basis of the Army Leadership Requirements Model explores the dynamics of adaptive leadership in the context of military operations. MIL 202 prepares Cadets for MSL 301. Cadets develop greater self awareness as they assess their own leadership styles and practice communication and team building skills. Case studies give insight into the importance and practice of teamwork and tactics in real-world scenarios.

MIL 202L # - Military Science Lab and Physical Training IV Units: 1

MIL 202L introduces students to the personal challenges and competencies that are critical for effective leadership and the structure of the ROTC Basic courses. Students will learn basic tactical skills and how to successfully navigate using a compass and map. The focus is on developing basic knowledge and comprehension of basic tactics, physical fitness, and organizational skills that will allow students to achieve a team oriented goal. Students will also learn how to live a physically fit lifestyle. This will introduce students to time management skills that will help them develop and achieve different responsibilities.

Music (MUS)

MUS 101 # - Music Fundamentals Units: 3

Term Typically Offered: SPR/FALL

Notation, terminology, intervals, scales and chords. Designed to furnish a foundation for musicianship and music theory.

MUS 105 # - Vocal Techniques Units: 2

Term Typically Offered: SPR/FALL

Fundamentals of tone production, breath control, and practical techniques involved in reading and interpreting songs. May be repeated for a maximum of 4 credits.

MUS 107 # - Guitar Class I Units: 2

Term Typically Offered: SPR/FALL

This course is geared toward the beginning level guitarist. Topics will include chording, music reading, melody playing, right hand technique and style.

MUS 108 # - Guitar Class II Units: 2

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: Successful completion of Guitar I (MUS 107) or instructor approval.

This course is geared toward the intermediate level guitarist. Emphasis is placed on improving individual performance on the guitar and will include playing chords and melodies, reading music and guitar technique.

MUS 111 # - Piano Class I Units: 2-3

Term Typically Offered: SPR/FALL

Beginning piano class. Music reading and keyboard techniques from beginning through early intermediate levels. No previous musical training required.

MUS 112 # - Piano Class II Units: 2-3

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: MUS 111.

Continuation of beginning piano class. Music reading and keyboard techniques from early intermediate through intermediate levels.

MUS 113 # - Fundamentals of Music Composition I Units: 2

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: MUS 203 or instructor approval.

Techniques and principles of music composition. Each level may be repeated to a maximum of four credits.

MUS 121 # - Music Appreciation Units: 3

Term Typically Offered: SPR/FALL

Historical and cultural background of music. A general course in music appreciation open to all students. Representative works presented and analyzed. Satisfies the UNR Fine Arts core curriculum.

MUS 122 # - Survey of Jazz Units: 3

Survey of Jazz is an introduction to the historical evolution of jazz music from its roots in the blues and ragtime to contemporary eclecticism. There will be extensive listening and discussion in class as well as assigned listening and reading. This class satisfies UNR Fine Arts Core Curriculum.

MUS 125 # - History of Rock Music Units: 3

Term Typically Offered: SPR/FALL

Survey of Rock music from its origins in Blues through Contemporary Rock styles. Examples of various styles will be analyzed.

MUS 131 # - Introduction to Music Literature Units: 3

The purpose of MUS 131 is to introduce the student to deep aspects of musical experience and musical history in a formal manner through listening, score reading and study, and lectures.

MUS 166 # - Introduction to Midi Sequencers and Synthesizers Units: 2

This course is geared toward the beginning and intermediate level electronic musician. The course is an introduction to digital music synthesis, sampling and sequencing. Keyboard experience is useful but not required.

MUS 203 # - Music Theory I Units: 3

Term Typically Offered: FALL

The study of basic materials of music including rhythm, pitch, and harmony. This class includes aural, sight-singing, and basic keyboard recognition components. Knowledge of music fundamentals is necessary for entrance into this class.

MUS 204 # - Music Theory II Units: 3

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: Successful completion of MUS 203.

A continuation of MUS 203. Beginning harmony and review of exotic scales and modes. Principles of voice leading between triads and seventh chords, chord progressions, and the analysis of common practice music.

MUS 207 # - Music Theory III Units: 3

Term Typically Offered: FALL

A more in-depth study of the counterpoint and traditional harmonic practices of the eighteenth and nineteenth centuries through writing, analysis, and aural perception.

MUS 208 # - Music Theory IV Units: 3

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: Successful completion of MUS 207E.

A study of late nineteenth-century harmonic practices and twentieth-century idioms through writing, analysis, and aural perception.

MUS 211 # - Sight-Singing and Dictation I**Units: 1**

Term Typically Offered: FALL

Enrollment requirements: Prerequisite: MUS 101 or instructor approval.

This course will teach the techniques of sight-singing, ear training and music dictation. This will include learning solfege, rhythmic-reading, melodic and harmonic dictation.

MUS 212 # - Sight-Singing and Dictation II**Units: 1**

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: MUS 211.

This course will teach the techniques of sight-singing, ear training and music dictation. This will include utilizing solfege, complex rhythm-reading, melodic and harmonic dictation.

MUS 213 # - Fundamentals of Music Composition II**Units: 2**

Enrollment requirements: Prerequisite: MUS 113.

Techniques and principles of music composition. Each level may be repeated to a maximum of four credits.

MUS 225 # - Introduction to Music History I**Units: 3**

Chronological study of the composers and their work from the beginning through the Baroque period. Satisfies the UNR Fine Arts core curriculum.

MUS 226 # - Introduction to Music History II**Units: 3**

Chronological study of the composers and their work from the classical through romantic periods. Satisfies the UNR Fine Arts core curriculum.

MUS 235 # - Finale: An Introduction**Units: 1**

Enrollment requirements: Prerequisite: MUS 101 or instructor approval.

Introduction to computerized methods of music notation. Students use Finale to produce parts and scores according to professional standards in all fields of music. May be repeated to a maximum of two credits.

MUS 290 # - Internship in Music**Units: 1-8**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

MUS 299 # - Special Topics in Music**Units: 0.5-6**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

Music Applied (MUSA)

MUSA 101 # - Bass-Lower Division**Units: 1-2**

Enrollment requirements: Corequisite: Must also be enrolled in a music ensemble class (MUSE).

Private instruction in bass. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 103 # - Bassoon-Lower Division**Units: 1-2**

Enrollment requirements: Corequisite: Must also be enrolled in a music ensemble class (MUSE).

Private instruction in bassoon. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 105 # - Cello-Lower Division**Units: 1-2**

Enrollment requirements: Corequisite: Must also be enrolled in a music ensemble class (MUSE).

Private instruction in cello. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 107 # - Clarinet-Lower Division**Units: 1-2**

Enrollment requirements: Corequisite: Must also be enrolled in a music ensemble class (MUSE).

Private instruction in clarinet. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 109 # - Drum Set-Lower Division**Units: 1-2**

Enrollment requirements: Corequisite: Must also be enrolled in a music ensemble class (MUSE).

Private instruction in drum set. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 113 # - Flute-Lower Division**Units: 1-2**

Term Typically Offered: SPR/FALL

Enrollment requirements: Corequisite: Must also be enrolled in a music ensemble class (MUSE).

Private instruction in flute. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 115 # - Guitar-Lower Division**Units: 1-2**

Term Typically Offered: SPR/FALL

Enrollment requirements: Corequisite: Must also be enrolled in a music ensemble class (MUSE).

Private instruction in guitar. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 121 # - Horn-Lower Division**Units: 1-2**

Enrollment requirements: Corequisite: Must also be enrolled in a music ensemble class (MUSE).

Private instruction in horn. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 123 # - Oboe-Lower Division**Units: 1-2**

Enrollment requirements: Corequisite: Must also be enrolled in a music ensemble class (MUSE).

Private instruction in oboe. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 127 # - Percussion-Lower Division**Units: 1-2**

Term Typically Offered: SPR/FALL

Enrollment requirements: Corequisite: Must also be enrolled in a music ensemble class (MUSE).

Private instruction in percussion. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 129 # - Piano-Lower Division**Units: 1-2**

Term Typically Offered: SPR/FALL

Enrollment requirements: Corequisite: Must also be enrolled in a music ensemble class (MUSE).

Private instruction in piano. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 131 # - Saxophone-Lower Division**Units: 1-2**

Enrollment requirements: Corequisite: Must also be enrolled in a music ensemble class (MUSE).

Private instruction in saxophone. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 135 # - Trombone-Lower Division**Units: 1-2**

Term Typically Offered: SPR/FALL

Enrollment requirements: Corequisite: Must also be enrolled in a music ensemble class (MUSE).

Private instruction in trombone. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 137 # - Trumpet-Lower Division**Units: 1-2**

Term Typically Offered: SPR/FALL

Enrollment requirements: Corequisite: Must also be enrolled in a music ensemble class (MUSE).

Private instruction in trumpet. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 139 # - Tuba-Lower Division**Units: 1-2**

Enrollment requirements: Corequisite: Must also be enrolled in a music ensemble class (MUSE).

Private instruction in tuba. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 141 # - Viola-Lower Division**Units: 1-2**

Enrollment requirements: Corequisite: Must also be enrolled in a music ensemble class (MUSE).

Private instruction in viola. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 143 # - Violin-Lower Division**Units: 1-2**

Enrollment requirements: Corequisite: Must also be enrolled in a music ensemble class (MUSE).

Private instruction in violin. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 145 # - Voice-Lower Division**Units: 1-2**

Term Typically Offered: SPR/FALL

Enrollment requirements: Corequisite: Must also be enrolled in a music ensemble class (MUSE).

Private instruction in voice (classical). Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 147 # - Voice for Musical Theater Major-Lower Division**Units: 1-2**

Term Typically Offered: SPR/FALL

Enrollment requirements: Corequisite: Must also be enrolled in a music ensemble class (MUSE).

Private instruction in voice (music theater). Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

Music Ensemble (MUSE)

MUSE 101 # - Concert Choir**Units: 1**

Term Typically Offered: SPR/FALL

Choral presentations of various periods.

MUSE 111 # - Concert Band**Units: 1**

Term Typically Offered: SPR/FALL

Concert Band is a performance ensemble made up of woodwind, brass and percussion players. The Concert Band will study, rehearse and perform music of several styles and historical periods. Students should have the equivalent of high school level experience in a concert band program.

MUSE 123 # - Orchestra**Units: 1**

The TMCC Orchestra is a musical performance ensemble consisting of orchestral string, woodwind, brass and percussion performers. The orchestra will rehearse and perform music of several historical periods and styles. Musical experience equivalent to high school orchestra is required for admission.

MUSE 131 # - Jazz Ensemble**Units: 1**

Performing ensemble specializing in traditional and contemporary big band jazz literature. Experience equivalent to high school jazz ensemble is expected.

MUSE 135 # - Jazz Vocal Ensemble**Units: 1**

Intensive study of jazz singing and playing, including differing styles, improvisation, interpretation, vocal, technique, and ensemble/solo singing with microphones. Required performances each semester.

MUSE 153 # - Guitar Ensemble**Units: 1**

Enrollment requirements: Prerequisite: MUS 107 or instructor approval.

Students rehearse and perform chamber music for instrumental combinations including guitar(s). Music literature from a variety of styles, periods, and ethnic origins will be selected to create the course repertoire.

Natural Resources (NRES)

NRES 100 # - Prin of Natural Resources & Environmental Sciences

Units: 3

Term Typically Offered: SPR/FALL

General introduction to issues and topics related to natural resources, hydrology, conservation biology and environmental sciences.

NRES 210 # - Environmental Pollution

Units: 3

Term Typically Offered: FALL

Enrollment requirements: Prerequisite: MATH 126.

This course introduces the student to the principles and applications of environmental science through the use of the biological and physical sciences. This course will investigate and discuss local, regional and global issues associated with anthropogenic interactions with biosphere, lithosphere, hydrosphere and atmosphere.

NRES 211 # - Conservation, Humans and Biodiversity

Units: 3

Term Typically Offered: SPRING

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.

Nursing (NURS)

NURS 102 # - Professional Behaviors

Units: 2

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Open to students with declared Nursing major and accepted into the Nursing program.

This introductory course provides the student with an understanding of the professional nurse's role within the health care system. Emphasis is placed on ethics, professional obligations, values, expectations of the profession and accountability for lifelong learning. Students will learn the methods of communicating professionally and effectively with individuals, significant support persons, and as members of the interdisciplinary health care team. The impact of family will be included.

NURS 129 # - Level 1 - Basic Nursing Skills

Units: 2

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: MANDATORY STEPS OF ENROLLMENT: Background check, Drug Test, HCP CPR card, Major Medical Insurance and Immunizations.

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.

NURS 130 # - Nursing Assistant

Units: 6

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: MANDATORY STEPS OF ENROLLMENT: Background check, Drug Test, HCP CPR card, Major Medical Insurance and Immunizations.

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.

NURS 138 # - Nursing Care I

Units: 7

Enrollment requirements: Prerequisite: Acceptance to the Nursing program.

This introductory course provides the students with the foundations of the arts and science of nursing. Students are exposed to the core competencies that define the roles and responsibilities of an associate degree nurse. Focus is placed on acquiring proficiency to carry out basic independent and interdependent nursing actions that assist clients across the lifespan in meeting their health-care needs. Each student identifies care planning activities and develops an individualized care plan and assessment focusing on unique client/patient needs. Emphasis is on assessment, teaching and learning, and communication in health and wellness. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

NURS 140 # - Medical Terminology

Units: 3

Term Typically Offered: SPR/FALL

The development of a basic medical vocabulary used to describe the body's anatomical systems with emphasis on the definition, use, spelling and pronunciation of terms. Attention will be focused on disease, normal body structure and function and pharmacology terminology.

NURS 142 # - Fundamentals of Pharmacology

Units: 2

Enrollment requirements: Prerequisite: BIOL 223, BIOL 224, BIOL 251, and acceptance to the Nursing program.

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).

NURS 152 # - Foundations of Pharmacology in Nursing I **Units: 1**

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: Acceptance to the Nursing program.

Provides students with an overview of pharmacology with an emphasis on clinical applications within the context of the nursing process and prioritization of needs; with special consideration given to the physiological, psycho/social, cultural, and spiritual needs of the patients. Explores indications, modes of action, effects, contraindications and interactions for selected drugs. Specific nursing responsibilities related to drug administration are emphasized.

NURS 153 # - Foundations of Pharmacology in Nursing II **Units: 1**

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: NURS 102, NURS 138, NURS 152, and NURS 212 and admitted to the nursing program.

Provides a continuation of study of pharmacological principles and practices to achieve safe administration of medications. Selected drug classifications are presented, with an emphasis on understanding intended and unintended effects of drugs on body systems. Provides an overview of pharmacology with an emphasis on clinical applications within the context of the nursing process and prioritization of needs.

NURS 170 # - Nursing Care 2 **Units: 7**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: Acceptance into the Nursing Program. NURS 138 and NURS 212.

The focus of this course is on nursing care and management of the individual across the health wellness illness continuum using the nursing process. Student will integrate knowledge of the diverse and holistic needs of the individual. Students will apply and implement communication strategies through collaboration, and teaching and learning; topics include stress and coping and grief and loss. The childbearing and child rearing family are also included as a population.

NURS 202 # - Nursing Care 3 **Units: 7**

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: BIOL 223, BIOL 224, BIOL 251, NURS 102, NURS 138, NURS 170 and NURS 212.

The focus of this course is a continuation of the nursing care and management of patients/clients with an altered health status that affects both individuals and families across the lifespan. The childbearing and child rearing family are also included as a population. The course applies the concepts of clinical pharmacology, psychopathology, pathophysiology, health maintenance, promotion and restoration to the care of patients/clients. The lab/clinical portion of this course include selected observation, clinical assignments and the use of computer simulation and skills laboratory.

NURS 209 # - Principles of Pathophysiology **Units: 3**

Enrollment requirements: Prerequisite: BIOL 190, BIOL 223, BIOL 224 and BIOL 251.

This course is designed to offer students the opportunity to explore and apply the principles of Pathophysiology gained in this course to future nursing courses. The concepts of physiology and pathophysiology, dealing with disease caused by alteration of function, across the life span will be the focus of the course. This theory course will utilize the body systems approach in the presentation of the principles of pathophysiology. Emphasis is placed on the integration of physiological and developmental variables as they relate to client scenarios with altered body systems across the life span.

NURS 212 # - Cultural Aspects of Nursing Care **Units: 3**

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: Restricted to enrolled Nursing students only.

Nurse-client encounters involve the interaction of three cultural subsystems: the culture of the nurse, the culture of the client and the culture of the setting. This course explores the influence of culturally diverse backgrounds within the health care system of the United States. The weaving of gender, age, race, ethnic and religious diversities of the nurse and client will be emphasized. This course fulfills the diversity requirement at TMCC. This course is offered online only and is open only to students admitted to the nursing program.

NURS 240 # - RN Refresher-Theory **Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

The RN Refresher Course is designed to assist inactive professional nurses to update their knowledge and skills in order to renew their licenses and return to active nursing practice. This theory portion is an on-line program that spans one semester. Students who successfully complete this course can then take NURS 242 which includes 135 hours of clinical practice with an RN preceptor.

NURS 242 # - RN Refresher - Clinical **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

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).

NURS 274 # - Nursing Care 4 **Units: 7**

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: SPRNG/SUMR

Enrollment requirements: Prerequisite: BIOL 223, BIOL 224, BIOL 251; NURS 102, NURS 138, NURS 170, NURS 202, NURS 209 and NURS 212.

The focus of this course is the culmination of the care and management of the holistic, diverse, acutely-ill adult client. Emphasis is on the refinement of clinical decision making skills, achievement of clinical competence, and demonstration of professional nursing practice. The capstone experience of this course provides opportunities to incorporate informatics, to explore quality improvement opportunities using the National Patient Safety Goals.

NURS 285 # - Selected Topics in Nursing **Units: 0.5-6**

Transferability: May not transfer towards an NSHE bachelor's degree

This course is restricted to students who have approval from the Director of Nursing. The course will present an individually selected variety of topics intended to bring the student to current knowledge in the subject area assigned. Students who are returning to the nursing program after an absence, or who may need to repeat certain content for either theory or clinical nursing courses will be assigned the appropriate number of credits. Other students referred by the Nevada State Board of Nursing for refreshing in certain topics may also take this variable credit course. The course may be repeated for up to six credits.

Nutrition (NUTR)

NUTR 100 # - Introduction to Dietetic Technician Program **Units: 0.5**

Transferability: May not transfer towards an NSHE bachelor's degree

This course is designed for those students who have an interest in becoming a Dietetic Technician Registered (DTR). It is an introductory directed study course designed to give the student a greater knowledge of what a DTR does and what career opportunities are open in the field. The goal of this course is to help the student in making an appropriate career choice.

NUTR 121 # - Human Nutrition **Units: 3**

Term Typically Offered: SPR/FALL

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.

NUTR 220 # - Food Service Systems Management **Units: 3**

Term Typically Offered: FALL

Organization and operation of food service, management principles, food service personnel, labor laws, regulatory agencies, food cost control and record keeping.

NUTR 221 # - Quantity Food Purchasing **Units: 3**

Term Typically Offered: SPRING

Food purchasing for food service systems, understanding cost factors, food laws, quality standards and basic manufacturing processes.

NUTR 222 # - Principles of Food Science **Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: BIOL 190 and BIOL 190L

This course covers the basic fundamentals of food science and underlying technology associated with the food industry. An emphasis will be given to the functional and chemical aspects of the nutrients in foods. Four laboratory experiences will cover applications in food systems, such as food processing and preparation of foods.

NUTR 223 # - Principles of Nutrition **Units: 3**

Term Typically Offered: SPRNG/SUMR

Enrollment requirements: Prerequisite: BIOL 190 and BIOL 190L or permission of instructor.

A course designed for the student in the field of allied health and for students majoring in Dietetic Technology. Emphasis on the functions of the major nutrients and their role in maintaining good health, beginning at the cellular level and extending to include interactional properties of nutrients and diets.

NUTR 226 # - Food Processing Microbiology **Units: 4**

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: BIOL 190 and BIOL 190L

To introduce the students to the fundamentals of food microbiology and underlying technology associated with providing a safe, nutritious supply of fresh and processed foods to humans. Students will be introduced to how the food industry and regulatory agencies deal with potential health hazards associated with the ecology and physiology of disease-causing organisms that can be present in food, and how food preservation and processing can extend food availability in a safe manner.

NUTR 233 # - Community and Lifecycle Nutrition **Units: 3**

Term Typically Offered: FALL

Enrollment requirements: Prerequisite: NUTR 223.

This course is designed for students majoring in the Dietetic Technician Program. Application of nutritional principles and practices in health care, public health and community nutrition services including community resources and governmental regulation. Lifecycle nutrition will be studied as it pertains to the general nutritional needs and problems associated with pregnancy, lactation, infancy, childhood, adolescence and the aging population.

NUTR 243 # - Medical Nutrition Therapy for Dietetic Techs I **Units: 3**

Term Typically Offered: FALL

Enrollment requirements: Prerequisite: NUTR 223.

A course designed for students in the Dietetic Technician Program or other allied health fields. Nutritional care of individuals, applications of nutrition in the clinical setting and specific disease states and nutrition related care for the patient will be studied. This is one part of a two-part course series.

NUTR 244 # - Medical Nutrition Therapy for Dietetic Techs II **Units: 3**

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: NUTR 243

A course designed for students in the Dietetic Technician Program or other allied health field. Nutritional care of individuals, applications of nutrition in the clinical setting and specific disease states and nutrition related care for the patient/client will be studied. This is part of a two-part course series.

NUTR 253 # - Cultural Considerations in Nutrition and Health Care**Units: 3**

Term Typically Offered: SPR/FALL

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.

NUTR 291 # - Nutrition Internship-Food Service**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Department Consent Required

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.***Department Consent Required***

NUTR 292 # - Nutrition Internship-Community**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: 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.***Department Consent Required***

NUTR 293 # - Nutrition Internship-Clinical**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Department Consent Required

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.***Department Consent Required***

NUTR 298 # - Special Topics in Nutrition**Units: 1-3**

Transferability: May not transfer towards an NSHE bachelor's degree

Covers selected topics of interest to students enrolled in the Dietetic Technician program or other Allied Health programs. May be repeated for up to six credits.

Occupational Safety and Health (OSH)

OSH 101 # - Intro to Safety and Health**Units: 3**

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**Units: 1**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

Law/Paralegal (LAW)

LAW 101 # - Fundamentals of Law I**Units: 3**

Term Typically Offered: SPR/FALL

(Legal Specialty course) Relationship and delineation of the function and responsibility of the legal assistant, the attorney and the client; survey of substantive areas of the law; structure of the legal system; basic legal terminology; ethics and liability of the legal profession.

LAW 198 # - Special Topics Legal Assistant**Units: 0.5-6**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: LAW 101.

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.

LAW 203 # - Real Property**Units: 3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: LAW 101 with a grade of B or better, LAW 206, LAW 259 and LAW 261. This course can be taken concurrently with LAW 259.

(Legal Specialty course) Discussion of real property law, including landlord/tenant law, deeds of trust and foreclosures. The course will also cover the practical application of practice in these areas.

LAW 204 # - Torts**Units: 3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: LAW 101 with a grade of B or better, LAW 206, LAW 259 and LAW 261. This course can be taken concurrently with LAW 259.

(Legal Specialty course) An overview of tort law. Concepts to be discussed include intentional torts, strict liability, negligence, proximate cause, re ipsa loquitur, comparative responsibility, premises liability, product liability, professional negligence and worker's compensation.

LAW 205 # - Contracts

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: LAW 101 with a grade of B or better, LAW 206, LAW 259 and LAW 261. This course can be taken concurrently with LAW 259.

(Legal Specialty course) A survey of contract law. Discussion of the essential elements of contracts, with special emphasis placed on the practical analysis of contracts. Discussion on the filing of a complaint for breach of contract. Also, discussion of debtor/creditor rights.

LAW 231 # - Procedure - Civil

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: LAW 101 with a grade of B or better, LAW 206, LAW 259 and LAW 261. This course can be taken concurrently with LAW 259.

(Legal Specialty course) Emphasis on jurisdiction of the court system in Nevada. Discussion of complaints, summons, answers, supplemental pleadings. Will also cover pretrial tactics, motions, exceptions, venue, discovery, depositions and summary judgments.

LAW 232 # - Procedure - Criminal

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: LAW 101 with a grade of B or better, LAW 206, LAW 259 and LAW 261. This course can be taken concurrently with LAW 259.

(Legal Specialty course) An overview of the procedure involved in criminal cases. Includes a discussion of complaints, indictments, writs of habeas corpus, trial motions and post-conviction remedies.

LAW 233 # - Business Structures

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: LAW 101 with a grade of B or better, LAW 206, LAW 259 and LAW 261. This course can be taken concurrently with LAW 259.

(Legal Specialty course) A survey of corporate, partnership and agency law. Discussion of some types of employment law. The drafting of corporate and partnership agreements will also be covered.

LAW 251 # - Bankruptcy

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: LAW 101 with a grade of B or better, LAW 206, LAW 259 and LAW 261. This course can be taken concurrently with LAW 259.

(Legal Specialty course) This course will provide a basic knowledge of bankruptcy law, with emphasis on understanding the schedules, preparing proofs of claims and motion practice within the bankruptcy court.

Units: 3**Units: 3****Units: 3****Units: 3****Units: 3****LAW 252 # - Family Law**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: LAW 101 with a grade of B or better, LAW 206, LAW 259 and LAW 261. This course can be taken concurrently with LAW 259.

(Legal Specialty course) Covers the law related to family issues. Includes a discussion of rights and obligations of parties to each other and their offspring. Divorce, custody and support, spousal agreements, termination of parental rights, adoptions and collection of child support are all discussed.

LAW 255 # - Probate Procedures

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: LAW 101 with a grade of B or better, LAW 206, LAW 259 and LAW 261. This course can be taken concurrently with LAW 259.

(Legal Specialty course) Law related to estate planning issues. Includes procedure to distribute a person's estate upon one's death; creation and administration of a trust and procedure to appoint another to act on one's behalf. Also includes a discussion of health care documents and related elderly care issues.

LAW 259 # - Legal Writing

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: LAW 101 with a grade of B or better, LAW 206 and LAW 261.

(Legal Specialty course) In-depth study and development of legal writing skills. Emphasis is placed on writing assignments which assume a knowledge of basic legal research skills, development of memoranda of points and authorities and analyses of case facts. Also discussed will be office memoranda and appeal briefs.

LAW 261 # - Legal Research I

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: LAW 101 with a grade of B or better.

(Legal Specialty course) Covers legal research and terminology. The student will become familiar with the law library and develop legal research skills through the use of legal digests, encyclopedias, reporter systems, indexes, Shepard's, treatises, cases, statutes, legal periodicals, government documents and other research material. Emphasis is placed on developing legal briefing skills and finding answers to legal research questions.

LAW 263 # - Ethics

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: LAW 101 with a grade of B or better.

(Legal Specialty course) Covers the relationship between the attorney, client and legal assistant. Discusses what a legal assistant may and may not do. Also discusses conflicts of interest, dealing with witnesses and adverse parties and confidentiality.

Units: 3**Units: 3****Units: 3****Units: 3****Units: 1-3**

LAW 264 # - Civil Evidence

Term Typically Offered: SPR/FALL

Units: 3

Enrollment requirements: Prerequisite: LAW 101 with a grade of B or better, LAW 206, LAW 231, LAW 259, LAW 261 and 12 additional semester LAW units.

(Legal Specialty course) Covers interviewing skills, fact pattern analysis, discovery preparation and evidence. Emphasis is placed on preparation of documents throughout the court process.

LAW 295 # - Supervised Field Experience

Term Typically Offered: SPR/FALL

Units: 3

Enrollment requirements: Prerequisite: LAW 101 with a 'B' or better, LAW 206, LAW 231, LAW 259, LAW 261, LAW 263 and 12 semester LAW units.

(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.

Philosophy (PHIL)

PHIL 101 # - Introduction to Philosophy

Term Typically Offered: SPR/FALL

Units: 3

Basic problems in different areas of philosophy such as ethics, political theory, metaphysics and epistemology.

PHIL 102 # - Critical Thinking and Reasoning

Term Typically Offered: SPR/FALL

Units: 3

Non-symbolic introduction to logical thinking and everyday life, law, politics, science, advertising; common fallacies; the uses of language, including techniques of persuasion.

PHIL 114 # - Introduction to Symbolic Logic

Methods and principles of correct reasoning and argumentation with application to the various sciences.

Units: 3**PHIL 119 # - Introduction to the Old Testament**

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.

Units: 3**PHIL 135 # - Introduction to Ethics**

Term Typically Offered: SPR/FALL

Units: 3

Enrollment requirements: Prerequisite: Completion of or concurrent enrollment in ENG 101 or qualifying English placement score.

This course introduces ethical theory in the context of case studies drawn from literature, films and the media. The course introduces students to classical and modern examples of ethical theory such as ethical relativism, egoism, utilitarianism, the categorical imperative and theories of moral development.

PHIL 198 # - Special Topics in Philosophy

Transferability: May not transfer towards an NSHE bachelor's degree

Units: 0.5-6

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.

PHIL 200 # - The Judeo-Christian Tradition

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's CH 201.

Units: 3**PHIL 201 # - Philosophy Goes to the Movies**

Term Typically Offered: SPR/FALL

Units: 3

This course introduces participants to philosophical problems dramatized through the medium of film. Participants will experience complex philosophical problems underlying many of the films produced for popular consumption or regarded as classic films. The films will function as case studies allowing analysis of ethical issues and aesthetic values. The films or film clips presented will follow background readings and discussion of the philosophical contexts important to understanding the issues involved.

PHIL 203 # - Introduction to Existentialism

Readings from Kierkegaard, Nietzsche, Jaspers, Sartre, Heidegger.

An examination of the existentialist concepts 'being' and 'nonbeing', 'estrangement', 'dread', 'anxiety' and 'freedom.'

Units: 3**PHIL 204 # - Introduction to Contemporary Philosophy**

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.

Units: 3**PHIL 207 # - Introduction to Social and Political Philosophy**

Major political philosophers, e.g. Plato, Aristotle, Machiavelli, Hobbs, Rousseau, Mill, Marx, on topics such as justice, freedom, equality, tyranny, war, racism, sexism, power, consent and economics. Co-listed with Political Science 227.

Units: 3**PHIL 210 # - World Religions**

Term Typically Offered: ALL SEMESTERS

Units: 3

Enrollment requirements: Prerequisite: Completion of or concurrent enrollment in ENG 101 or qualifying English placement score.

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.

PHIL 224 # - Introduction to the Philosophy of Science

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.

Units: 3

PHIL 225 # - Introduction to Indian Philosophy**Units: 3**

In this course students will survey the remarkable unfolding of Indian religion and philosophy from 500 B.C. to modern times. Readings include translations of original works or commentaries on Hinduism, Buddhism, Jainism, and Vedantism, as well as a historical survey that puts the readings in context. Students will explore consciousness, meditation, reincarnation and parallels between Eastern and Western thought.

PHIL 244 # - Bioethics**Units: 3**

This course provides a balanced systematic, unbiased ethical framework designed to help students understand and analyze a wide range of issues currently controversial in medicine or that are likely to arise in the future. Treatment of such issues as abortion and euthanasia, cloning, genetic screening, just health care, patients' rights, the use of human and animal subjects in research.

PHIL 295 # - Topical Issues in Philosophy**Units: 3**

This course offering allows faculty response to community and student interest in ethical, aesthetic and cultural issues through learning activities focused on a specific topic not included in regular offerings. Examples of such topics include ethics and the media, environmental aesthetics, the culture and values of the sixties or other topics utilizing faculty expertise or specialized knowledge of an adjunct faculty. These course offerings will demonstrate the viability and relevance of a humanistic perspective on contemporary issues. The course may be repeated for up to 6 credits as topics vary.

Physical Education (PEX)

PEX 143 # - Karate**Units: 1-2**

Term Typically Offered: SPR/FALL

Perform basic karate techniques such as blocks, strikes and kicks, and utilize basic stances while performing these skills using form, focus and control.

PEX 146 # - Self Defense**Units: 1-2**

Term Typically Offered: SPR/FALL

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.

PEX 149 # - ZUMBA**Units: 1-2**

Term Typically Offered: SPR/FALL

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.

PEX 151 # - Boxing**Units: 1-2**

Term Typically Offered: SPR/FALL

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.

PEX 155 # - Fencing**Units: 1-2**

Term Typically Offered: SPR/FALL

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.

PEX 155A # - Fencing, Intermediate/Advanced**Units: 1-2**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: PEX 155.

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.

PEX 169 # - Yoga**Units: 1-2**

Term Typically Offered: ALL SEMESTERS

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.

PEX 169A # - Yoga, Intermediate/Advanced**Units: 1-2**

Term Typically Offered: SPR/FALL

This course is designed for students with previous yoga experience. Students will expand on basic knowledge incorporating more difficult yoga postures (asana) and introducing various breathing (pranayama) techniques. Postures include standing, inverted, back bend, forward bend and twists and all physical movements are adapted to various physical limitations. A maximum of three classes/1-6 credits from 100-199 may be taken during any one semester or summer session except for special programs listed in the class schedule. When beginning, intermediate and advanced classes are scheduled in an activity, the student should consult the department to determine in which level to enroll. A student may enroll in the same class four times for credit.

PEX 170 # - Cardio Fitness**Units: 1-2**

Term Typically Offered: SPR/FALL

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.

PEX 172 # - Body Contouring and Conditioning**Units: 1-2**

Term Typically Offered: SPR/FALL

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.

PEX 173 # - Circuit Training**Units: 1-2**

Transferability: May not transfer towards an NSHE bachelor's degree

Explore proper fitness and strength training techniques and fundamentals, while learning a variety of circuit training workout routines and concepts.

PEX 174 # - Fitness Principles and Practices**Units: 1-3**

Term Typically Offered: SPR/FALL

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.

PEX 183 # - Weight Training**Units: 1-2**

Term Typically Offered: ALL SEMESTERS

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.

PEX 183A # - Weight Training Advanced**Units: 1-2**

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: PEX 183 or instructor approval.

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.

PEX 199 # - Special Topics**Units: 1-2**

Term Typically Offered: SPR/FALL

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.

PEX 207 # - Total Fitness and Weight Control**Units: 2**

Term Typically Offered: SPR/FALL

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 (PHYS)

PHYS 100 # - Introductory Physics**Units: 3**

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: MATH 120 or higher or qualifying ACCUPLACER, ACT/SAT test results.

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.

PHYS 117 # - Introduction to Space Science and Engineering**Units: 3**

Term Typically Offered: SPRING

A hands on introduction to the science and engineering of space exploration. Topics include the Space Environment, Flight Dynamics, Propulsion, Power Supplies, Telemetry, Remote Sensing, Robotics, Design of Experiments, Analyzing Data, and Careers in Aerospace.

PHYS 151 # - General Physics I**Units: 4**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: MATH 127 or MATH 128.

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.

PHYS 152 # - General Physics II**Units: 4**

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: PHYS 151

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, electrostatics, simple circuits, magneto-statics, magnetic fields, electromagnetic induction, electromagnetic waves, and physical optics.

PHYS 180 # - Physics for Scientists and Engineers I**Units: 3**

Term Typically Offered: FALL

Enrollment requirements: Prerequisite: MATH 181; Corequisite: PHYS 180L. Students must co-enroll in both PHYS 180 and PHYS 180L to receive credit.

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.

PHYS 180L # - Physics for Scientists/Engineers Lab I**Units: 1**

Term Typically Offered: FALL

Enrollment requirements: Prerequisite: MATH 181; Corequisite: PHYS 180. Students must co-enroll in both PHYS 180 and PHYS 180L to receive credit.

Laboratory experiments to accompany PHYS 180.

PHYS 181 # - Physics for Scientists and Engineers II**Units: 3**

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: PHYS 180 Corequisite: PHYS 181L. Students must co-enroll in both PHYS 181 and PHYS 181L to receive credit.

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, electrostatics, simple circuits, magneto-statics, magnetic fields, electromagnetic induction, Maxwell's equations, electromagnetic waves, physical optics, thermodynamic laws and kinetic theory.

PHYS 181L # - Physics for Scientists/Engineers Lab II **Units: 1**
Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: PHYS 180 Corequisite: PHYS 181. Students must co-enroll in both PHYS 181 and PHYS 181L to receive credit.

Laboratory experiments to accompany PHYS 181.

PHYS 182 # - Physics for Scientists and Engineers III **Units: 3**
Enrollment requirements: Prerequisite: PHYS 181 Co-Requisite: PHYS 182L. Students must co-enroll in both PHYS 182 and PHYS 182L to receive credit.

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.

PHYS 182L # - Physics for Scientists and Engineers Lab III **Units: 1**
Enrollment requirements: Prerequisite: PHYS 181 Co-Requisite: PHYS 182. Students must co-enroll in both PHYS 182 and PHYS 182L to receive credit.

Laboratory experiments to accompany PHYS 182.

PHYS 198 # - Special Topics in Physics **Units: 1-6**
Transferability: May not transfer towards an NSHE bachelor's degree

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

Political Science (PSC)

PSC 100 # - Nevada Constitution **Units: 1**
Term Typically Offered: ALL SEMESTERS

Introduction to the political history of Nevada through an examination of the Nevada Constitution. Satisfies the Nevada Constitution requirement. Not open to students who have obtained credit for PSC 103, PSC 108 or HIST 102, HIST 111, HIST 217.

PSC 101 # - Introduction to American Politics **Units: 3**
Term Typically Offered: ALL SEMESTERS

A survey of American national, state and local governments. Includes Nevada's constitution, government, and contemporary issues. Fulfills US and Nevada Constitution requirements.

PSC 208 # - Survey of State and Local Government **Units: 3**
Term Typically Offered: SPR/FALL

Organization, working principles and functional processes of state and local governments in the United States, including Nevada. (satisfies the Nevada Constitution requirement.)

PSC 210 # - American Public Policy **Units: 3**
Analysis of the interplay of forces involved in policy-making at all levels of American government. Study of the impact of policy on individuals and institutions.

PSC 211 # - Introduction to Comparative Politics **Units: 3**
Term Typically Offered: SPR/FALL

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.

PSC 227 # - Introduction to Political Philosophy **Units: 3**
Term Typically Offered: ALL SEMESTERS

Major political philosophers, e.g. Plato, Aristotle, Machiavelli, Hobbes, Rousseau, Mill, Marx, on topics such as justice, freedom, equality, tyranny, war, racism, sexism, power, consent and economics. Co-listed with PHIL 207.

PSC 231 # - Introduction to International Relations **Units: 3**
Term Typically Offered: SPR/FALL

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.

PSC 250 # - The Politics of International Terrorism **Units: 3**
The course will examine the definition of international terrorism, its underlying social, political and economic classes, its use as a political tool, its manifestations in the world and the measures to be taken for its prevention.

PSC 290 # - Internship in Political Science **Units: 1-8**
Transferability: May not transfer towards an NSHE bachelor's degree

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for eight credit. The course may be repeated for up to eight credits.

PSC 295 # - Special Topics in Political Science **Units: 3**
Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: PSC 101 or approval of the instructor.

The course will focus on a contemporary issue or concern of topical interest within the field of Political Science. The issue may be domestic, comparative and/or international in scope. Examples include: Middle East and African government and politics, international organizations, the Nevada Legislature and the politics of nationalized healthcare. May be repeated one time for three credits (maximum six credits total). Repeated course title must be different.

PSC 299 # - Government Internship **Units: 3-6**
Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: PSC 101 plus one Political Science three-unit elective and consent of instructor.

Provides students the opportunity to be selected to serve in federal, state, or local government offices normally within the TMCC service area. If more students apply than there are positions available, students must submit resumes and will be selected by a review committee.

Portuguese (PORT)

PORT 111 # - First-Year Portuguese I

Units: 4

Term Typically Offered: SPR/FALL

This is a first course in Portuguese for those with no previous knowledge of the language. Student acquire basic speaking, reading, and writing skills, including the Portuguese alphabet and phonetic system, while learning about Portuguese and Brazilian cultures. Class activities include interactive exercises and role-playing. Principles of grammar and syntax are introduced as students become more comfortable with the spoken language.

PORT 112 # - First-Year Portuguese II

Units: 4

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: PORT 111 or instructors approval.

For students with an elementary knowledge of Portuguese, this course reviews simple elements of grammar and introduces more advanced and complex grammatical and syntactical elements. Portuguese 112 is a continuation course to Portuguese 111. Students expand their language proficiency and knowledge of Portuguese and Brazilian cultures in a classroom setting that emphasizes communication skills.

PORT 211 # - Second-Year Portuguese I

Units: 3

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: PORT 112 or instructors approval.

This third course is an intermediate-level course for students familiar with basic structures of the Portuguese language. Portuguese 211 is a continuation course to Portuguese 112. Students synthesize more advanced and complex forms of Portuguese grammar. More detailed emphasis is given to oral communication, listening skills, written communication, and the reading of more complex texts. Special attention is paid to improving students' ability to understand spoken Portuguese and converse on a number of topics pertaining to different times and places. Through a variety of sources, students continue to become more familiar with the cultures of Portugal and Brazil.

PORT 212 # - Second-Year Portuguese II

Units: 3

Enrollment requirements: Prerequisite: PORT 211

This fourth course advances students toward high-intermediate fluency. Portuguese 212 is a continuation course to Portuguese 211. Through communicative activities and content-based materials, students improve their oral and written expression in areas such as proposing hypotheses, supporting opinions, and engaging in sustained dialogue. A systematic review of grammar is combined with literacy and cultural readings. Students continue to become familiar with Portuguese and Brazilian cultures.

Psychology (PSY)

PSY 101 # - General Psychology

Units: 3

Term Typically Offered: ALL SEMESTERS

Survey of the basic foundations of psychology with emphasis on psychological theories, research methods and principles of behavior.

PSY 102 # - Psychology of Personal and Social Adjustment

Units: 3

Term Typically Offered: SPR/FALL

Personality adjustment in healthy persons; adjustment techniques and reactions to frustration and conflict in the context of various social groups.

PSY 105 # - Introduction to Neuroscience

Units: 3

Term Typically Offered: SPR/FALL

This course will provide a framework for understanding the fundamental, biological processes that are involved in human behavior and cognition. Topics surveyed will introduce basic principles of neuroscience, including: the divisions of the human nervous system, the cells of the nervous system and neural function. In addition, students will engage in discussion of how brain function supports higher-order cognitive processes and how behavior and cognition are impacted by neurological diseases. Same as BIOL 105.

PSY 130 # - Human Sexuality

Units: 3

Term Typically Offered: SPR/FALL

A survey of human sexuality emphasizing biological, psychological and socio-cultural influences. Topic areas will include sexual orientation, gender identity, communication, intimacy, sexual variation and dysfunction.

PSY 198 # - Special Topics in Psychology

Units: 1-6

Transferability: May not transfer towards an NSHE bachelor's degree

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.

PSY 210 # - Introduction to Statistical Methods

Units: 4

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: PSY 101 or SOC 101; MATH 96 or equivalent or qualifying Accuplacer, ACT/SAT test results.

Practice with statistical methods especially useful in the presentation and interpretation of psychological, sociological and educational data, includes elementary computer application.

PSY 228 # - Psychology of Dreams

Units: 3

Term Typically Offered: SPR/FALL

An introduction to the study of dreams through psychological theory, covering etiology and interpretation.

PSY 233 # - Child Psychology

Units: 3

Term Typically Offered: ALL SEMESTERS

A study of the growth and development of the child with special consideration given to theories of learning and personality formation.

PSY 240 # - Introduction to Research Methods

Units: 3

Enrollment requirements: Prerequisite: PSY 101. Completion of PSY 210 is strongly recommended.

An overview of the methods and analytical techniques used in the research of social phenomena. Emphasis will be on the design and execution of research.

PSY 241 # - Introduction to Abnormal Psychology

Term Typically Offered: SPR/FALL

An overview of abnormal psychology with emphasis on symptomology, etiology, diagnosis, treatment and prevention.

PSY 261 # - Introduction to Social Psychology

Term Typically Offered: SPR/FALL

Nature of the person and interpersonal relationships, their formation and maintenance and their institutional, ideological and societal contexts; empirical examination of beliefs, attitudes, influence. Same as SOC 261.

PSY 275 # - Undergraduate Research

Enrollment requirements: Prerequisite: PSY 210 and PSY 240

This course is designed to provide experience with conducting empirical research with human subjects. Students will define relevant psychological phenomenon, conduct a literature review, design an experiment, collect and analyze data, and synthesize previous knowledge with new knowledge related to the topic.

PSY 276 # - Aging in Modern American Society

Term Typically Offered: SPR/FALL

The psychological and sociological development and the changes attendant to the process of aging in society; theory and research in the field, implications for social policy, and perspectives on death and dying. Same as SOC 276. Satisfies TMCC and UNR Diversity core curriculum.

PSY 299 # - Special Topics

Term Typically Offered: SPR/FALL

Research from any field of psychology in which the student is adequately prepared. May be repeated with study of a new problem.

Radiologic Technology (RAD)

RAD 101 # - Exploration of Radiology**Units: 0.5**

This course is designed for those students who have an interest in becoming a radiological technologist. It is an introductory directed study course designed to give the student a greater knowledge of what a radiological technologist does and what career opportunities are open in this field. The goal of this course is to aid students in making a career choice that is right for them.

RAD 103 # - Medical Ethics**Units: 1**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Selection to the Radiological Technology Program and concurrent enrollment in all semester I courses.

This course is an introduction to the medical profession, the patient and paramedical personnel, regarding professional ethics and medical-legal responsibilities. This course will also provide the student with respect for interpersonal relationships, along with moral and ethical responsibilities to increase effective communication and empathy for the patient. One (1) hour of class time per week required.

Units: 3**RAD 110 # - Fundamentals of Clinical Radiography I****Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Selection to the Radiological Technology Program and concurrent enrollment in all semester I courses.

A planned clinical experience is provided which gives the student the opportunity to observe and apply theoretical principles while performing radiographic procedures under supervision of the clinical staff.

Progression in the program is dependent on the student demonstrating clinical competence on a specified number of competency evaluations (the number to be identified in the syllabus).

RAD 112 # - Patient Care and Medical Terminology**Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Selection to the Radiological Technology Program and concurrent enrollment in all semester I courses.

This course covers nursing procedures and practices relative to radiological technology with emphasis on patient handling, safety, comfort and communications as employed by the radiological technologist. Aseptic techniques and procedures used to maintain a sterile field are explained. Etymology of disease terms, nomenclature of surgical procedures and use of prefixes, suffixes, roots, combining forms and plurals of medical terms are covered. Two (2) hours of class time per week are required.

RAD 116 # - Radiography I**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Selection to the Radiological Technology Program and concurrent enrollment in all semester I courses.

Radiological positioning, related anatomy, considerations for the various problems encountered during positioning and pediatric radiography are discussed. This course covers chest, abdomen, upper extremities to include shoulder girdle and lower extremities to include hip; the study and identification of anatomical structures on X-ray film. Radiation safety measures concerning both patient and technologist are covered. Five (5) hours of class time per week are required.

RAD 118 # - Radiology Physics and Circuitry**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Selection to the Radiological Technology Program and concurrent enrollment in all semester I courses.

Course will establish a knowledge base of atomic structure and terminology, x-ray unit circuitry, radiation production, the nature and characteristics of radiation, and the photon interactions with matter.

RAD 124 # - Radiographic Photo and Techniques**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Successful completion of all semester I courses.

Fundamentals of photographic processes, darkroom equipment, darkroom chemistry, processing solutions and their functions. Types and uses of X-ray film and film holders. Manipulation of exposure factors, principles and practices in technique chart construction and appropriate radiation safety measures. Five (5) hours of class time per week are required.

RAD 125 # - Clinical Radiography I**Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Successful completion of all semester I Radiological Technology Program and support courses.

A planned clinical experience is provided which gives the student the opportunity to build upon previous clinical experience and apply theoretical principles while performing radiographic procedures under supervision of the clinical staff. Progression in the program is dependent on the student demonstrating clinical competence on a specified number of competency evaluations (the number to be identified in the syllabus) and demonstrating continued competence on examinations in which competence has already been demonstrated.

RAD 126 # - Radiography II**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Successful completion of all semester I courses.

Advanced radiographic positioning of vertebral column and skull, demonstration and practice of these more complicated radiographic positions; topographical anatomy, pediatric radiography and film critique are integrated into the specific studies. Five (5) hours of class time per week are required.

RAD 128 # - Imaging Equipment**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Successful completion of all semester I courses.

This course will investigate the evolution of radiographic equipment and provide a knowledge base of routine equipment utilized in modern imaging departments.

RAD 198 # - Special Topics Radiologic Technology**Units: 0.5-6**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

RAD 220 # - Clinical Radiography II**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Successful completion of all previous Radiological Technology Program courses.

A planned clinical experience is provided which gives the student the opportunity to improve and perfect clinical skills while applying theoretical principles to radiographic procedures being performed under supervision of the clinical staff. Progression in the program is dependent on the student demonstrating clinical competence on a specified number of competency evaluations (the number to be identified in the syllabus) and demonstrating continued competence on examinations in which competence has already been demonstrated.

RAD 230 # - Clinical Radiography III**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Successful completion of all previous Radiological Technology Program courses.

A planned clinical experience is provided which gives the student the opportunity to incorporate the theory presented in RAD 236 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.

RAD 236 # - Radiographic Contrast-Routine Exams**Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Successful completion of all previous Radiological Technology Program courses.

A study of different types of contrast media and how each is used to delineate specific anatomic parts or organs; common radiographic procedures using contrast media; indications; contradictions; patient preparation, care and positions are explained. Two (2) hours of class time per week are required.

RAD 238 # - Radiation Safety and Protection**Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Successful completion of all previous Radiological Technology Program courses.

Accent on radiation health and safety; definitions and significance of various terms employed in radiation protection; biological effects of radiation; methods and instruments used in monitoring; national and state requirements regarding diagnostic radiation are discussed in detail. Two (2) hours of class time per week are required.

RAD 242 # - Radiography Quality Management**Units: 1**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Successful completion of all previous program courses (second year, second semester program student) or ARRT certified radiographer.

A study of health care communications, customer service, quality improvement, team building, health care systems, accreditation issues and present and future health care trends as each relates to the Radiology department's quality assurance programs.

RAD 244 # - Diagnostic and Therapeutic Radiation**Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Successful completion of all previous Radiological Technology Program courses.

A survey of medical and surgical diseases employing special radiographic procedures with an introduction to the therapeutic uses of radiation, radium and isotopes; overview of medical pathology selected on the basis of relevance to radiological exams. These lectures are presented by radiologists and other specialists from the affiliated hospitals. Two (2) hours of class time per week are required.

RAD 245 # - Clinical Radiography IV**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Successful completion of all previous Radiological Technology Program courses.

A planned clinical experience is provided which gives the student increased responsibility to function more independently under direct and/or indirect supervision while performing radiographic procedures. Progression in the program is dependent on the student demonstrating clinical competence on a specified number of competency evaluations (the number to be identified in the syllabus) and demonstrating continued competence on examinations in which competence has already been demonstrated.

RAD 247 # - Radiography Quality Control**Units: 1**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Successful completion of all previous program courses (second year, second semester program student) or ARRT certified radiographer.

A study of quality control methods are examined and discussed pertaining to the equipment and usage within a radiography department.

RAD 250 # - Clinical Radiography V**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Successful completion of all previous Radiological Technology Program courses.

A planned clinical experience is provided which gives the student the opportunity to demonstrate clinical skills in performing competency and continued competency evaluation examinations. These skills should include analysis, synthesis and evaluation of the examinations performed. These experiences will facilitate the transition from student technologist to graduate technologist. At the end of this course, the student will have met all radiographic competency requirements.

RAD 259 # - Seminar in Radiography**Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Current successful completion of all previous Radiological Technology Program courses or instructor approval.

A general review and integration of all aspects of medical radiological technology is obtained through the use of simulated registry examination and the use of computer review programs. Preparation for the national A.R.R.T. examination. Two (2) hours of class time per week are required.

RAD 290 # - Internship in Radiologic Technology**Units: 1-6**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

Reading (READ)

READ 135 # - College Reading Strategies**Units: 3**

Term Typically Offered: SPR/FALL

This course will provide improvement of reading comprehension, critical thinking skills, vocabulary, and study techniques through reading and analyzing a variety of texts, including book-length works and textbook selections from various areas.

READ 93 # - Reading Improvement**Units: 3**

Term Typically Offered: SPR/FALL

Provides improvement in fundamental reading skills, including word-attack skills, vocabulary development, reading comprehension and fluency. You will learn various reading strategies to utilize before, during, and after reading.

READ 95 # - Reading and Improvement**Units: 1.5**

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: Qualifying high school grade point average, ACCUPLACER Reading Comprehension (RC) score 56-75, or SAT/SAT placement. Corequisite: ENG 98

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.

Real Estate (RE)

RE 101 # - Real Estate Principles**Units: 3**

Term Typically Offered: SPR/FALL

This is the first half of the introduction to real estate. Subjects included are professional organizations, types of property, the law of agency, listing agreements, easements, estates in the land, forms of ownership, legal descriptions, taxation, liens, contract law, deeds, probate, title insurance and recording. It can be taken concurrently with RE 103. Successful completion of RE 101 and RE 103 along with the passage of the Nevada Real Estate Exam qualifies one to become a licensed real estate salesperson in Nevada. This course may be taken for personal interest, for a degree and/or for pre-licensing. This course transfers to the University of Nevada at Las Vegas as FIN 130, Real Estate Principles.

RE 103 # - Real Estate Law and Practice**Units: 3**

Term Typically Offered: SPR/FALL

This is the second half of the introduction to real estate. Subjects included are a review of the law of agency, listing agreements and the law of contracts. Additional subjects are financing, leases, property management, appraisal, land use, subdividing, fair housing, ethical practices and closing statements. Also included is a study of the appropriate Nevada Revised Statutes and their Administrative Codes. Successful completion of RE 101 and RE 103 along with the passage of the Nevada Real Estate Exam qualifies one to become a licensed real estate salesperson in Nevada. This course may be taken for personal interest, for a degree and/or for pre-licensing.

RE 198 # - Special Topics in Real Estate**Units: 0.5-6**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

Russian (RUS)

RUS 111 # - First-Year Russian I**Units: 4**

Term Typically Offered: FALL

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**Units: 4**

Term Typically Offered: FALL

Enrollment requirements: 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**Units: 3**

Enrollment requirements: 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**Units: 3**

Enrollment requirements: Prerequisite: RUS 211 or equivalent or instructor approval or qualifying CAPE placement score.

Intermediate-level study of Russian is continued. A systematic review of grammar is combined with literary and cultural readings. Students acquire the knowledge to meet most practical writing needs (brief descriptive paragraphs, simple letters, and summaries of day-to-day activities). Enhancement of communicative skills through sustained conversation in Russian is emphasized.

Social Work (SW)

SW 101 # - Introduction to Social Work**Units: 3**

Term Typically Offered: SPR/FALL

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.

SW 250 # - Social Welfare, History, and Policy**Units: 3**

Enrollment requirements: Prerequisite: SW 101 with a C or better.

Explores the historical development of the social work profession and current policies governing the social service delivery system within the United States. Social policy is presented as a social construction influenced by a range of ideologies and interests. Special attention is paid to social welfare policy and programs relevant to the practice of social work, including poverty, child and family well being, mental and physical disability, health, racial, ethnic, and sexual minorities. The course includes a focus on the role of policy in creating, maintaining, or eradicating social inequities.

Sociology (SOC)

SOC 101 # - Principles of Sociology**Units: 3**

Term Typically Offered: ALL SEMESTERS

Sociological principles underlying the development of culture, structure and function of society, human groups, institutions, deviance, stratification and social change. Satisfies UNR Social Science core curriculum.

SOC 102 # - Contemporary Social Issues**Units: 3**

Term Typically Offered: SPR/FALL

This course examines selected problems of contemporary society and provides practice in the application of relevant sociological perspectives and theory. The course has two main objectives: (1) to acquaint the student with critical thinking skills and sociological concepts, theories, methods and knowledge; and (2) to apply these so that we better understand our society.

SOC 110 # - Conflict Resolution**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: SPR/FALL

This course will explore a variety of theories and frameworks for analyzing conflict and the techniques, process models, and third-party roles used to constructively intervene in conflict. The course will be an excellent introduction should students decide to pursue further training or credentialing to be fully trained as mediators or facilitators.

SOC 120 # - Human Violence: Individual to Global-Level Conflict**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: ALL SEMESTERS

Conflict and the need for peace occur in all human arenas. This course will examine such disparate forms of direct violence as personal assault; domestic violence; school shootings; group and mass violence, including ethno-political conflict, genocide, terrorism, and war. Concepts and strategies of peace, effective conflict resolution skills, and reconciliation and reconstruction following conflict will be addressed. This course will examine the key concepts, themes, theories, and practices involved in the study of direct violence. Students will be introduced to the issues of peace and violence across a wide range of interpersonal, community, national and international contexts. The course will focus on multiple levels of analysis from micro to macro, and multidisciplinary perspectives.

SOC 130 # - Structural Violence**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: ALL SEMESTERS

This course will focus on the structural aspects of peace, conflict and violence. This refers to a form of violence based on the systematic ways in which social structures or social institutions of society harm people by preventing them from meeting their basic needs. The arrangements are structural because they are embedded in the political and economic organizations of our social world; they are violent because they cause injury to people. Examples include hunger, preventable diseases, and extreme poverty caused by unjust structures of society and by ethnic conflict and oppressive regimes, as well as ecological degradation. Based on an understanding of these threats to human security, we will examine and evaluate various strategies which contribute to peace building and conflict resolution, human rights and self-determination, reconciliation and reconstruction, nonviolence, transformation of a hierarchical social order, and promoting ecological balance.

SOC 140 # - Cultures Of Peace**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Term Typically Offered: SPR/FALL

This course will focus on historical examples of peace cultures and on the efforts to establish peace by upholding human rights and the dignity of all persons as ideals, and through resisting the legitimization of violence in education, literature, and the mass media. Philosophies and methods practiced in different societies to build communities of peace will be featured.

SOC 198 # - Special Topics in Sociology**Units: 0.5-6**

Transferability: May not transfer towards an NSHE bachelor's degree

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.

SOC 201 # - Peace and Conflict**Units: 3**

This introductory course is a survey of the field of Peace and Conflict Studies. The course will examine the problem of violence in human affairs from the micro to the global level. Alternative approaches to understanding and resolving conflict will be explored.

SOC 205 # - Ethnic Groups in Contemporary Societies**Units: 3**

Term Typically Offered: SPR/FALL

Ethnic relations in the United States and other societies where cultural and 'racial' pluralism illustrates problems and processes of social interaction. Same as ANTH 205.

SOC 210 # - Introduction to Statistical Methods**Units: 4**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: PSY 101 or SOC 101; MATH 96 or equivalent or qualifying Accuplacer, ACT/SAT test results.

Same as PSY 210. Practice with statistical methods especially useful in the presentation and interpretation of psychological, sociological and educational data. Includes elementary computer application.

SOC 240 # - Social Science Research Methods**Units: 3**

An overview of the methods and analytical techniques used in the research of social phenomena. Emphasis will be on the design and execution of research.

SOC 261 # - Introduction to Social Psychology**Units: 3**

Term Typically Offered: SPR/FALL

Nature of the person and interpersonal relationships, their formation and maintenance and their institutional, ideological and societal contexts; empirical examination of beliefs, attitudes, influence. Same as PSY 261.

SOC 275 # - Introduction to Marriage and the Family**Units: 3**

Term Typically Offered: ALL SEMESTERS

Sex roles, dating patterns, mate selection, marital interaction; alternative forms of marriage and family life.

SOC 276 # - Aging in Modern American Society**Units: 3**

Term Typically Offered: SPR/FALL

The psychological and sociological development and the changes attendant to the process of aging in society; theory and research in the field, implications for social policy and perspectives on death and dying. Same as PSY 276.

Spanish (SPAN)

SPAN 101 # - Basics of Spanish I**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

A basic course emphasizing spoken communication. Course assumes that students have had no prior formal training. Writing, listening and reading skills will be explored.

SPAN 102 # - Basics of Spanish II**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: SPAN 101.

A continuation of Spanish 101.

SPAN 111 # - First Year Spanish I**Units: 4**

Term Typically Offered: ALL SEMESTERS

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.

SPAN 112 # - First Year Spanish II**Units: 4**

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: SPAN 111 or a Spanish CAPE Placement score over 178.

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.

SPAN 198 # - Special Topics in Spanish**Units: 0.5-6**

Transferability: May not transfer towards an NSHE bachelor's degree

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.

SPAN 211 # - Second Year Spanish I

Term Typically Offered: FALL

Units: 3

Enrollment requirements: Prerequisite: SPAN 112, or a Spanish CAPE Placement score of 320 or higher.

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.

SPAN 212 # - Second Year Spanish II

Term Typically Offered: SPRING

Units: 3

Enrollment requirements: Prerequisite: SPAN 211, or a Spanish CAPE Placement score of 347 or more.

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.

SPAN 221 # - Iberia and Its Cultures

Enrollment requirements: Prerequisite: ENG 101 or ENG 113

Units: 3

Introduction to the nationalities and cultures of Iberia; emphasis on the Spanish state, through geographical, historical, socio-economic and artistic issues. Taught in English. The course will produce 15-20 pages of writing in the production of finished products.

SPAN 222 # - Hispanic-America and Its Culture

Enrollment requirements: Prerequisite: ENG 101 or ENG 113

Units: 3

Introduction to the culture and civilization of Hispanic-American nations. Taught in English; no knowledge of Spanish required. The course will produce 15-20 pages of writing in the production of finished products.

SPAN 225 # - A Cultural Perspective: Spain...New Mexico

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 HUM 225.

Units: 3**SPAN 226 # - Spanish for Heritage Speakers I**

Term Typically Offered: FALL

Units: 3

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

Term Typically Offered: SPRING

Units: 3

Enrollment requirements: 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.

Statistics (STAT)

STAT 152 # - Introduction to Statistics

Term Typically Offered: SPR/FALL

Units: 3

Enrollment requirements: 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.

Descriptive statistics, probability models, statistical estimation and hypothesis testing, linear regression analysis, and special topics.

Supply Chain Management (SCM)

SCM 474 # - Purchasing and Global Sourcing

Enrollment requirements: Prerequisite: LGM 201, LGM 202, LGM 210, and LGM 352.

Units: 3

This course synthesizes the principles of the global supply function, reinforces the steps of the procurement cycle, and evaluates the appropriate sourcing and supply decisions in international business contexts. Topics include global sourcing, contracting, business simulation, spend analysis, decision making, international business context, negotiation, purchasing process, purchasing quality, purchasing services such as transportation, sources of supply, strategic alliances, supply base optimization, and value analysis.

Surveying (SUR)

SUR 161 # - Elementary Surveying

Term Typically Offered: SPR/FALL

Units: 4

Enrollment requirements: Prerequisite: MATH 126 or instructor's approval.

A basic course designed to impart basic knowledge of the surveying discipline, plus training in the use of traditional and basic surveying equipment (tape, level and transit).

Theater (THTR)

THTR 100 # - Introduction to Theater

Term Typically Offered: SPR/FALL

Units: 3

A survey course covering a variety of different aspects of theater including play analysis, historical style, play writing, acting, directing, technical theater and more. Representative plays are analyzed from a performance-based perspective. No previous experience in theater is required. Satisfies UNR Fine Arts core curriculum and applies as a general elective at UNLV.

THTR 105 # - Introduction to Acting I

Term Typically Offered: SPR/FALL

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.

Units: 3**THTR 116 # - Dance Styles: Musical Theater****Units: 1-2**

Specialized study in the various dance forms encompassed in musical theater. Special emphasis is placed on the fundamentals of movement and dance techniques to achieve a solid movement base. The course may be repeated for a maximum of four credits.

THTR 133 # - Fundamentals of Directing**Units: 3**

The course is designed for theater students or for persons within the community who have a desire to learn about the overall role and function of the stage director and to apply this knowledge in a practical manner. The course includes a study of the history, theory and conceptualization matrixes of directing and the practical experience in selecting and casting a play, planning rehearsals, blocking, script analysis and working with actors. Also included are scenery, lighting, costume, properties and stage management concepts and coordination.

THTR 160 # - Television Production I**Units: 3**

Television Production I explores the purposes, scope, methods and materials for visual and aural broadcasting, planning, organization, rehearsing, editing and recording announcements and programs; studio procedures and presentations; preparations and treatment of content and form. Television Production I is a combination of book learning and hands-on experience in a television studio. At the completion of this course a student will have experience in camera operation, technical direction, directing, audio operation, tape operation, on-camera experience and other studio related activities.

THTR 161 # - Television Production II**Units: 3**

Enrollment requirements: Prerequisite: THTR 160 or equivalent.

Television Production II is an intermediate study and practice of the knowledge, procedures and skills developed in THTR 160. The course is designed as a field production class. The students' job will include shooting, editing, producing, directing, lighting, writing, presenting and all other skills required to produce high quality materials in the field. Multiple deadlines will be faced which will require diligent work outside of class.

THTR 175 # - Musical Theater Literature**Units: 3**

Term Typically Offered: FALL

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. The students will also have practical experiences in the prime performance areas of musical theater (acting, singing and dancing).

THTR 176 # - Musical Theater Workshop I**Units: 1-3**

Term Typically Offered: SPR/FALL

Performance of Musical Theater Production.

THTR 180 # - Cinema as Art and Communication**Units: 3**

Enrollment requirements: Prerequisite: Completion or concurrent enrollment of ENG 101 or equivalent.

This course will teach students to appreciate, interpret and respond to selected films from particular genres, directors or actors and to recognize the human values these films depict. It will also introduce students to some of the techniques of filmmaking in general. (Same as HUM 105.)

THTR 198 # - Special Topics in Theater**Units: 0.5-6**

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.

THTR 204 # - Theater Technology I**Units: 3**

Term Typically Offered: SPR/FALL

This course consists of a three-hour-a-week lecture/discussion/demonstration plus 25 hours of lab during the semester. The course focuses on safety, functions of scenery, costuming, tools and material, scene painting, stage draperies, color in theater, lighting and electricity, stage sound and specialized theater equipment.

THTR 205 # - Introduction to Acting II**Units: 3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: THTR 105 or approval of instructor.

Continued work on scenes and on principles of auditioning, role analysis, play rehearsal and problems related to sustaining a stage performance.

THTR 206 # - Theater Workshop: Acting III**Units: 3**

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: THTR 105 and THTR 205.

A continuation of THTR 105 and THTR 205 with emphasis on internal work, auditioning, script analysis, characterizations and performance.

THTR 207 # - Laboratory Theater: Acting IV**Units: 3**

Term Typically Offered: SPRING

Enrollment requirements: Prerequisite: THTR 105, THTR 205 and THTR 206 or comparative experience with instructor's approval

Intensive and individualized work for advanced acting students. Advanced application of actor training using techniques and philosophies of Stanislavski, Grotowski, Meisner, and Suzuki.

THTR 209 # - Theater Practicum**Units: 1-6**

Term Typically Offered: SPR/FALL

An advanced course for serious students of theater who want to pursue acting, directing and play production in depth. The course culminates with a public performance. Rehearsal hours are arranged and announced at the beginning of the semester.

THTR 210 # - Theater: a Cultural Context**Units: 3**

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: College level writing skills recommended.

This is a course designed to increase one's understanding and appreciation of multicultural theatrical art forms and artists who are creating outside of mainstream American theatre. The language, as well as the aural and visual components of the plays, will be explored.

THTR 232 # - Children's Theater**Units: 3**

Term Typically Offered: FALL

Produce plays for child audiences; application of concepts of child development to aesthetic problems of theatre for young audiences through reading, discussion and participation.

THTR 240 # - Acting for the Camera**Units: 3**

Introduction to performance in television and film. Basic performance techniques will be explored, culminating in a final project.

THTR 258 # - Theater Experience and Travel**Units: 1-2**

Enrollment requirements: Prerequisite: Approval of instructor.

A rehearsal and touring field study class in which students travel to an arranged destination for the purpose of performance, play viewing, play study or possible workshop attendance.

THTR 276 # - Musical Theater Workshop II**Units: 1-3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: THTR 176 plus audition and/or approval of instructor.

Continuation of Performance of Musical Theater Production.

THTR 290 # - Internship in Speech and Theater**Units: 1-8**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Consultation, application, and assignment of internship status.

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. 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.

THTR 295 # - Independent Study: Theater**Units: 1-3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: Approval of instructor.

Tutorial study of special projects in theater. A student submits a detailed project description and the objectives and learning outcomes specific to the project are formulated by the instructor and the student.

Veterinary Technology (VETT)

VETT 101 # - Introduction to Animal Health Technology**Units: 4**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Must be admitted to the Veterinary Technician Program.

An introductory course in veterinary technology. Including but not limited to the various roles of veterinary technicians in the veterinary profession. The laws and ethics of veterinary medicine. The behavior of various animal species with regard to humane restraint and handling. Breed classifications of common domestic animals. Proper cleaning techniques of a veterinary facility. Proper medical record keeping techniques. Principles of general animal care including but not limited to physical exams and basic sampling techniques. Three hours of lecture and three hours of lab per week.

VETT 105 # - Veterinary Medical Terminology**Units: 1**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Must be admitted to the Veterinary Technician Program.

This course is an introduction to medical terms, laymen's terms, and abbreviations utilized by veterinarians and their clients. It includes canine and feline breed identification.

VETT 110 # - Comparative Animal Anatomy and Physiology I**Units: 4**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Must be admitted to the Veterinary Technician Program.

This course is designed to provide the student with the understanding of anatomy and physiology of domestic species that are most often encountered in food animal and companion animal practice. Topics include cell anatomy, cell metabolism and basic histology. Body systems include: integument, skeletal, muscular, nervous, and special senses. All information will be comparative with each species including canine, feline, equine, porcine, ruminants and avian.

VETT 112 # - Comparative Animal Anatomy and Physiology II**Units: 4**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Must be admitted to the Veterinary Technician Program and successful completion of VETT 110

This course is designed to provide the student with the understanding of anatomy and physiology of domestic species that are most often encountered in food animal and companion animal practice. Body systems include: Cardiac, lymphatic, digestive, reproductive, urinary, respiratory and endocrine. All information will be comparative with each species including canine, felines, equine, porcine, ruminants and avian.

VETT 125 # - Veterinary Office Procedures**Units: 1**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Must be admitted to the Veterinary Technician Program.

This course is designed to introduce to the veterinary technician student the roles and responsibilities of the receptionist, office manager, and hospital managers with regard to the veterinary facility. The course will introduce basic management procedures common in a veterinary clinic with respect to a veterinary technician. Topics covered include: basic communication techniques, record keeping, filing, computer software, resume construction and interviewing techniques.

VETT 128 # - Animal Nursing**Units: 4**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Must be admitted to the Veterinary Technician Program.

A course that highlights basic and advanced nursing procedures, including but not limited to restraint, behavior awareness, physical exams, reproduction, necropsy, specimen collection, euthanasia, companion animal diseases, emergency and critical care, laws and ethics, and practice management skills for veterinary technicians.

VETT 203 # - Clinical and General Pathology**Units: 4**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Must be admitted to the Veterinary Technician Program.

The course includes information in hematology, clinical chemistry, urinalysis and microbiology. The student will learn collection, handling, and transporting of biological samples. Students will learn laboratory procedures to assist in the diagnostic process. Two hours of lecture and six hours of lab per week.

VETT 205 # - Veterinary Diagnostic Imaging**Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Must be admitted to the Veterinary Technician Program.

A course that deals with the principles of diagnostic imaging. Topics include: radiographic theory, equipment, positioning, safety regulations, safety equipment, film processing, radiographic technique evaluation, and an introduction to alternative imaging techniques.

VETT 208 # - Lab Animal Science and Exotics**Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Must be admitted to the Veterinary Technician Program.

This course includes the principles involved with breed recognition, restraint, husbandry, nutrition, breeding, health conditions, disease recognition, and zoonotic potential of laboratory animals, reptiles and birds. The course also includes the technician's role in a research facility, zoological facility and a general veterinary practice.

VETT 209 # - Parasitology**Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Must be admitted to the Veterinary Technician Program.

This course includes the study of internal and external parasites of domestic animals. The student will learn identification, life cycles, routes of transmission, prevention and treatment protocols for the various parasites. Laboratory techniques used for identification will be covered in detail. The student will also learn the importance of public health safety, including procedures and protocols.

VETT 211 # - Animal Nutrition**Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Must be admitted to the Veterinary Technician Program.

A course in the normal and therapeutic nutritional needs of various species of animals. Topics include components of food, calculating energy requirements, digestion, and life stage needs.

VETT 225 # - Pharmacology and Toxicology**Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Must be admitted to the Veterinary Technician Program.

This course is designed to instruct veterinary technician students on the pharmacology and physiology of drugs, rules on filling prescriptions, and handling, storing, and documentation of controlled substances. Emphasis will be placed on classification of drugs, route and methods of administration of drugs, calculating dosages, and physiological action on the systems of the body. This course is worth 2.0 credits.

VETT 227 # - Advanced Animal Nursing**Units: 4**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Must be admitted to the Veterinary Technician Program.

A course in small animal diseases and management.

VETT 235 # - Anesthesia, Surgical Nursing & Dental Procedures**Units: 4**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: VETT 110 and VETT 112. Corequisite: VETT 225. Must be admitted to the Veterinary Technician Program.

This course consists of three sections: anesthesia, surgical nursing and dental procedures. The anesthesia section includes an overview of pharmacology, the use and application of anesthetic agents, the physiological effects of anesthetic agents, monitoring procedures, pain management, and basic anesthetic protocol. The surgical nursing section includes the understanding of sterile techniques including the methods, by which sterilization is achieved, appropriate behavior in a surgical setting, care of equipment and instruments, and the roles of the operating room staff. The dental section includes a basic understanding of dental anatomy, instrument identification and function, dental exams and cleaning, personnel safety and client education. Three hours of lecture and three hours of lab per week.

VETT 240 # - Large Animal Medicine**Units: 4**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: VETT 110 and must be admitted to the Veterinary Technician Program.

This course includes large animal husbandry, restraint techniques, diseases, nursing and herd health management. The student will acquire the knowledge and skills through lecture and laboratory. Special topics include anatomy, reproduction and nutrition will also be discussed as they relate to each species. Three hours of lecture and three hours of lab per week.

VETT 250 # - Small Animal Critical Care**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Must be admitted to the Veterinary Technician Program.

A course in procedures, nursing and diseases with respect to the critically ill patient. Prerequisite: Admission to the veterinary technician program and successful completion of the first semester of the veterinary technician program.

VETT 266 # - Directed Clinical Practices**Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Must be admitted to the Veterinary Technician Program.

An externship allowing students to observe companion, food and equine practices. Students will observe all aspects of a working clinic. Externships will allow valuable exposure to the reception area, treatment and surgical areas, radiology, laboratory, kennel and stables.

VETT 267 # - Advanced Clinical Practices**Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: Must be admitted to the Veterinary Technician Program.

An externship allowing students to participate in every aspect of a companion animal, food animal and equine practices. Students will participate in all aspects of a working clinic, under direct supervision. Externships will allow valuable exposure to the reception area, treatment and surgical areas, radiology, laboratory, kennel and stables. Prerequisite: Completion of all required courses in the veterinary technician program.

Welding (WELD)

WELD 101 # - Basic Metals**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Basic techniques of metal forming and fabrication using drill press, lathe, milling machine; soldering; brazing; oxyacetylene and electric arc welding.

WELD 198 # - Special Topics in Welding**Units: 0.5-6**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

WELD 211 # - Welding I**Units: 3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Corequisite: WELD 212. 20/20 vision (corrected), good hand-eye coordination, general good health.

This course introduces the learner to the world of welding. The course includes general shop safety and environmental issues; introduction to oxygen/fuel gas supply systems, the oxyfuel cutting process, and the SMAW (Shielded Metal Arc-Welding) process; and an introduction to interpreting basic welding symbols. This course 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.

WELD 212 # - Welding I Practice**Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: WELD 211. May also be taken concurrently with WELD 211.

The oxyfuel section will develop the student's manual skills necessary to produce high quality flame cuts using manual operated flame cutting equipment and accessories. The student learns and practices the set up processes for the equipment for all phases of oxyfuel cutting. The shielded metal-arc welding (SMAW) section develops entry-level skills for welders. This course specifically develops basic SMAW skills as striking the arc, maintaining proper arc length, adjusting equipment and manipulating the electrode. 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.

WELD 221 # - Welding II**Units: 3**

Term Typically Offered: SPR/FALL

Enrollment requirements: Prerequisite: WELD 101 or WELD 212 or instructor approval. Corequisite: WELD 222.

This course is a continuation of Welding I and emphasizes SMAW vertical and overhead positions and machine oxyfuel gas cutting. In addition, the course introduces 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.

WELD 222 # - Welding II Practice**Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: WELD 221. May be taken concurrently with WELD 221.

This course is designed to give learners the opportunity to hone their skills in oxyfuel machine cutting, SMAW vertical and overhead positions, GMAW basic skills and air carbon arc cutting processes. Ample practice time is allocated to perfect skills and complete lab assignments. 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.

WELD 225 # - Independent Study**Units: 1-6**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

WELD 231 # - Welding III**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: WELD 222 or instructor approval.
Corequisite: WELD 232.

This course is a continuation of Welding II and focuses on the GMAW and the FCAW processes. The Air Carbon Arc Cutting section will further develop skills in the process. The student will develop skills required to make fillet and groove welds in all positions using GMAW and FCAW processes. The student will be introduced to the Plasma Arc Cutting Process.

WELD 232 # - Welding III Practice**Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: 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.

WELD 241 # - Welding IV**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: Prerequisite: WELD 222 or WELD 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.

WELD 242 # - Welding IV Practice**Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: 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.

WELD 250 # - Welding Certification Preparation**Units: 1-12**

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment requirements: 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.

WELD 290 # - Internship in Welding**Units: 1-8**

Transferability: May not transfer towards an NSHE bachelor's degree

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.

Wildland Fire Science (WF)

WF 205 # - Fire Operations in the Urban Interface**Units: 3**

Transferability: May not transfer towards an NSHE bachelor's degree

WF 244 # - Field Observer**Units: 2**

Transferability: May not transfer towards an NSHE bachelor's degree

Field Observer is designed to provide the skills needed to perform tasks seven through 21 in the field Observers Job Task Book. Topics covered are: mapping from aircraft, observing field conditions, reporting hazardous situations, maintaining field maps, calculating, measuring, identifying and estimating fire behavior, safety in field observations, transmitting field data and collecting and analyzing data.

Women's Studies (WMST)

WMST 101 # - Introduction to Women's Studies**Units: 3**

Term Typically Offered: ALL SEMESTERS

Enrollment requirements: Prerequisite: Completion of ENG 98 or equivalent/qualifying ACCUPLACER, SAT, or ACT score. May be taken concurrently with ENG 98 and READ 135.

Interdisciplinary analysis of women in culture and society from historical and cross-cultural perspectives.

WMST 250 # - Introduction to Feminist Theory**Units: 3**

Term Typically Offered: FALL

Enrollment requirements: 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**Units: 3**

Term Typically Offered: SPRING

Enrollment requirements: 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.

CAMPUS RESOURCES

Bookstore

The Bookstore 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.

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 tmcc.edu/childcare for detailed information.

Computer and Network Access

TMCC Information Technology (IT) maintains and supports all computer labs and wireless networks on all TMCC sites. 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 MyTMCC. IT Customer Service/Student Support can assist with passwords or access problems. 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 (<https://www.tmcc.edu/it/students/self-service/.html>).

In addition to 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), Applied Technology Center (EDSN 108) and the Pennington Health Science Center (HSC 100). The Computer Labs are equipped with computers, printers and the most commonly-used software.

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.

Fitness Center

The Fitness Center in RDMT 101 is available for staff and student membership day passes, as well as selected physical education classes that require time in the Fitness Center. The Fitness Center also offers personal training. Contact the Fitness Center for more information.

Food Services

The TMCC Cafe is located on the 2nd floor of the Red Mountain Building. The Coffee Cart is in the Sierra Building lobby. Vending machines are available in each building.

Housing and Transportation

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.

Transportation

Phone: 775-348-RIDE (775-348-7433)

Website: <http://www.rtcwashoe.com>

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. 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.

Library

Elizabeth Sturm Library

The Elizabeth Sturm Library is located in the Sierra Building on the Dandini Campus. 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 or by phone at 775-674-7602.

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 phone at 775-674-7600. Reserve items are available for library use at the circulation desk. Photocopying is available.

Applied Technology Center Library

The TMCC Applied Technology Center Library, located at 475 Edison Way, assists the vocational-technical programs and the College's collaborative efforts with Washoe County School District students. For hours and assistance, call 775-856-5300.

Meadowood Center Library

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

William N. Pennington Health Science Center Library

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

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/MATH 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.

STUDENT SERVICES

Academic Advisement

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 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

New Student Orientation

Student Orientation, Advising, and Registration (SOAR) is designed around you, helping to uncover answers to the questions you have and introducing you to resources, programs and services. SOAR is a two-part process.

SOAR (Part I) is online and covers information and resources you need to start your education at TMCC on the track to success. Once you have been officially admitted to TMCC and have received your student ID number, username and password, you will be able to access SOAR (<https://tmcc.instructure.com>) in TMCC's online learning management system, Canvas. You will be able to access the valuable information during part one throughout your first year at TMCC.

SOAR (Part II) is your chance to meet with the advising staff, prepare a first semester class schedule and register. Once you have completed all the modules in Part I, you will be given access to schedule a SOAR Part II session.

The Academic Advisement Office offers these sessions at various times including evenings and weekends. For more information, please visit the New Student Orientation (<http://www.tmcc.edu/advisement/new-students/soar>) website.

Transfer Center

Links to the system transfer agreements are available online at transfer.tmcc.edu (<http://transfer.tmcc.edu>). Transfer agreements provide information on how TMCC courses and programs transfer to the various colleges and/or majors at the NSHE universities or state college. Advisors are available to discuss course transfer options to other four-year colleges and universities.

Students should contact the admissions office of the college to which they wish to transfer for information regarding the acceptability of any community college course.

Students planning to transfer should select courses using the current catalog for the institution they plan to attend.

International Student Advisement Center

<http://www.tmcc.edu/advisement/international-students/>

F-1 visa students who are on TMCC I-20s must meet admission requirements listed in Admission to the College (p. 305).

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 a minimum of 12 units. 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 Admission to the College (p. 305).

Admissions and Records

Students can obtain general information and complete many tasks in Admissions and Records, including:

- Address change, personal information updates (name, birth date, SSN, etc.)
- Applications for admission
- Audit class changes
- Department challenge exams
- Enrollment Verification
- Family Educational Rights and Privacy Act (FERPA) Information
- Graduation requirements and applications
- International admissions and special admissions
- Registration information
- Residency policy
- Transcript evaluation for TMCC students and transcript requests (official and unofficial)
- Transfer credit evaluation request

Counseling Center

TMCC Counseling Services assists students in making decisions about career choice, college readiness, relationships and other personal issues that can interfere with normal day-to-day life. Regular contact with a counselor can clarify goals, increase confidence and promote individual well-being. 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.
- Career Counseling, including assessments and inventory tools to assist students in understanding their values, interests, personality and skills and how they match occupations/careers. Results of the assessments are interpreted by your TMCC counselor in an individual appointment or a mini-group workshop.
- Instruction in the EPY 101 Course (which focuses on college and life skills)
- Diversity Support

- Resources and Referrals

Disability Resource Center

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 (DRC). 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.

Career Connect

The Career Connect (<http://www.tmcc.edu/career-connect>) program provides guidance to students with disabilities who are also clients of the Bureau of Vocational Rehabilitation to help them acquire the academic preparation and job skills necessary to obtain successful employment. Our goal is to assist students to develop meaningful careers throughout their lives.

Financial Aid Eligibility and Application

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.

Eligibility

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 Community 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

Financial Aid

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, students 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.

Scholarships

Scholarship applications are available at scholarships.tmcc.edu. The TMCC scholarship application has an annual due date of March 1.

Student Employment

Student employment and work study positions are posted all year at studentjobs.tmcc.edu (<http://studentjobs.tmcc.edu>), but are filled according to job and fund availability and the qualifications of the applicant.

Financial Aid Application Process

Please refer to the Applying for Financial Aid (<http://www.tmcc.edu/financialaid/apply>) webpage.

Types of Financial Aid, Scholarships and Student Employment

Please refer to the Financial Aid Website for more information on:

- Grants** (<http://www.tmcc.edu/financialaid/types-of-financial-aid/grants>)
- Loans** (<http://www.tmcc.edu/financialaid/types-of-financial-aid/loans>)
- Work Study** (<http://www.tmcc.edu/financialaid/types-of-financial-aid/workstudy>)
- Scholarships** (<http://www.tmcc.edu/financialaid/scholarships/scholarships>)
- Student Employment** (<http://www.tmcc.edu/financialaid/student-employment/types-of-student-employment>)

Academic Progress Standards for Financial Aid Students

Federal and State regulations require all financial aid recipients to meet established progress standards. For complete details, please review the Financial Aid Academic Progress Policy (<http://www.tmcc.edu/financialaid/information/academic-progress-policy>).

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 visit the Financial Aid website (<http://www.tmcc.edu/financialaid>).

New Student Services and the Welcome Center

New Student Services and the Welcome Center assist with registration, directions, issuing of TMCC student ID cards and username or password resets (<http://selfservice.tmcc.edu>).

The Student Ambassador Program is based out of the Welcome Center and provides individual and group campus tours (<http://www.tmcc.edu/ambassadors/campus-tours>).

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.

Student Organizations and Activities Student Government Association (SGA) of TMCC

Location: Dandini Campus, Red Mountain Building 122

Phone: 775-673-7203

Website: <http://www.tmcc.edu/sga/>

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.

SGA-recognized 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.

Phi Theta Kappa Honor Society

Location: Sierra Building, Library 114

Phone: 775-674-7608

Website: <http://www.tmcc.edu/ptk/>

Phi Theta Kappa (PTK) is an international honor society of two-year colleges, and two-year academic programs. 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 units 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 (<http://www.tmcc.edu/ptk>).

The Echo

Location: Dandini Campus

Phone: 775-673-7171

Website: <http://echo.tmcc.edu/>

The Echo student 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.

The Meadow

The Meadow is TMCC's literary and arts journal, publishing work from beginning and experienced writers and artists each spring. Between September 1 and February 1, the editorial board accepts submissions of poetry, nonfiction, fiction, photography, artwork, comics, graphic design work, and other literary and artistic forms. For more information and submission guidelines, please see the *The Meadow's* website: <http://www.tmcc.edu/meadow/>.

Testing Services

Students can find information and schedule tests such as the ACCUPLACER, CNA exam, and others. College Level Examination Program (CLEP) tests are offered for college class challenge credit, and the Computerized Adaptive Placement Exam (CAPE) will place a student in the appropriate level of foreign language.

For High School Equivalency (HSE), please see Adult Basic Education (<http://www.tmcc.edu/abe>).

Veterans Resources

Veterans Resource Center

The mission of the TMCC Veterans Resource Center (VRC) is to assist student veterans in their successful transition from military service to the academic environment. The staff within the VRC are there to help guide all veterans, eligible dependents and spouses, Nevada National Guard members, and active duty personnel in their educational goals. Entirely operated by veterans, the staff of the VRC is dedicated in using their own personal experiences to support other veterans and their families. Services within the Veterans Resource Center include:

- Information regarding the details of VA educational benefits
- Assistance with the VA education benefits application (VONAPP)
- Computers for student veterans for use with VA benefit and TMCC enrollment related materials
- Assistance with retrieving military transcripts
- Private student veteran study areas
- Room for veterans to study, gather, and network

- Free coffee, popcorn, and otterpops
- Student veteran events around campus
- Information about our own Truckee Meadows Veterans Club (TMVC)
- External veteran-related information such as: Disabled American Veterans, Nevada Job Connect, Vietnam Veterans of America, Veterans of Foreign Wars, Veterans Upward Bound, Wounded Warrior Project, and many more
- Direct access to Veterans Integration to Academic Leadership (V.I.T.A.L.) representatives as well as VA counseling services
- Referrals to other College resources

Veterans Education Benefits

Location: Veterans Education Benefits Office, Red Mountain Building 315-C

Phone: 775-674-7612

Website: <http://www.tmcc.edu/veterans-benefits/>

The Veterans Education Benefits Associate and Veterans Pre-Admission Associate are available to assist veterans, active duty personnel, National Guard members, Reservist, spouses and dependents who are eligible for Veterans Educational Benefits. Eligibility is determined by the U.S. Department of Veterans Affairs by submitting an online application. If you are a student looking to utilize Veterans Educational Benefits please visit Steps to Enroll for Veterans (<http://www.tmcc.edu/steps-to-enroll/military>).

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. To request a military transcript and submit TMCC's Transfer Credit Evaluation Request please see the following links:

- Army, Navy, Marine Corps, and Coast Guard (<https://jst.doded.mil/smart/signIn.do>)
- Air Force (<http://www.au.af.mil/au/barnes/ccaf/transcripts.asp>)
- Transfer Credit Evaluation Request (<http://www.tmcc.edu/advisement/downloads/transfer-credits-evaluation-information>)

Per Executive Order 13607, all students using VA Education Benefits must attend a "veteran new student" workshop. Call 775-337-5612 to schedule the workshop. After the completion of 6 units, all students using VA Education Benefits must also attend a "veteran on-track" workshop. Call 775-337-5612 to schedule the "on-track" workshop.

Students who are looking to utilize Veteran Educational Benefits must submit a Veterans Course Submittal Form once enrolled for the upcoming semester. In addition, students must submit a course submittal form if there are any type of adjustment to their schedule, such as adding, dropping, withdrawing, and auditing.

- Veterans Course Submittal Form (<http://www.tmcc.edu/veterans-benefits/downloads>)

Below are the following 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.
 - c. 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.
 - d. Students with questions regarding withdrawal/auditing from courses are encouraged to visit the Veterans Resource Center.
3. Attendance – Students are expected to attend all classes for which they have registered.

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.

Additional Resources & Priority Registration

Veterans have access to an Academic Advisor who is familiar with VA Education Benefits. It is important to meet with an Academic Advisor to develop an education plan to ensure students are taking the required courses for their designated degree program. In order to schedule an appointment students can contact the Veterans Resource Center.

TMCC prides itself on our veteran friendly community with our experienced and knowledgeable staff. Because of our veteran friendly community we offer priority registration to veterans, eligible dependents and spouses, Nevada National Guard members, and active duty personnel. With priority registration, students have the opportunity to enroll for classes one week prior to the registration date for the upcoming semester.

Veterans Upward Bound Program

Location: Veterans Upward Bound, Meadowood Center, 5270 Neil Road, S303

Phone: 775-829-9007

Website: <http://www.tmcc.edu/veterans-upward-bound/>

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 High School Equivalency completion. Specific services include developmental courses to improve basic skills, tutoring, career counseling and advisement, college

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A

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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

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ASE Certified Air Conditioning Recovery/Recycling
Chrysler Corporation Master Technician 25 years
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YARNEVICH, JOHN

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ZIDECK, STEPHEN

Community College Professor.

¹ Deceased

² Posthumously

WORKFORCE DEVELOPMENT AND COMMUNITY EDUCATION

Workforce Development and Community Education (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, and accelerated programs start weekly and do not require admission into TMCC. WDCE also offers Community Education which provides personal enrichment classes to students of all ages in support of the College mission of lifelong learning.

Adult Basic Education (ABE)

775-829-9044

TMCC is able to offer noncredit Adult Basic Education classes at no charge with federal grant funds administered through the Nevada Department of Education, Office of Career, Technical and Adult Education. To qualify, students must be at least 16 years old and not required to be enrolled in a secondary school (per the AEFLA Funds in Nevada policy). Students may stay in ABE programs until they complete all levels or meet personal goals, as long as they show progress in their classes and follow ABE's 85 percent attendance policy.

ABE Math and English Courses

775-829-9033

The College offers noncredit courses in ABE courses for adults who need to improve their skills in basic reading, writing and math. The students are ACCUPLACER 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.

English Language Learners (ELL/ESL)

775-829-9044

Adult Basic Education offers noncredit course in English as a Second Language (ESL) through its English Language Learners program to assist speakers of other languages to adapt as quickly as possible to an English-language environment. Instruction is geared towards working adults. TMCC's ESL program is a nationally-renowned model. The program uses a workplace literacy approach through the Comprehensive Adult Student Assessment System (CASAS). Depending on their level of proficiency, students are placed in beginning, intermediate or advanced classes. Students are grouped according to ability based on CASAS entrance and periodic testing scores.

High School Equivalency (HSE)

formerly General Education Development (GED)

HSE Testing: 775-824-3838

HSE Preparation: 775-829-9044

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 HSE preparation courses is held several times throughout the semester at TMCC's Meadowood Center.

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)

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
- Bookkeeping Essentials
- Business Intelligence-Data Management
- Casting Technician
- Clinical Medical Assistant
- Community HealthWorker
- Dialysis Technician
- EKG Technician Certification
- Florist Fundamentals
- Grant Writing
- HTML Programming
- Massage Therapist Program (and LMT CEUs)
- Medical Billing and Coding
- Patient Service Assistant
- Pharmacy Technician
- Physical Therapy Technician
- 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. Nevada 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
- assisting with all other transportation needs.

Teach for WDCE

WDCE hires instructors with a proven expertise in their field. For details, go online: <http://www.tmcc.edu/wdce/>.

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 the Policy for Implementation and Awarding of the Continuing Education Unit (p. 311) 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. 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 toward matriculation or without having those credits calculated for out-of-state tuition. For complete details, see Regulations for Determining Residency and Tuition Charges (p. 316).

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 Director 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 Course Catalog under Appeal of Class Grade.

POLICIES AND REGULATIONS

Admission Policies

Community College Admission-General Policy

Board of Regents Handbook, Title 4, Chapter 16, Section 19

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

Student(s) under 18 years old can be considered for special admission.

Admission is for one semester only.

Students must reapply each semester until they graduate from high school or turn 18.

Registrations are processed through the Admissions and Records Office.

Early Admission for Juniors and Seniors

Juniors with a 3.0 GPA and seniors with a 2.5 GPA can take any class for which they meet the prerequisites.

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

Students requesting dual credit should indicate dual credit by marking the box.

Student's signature on application form allows TMCC to release transcript to home high school at the end of the term.

Students must be eligible high school juniors (GPA 3.0) or seniors (GPA 2.5).

Student must meet all course prerequisites.

Students pay for all costs of college enrollment, including the application fee, class fees and textbook costs.

Students Below Junior Level

Students below the junior level may register in workforce development classes for audit.

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)

Students provide a letter from the school district stating they have been excused from compulsory attendance and proof of level of education (grade level).

Students below junior level follow same criteria as listed above. See "Students Below Junior Level."

Special Admissions

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 and other supporting documents to the Admissions and Records and Advising directors.

TMCC High School

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 20

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. (p. 313)
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.

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.

Notice to Students and Employees Regarding Illicit Drugs and Alcohol

Truckee Meadows Community College (TMCC) believes that the unlawful possession or abuse of drugs and alcohol by students and employees presents multilevel risks to the individual, the learning environment and the College community as a whole. Substance abuse impedes the process of learning, teaching, personal development and the overall exercise of a person's true talents and abilities. There are also serious criminal and disciplinary sanctions that can be imposed on students and employees which will disrupt their studies or careers.

TMCC provides this notice in compliance with federal law as part of TMCC's program to prevent the possession, use, and distribution of illicit drugs and alcohol by students and employees. The information provided here includes campus rules and regulations pertaining to drugs and alcohol, possible health and social effects, the legal sanctions, and contact information for services and programs that can provide further information and assistance. Additionally, this notice informs students of the implications for eligibility of financial aid when students are convicted of possession or sale of illegal drugs.

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 at staysafe.tmcc.edu.

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.

Illegal Drugs

TMCC is a drug free institution. Nevada state law and the Nevada System of Higher Education (NSHE) regulations prohibit the manufacture, distribution, possession or use of illegal or unauthorized drugs or drug paraphernalia on TMCC property or at a TMCC-sponsored activity.

The possession or use of prescription drugs without a proper prescription is a crime in the State of Nevada. A student's possession of a "medical marijuana card" or similar documentation supporting the use of illegal drugs will not excuse or permit the manufacture, distribution, or use of illegal or unauthorized drugs or drug paraphernalia on TMCC property or at a TMCC-sponsored activity.

Violations of the law or NSHE regulations will result in disciplinary action for students and employees up to and including expulsion of students and/or termination of employment pursuant to Nevada state law, the TMCC Student Conduct Code and the NSHE Code, and referral for criminal prosecution. Nevada law requires TMCC to immediately terminate the employment of any employee who is convicted of violating a federal or state law prohibiting the sale of a controlled substance regardless of where the incident occurred. The term "controlled substance" means any drug defined as such under the regulations adopted pursuant to NRS 453.146. Many of these drugs have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and crack. They also include legal drugs which are not prescribed by a licensed physician.

These violations are serious matters and can significantly impact education and employment.

Alcohol

TMCC does not permit possession of alcohol on its property except for limited situations. The legal age for drinking alcohol in the State of Nevada is 21 years of age. Moreover, alcohol abuse or excessive drinking by those of lawful age has become more prevalent with tragic cases reported of death or serious impairment. This includes the forced consumption of alcohol in conjunction with initiations or affiliation with any organization; TMCC prohibits any type of initiations requiring the consumption of alcohol.

NSHE regulations allow the use or consumption of alcohol on TMCC property only in the following limited situations:

1. Upon receipt of a timely advance application, the TMCC President may grant permission in writing for the sale or distribution of alcoholic beverages at a TMCC sponsored event (including student organizations) and guest organizations approved to use TMCC facilities. Such consideration will be based upon, but not limited to, such factors as number and ages of people in attendance, purpose of the event, supervision, security provisions, location, date and time of the function. The President's decision to allow alcohol is discretionary, and the decision is final. No other TMCC officer, manager, or employee may approve the use of alcohol on campus or at a TMCC-related event/function.
2. Alcohol procured and used in association with approved TMCC academic classes (e.g. culinary classes).

Impairment in the Workplace and Classroom

It is the policy of the State of Nevada to ensure that its employees do not report for work in an impaired condition resulting from the use of alcohol or illegal drugs, or consume alcohol or use illegal drugs while on duty (including driving a personal vehicle while on College business or

driving a state vehicle). Alcohol and drug-abuse and the use of alcohol and drugs in the workplace are issues of concern to the State of Nevada. Any employee who appears to be in an impaired condition at work is subject to a screening test for alcohol or drugs, and disciplinary action up to and including termination of employment. Referral to an employee assistance program is also possible.

Any State employee convicted of driving under the influence in violation of NRS 484.379 or any other offense for which driving under the influence is an element of the offense, and the offense occurred while driving a State vehicle or a private vehicle while on TMCC business, is subject to discipline up to and including termination.

Any TMCC student who comes to campus in an impaired condition resulting from the use or consumption of alcohol, nonprescribed drugs or illegal drugs may be referred for discipline under the TMCC Student Conduct Code, especially if their impaired condition causes the student to act out in a particular manner.

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.

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

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.

NSHE Sexual Harassment Policy 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:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status;
- b. submission to or rejection of the conduct is used as a basis for academic or employment decisions or evaluations, or permission to participate in an activity; or
- c. the conduct has the purpose or effect of substantially interfering with an individual's academic or work performance, or of creating an intimidating, hostile or offensive environment in which to work or learn.

Sexual harassment may take many forms-subtle and indirect, or blatant and overt. For example,

- It may occur between individuals of the opposite sex or of the same sex.
- It may occur between students, between peers and/or co-workers, or between individuals in an unequal power relationship.
- It may be aimed at coercing an individual to participate in an unwanted sexual relationship or it may have the effect of causing an individual to change behavior or work performance.
- It may consist of repeated actions or may even arise from a single incident if sufficiently severe.
- It may also rise to the level of a criminal offense, such as battery or sexual assault.

Determining what constitutes sexual harassment under this policy will be accomplished on a case by case basis and depends upon the specific facts and the context in which the conduct occurs. Some conduct may be inappropriate, unprofessional, and/or subject to disciplinary action, but would not fall under the definition of sexual harassment. The specific action taken, if any, in a particular instance depends on the nature and gravity of the conduct reported, and may include disciplinary processes as stated above.

Examples of unwelcome conduct of a sexual nature that may constitute sexual harassment may, but do not necessarily, include, and are not limited to:

- physical assault;
- sexually explicit statements, comments, questions, jokes, innuendoes, anecdotes, or gestures;
- unnecessary touching, patting, hugging, or brushing against a person's body or other inappropriate touching of an individual's body;
- remarks of a sexual nature about a person's clothing or body;
- use of electronic mail or computer dissemination of sexually oriented, sex-based communications;
- sexual advances, whether or not they involve physical touching;
- requests for sexual favors in exchange for actual or promised job or educational benefits, such as favorable reviews, salary increases, promotions, increased benefits, continued employment, grades, favorable assignments, letters of recommendation;
- displaying sexually suggestive objects, pictures, magazines, cartoons, or screen savers;

- inquiries, remarks, or discussions about an individual's sexual experiences or activities and other written or oral references to sexual conduct.

Even one incident, if it is sufficiently serious, may constitute sexual harassment. One incident, however, does not usually constitute sexual harassment.

5. Procedure.

The Chancellor and each president shall designate no fewer than two administrators to receive complaints of alleged sexual harassment. The administrators designated to receive the complaints may include the following: (1) the Human Resources Officer at the institution; (2) the Affirmative Action Program Officer; or (3) any other officer designated by the president. If the Human Resources Officer or the Affirmative Action Program Officer or another officer designated by the president, is not the individual who initially receives the complaint of alleged sexual harassment, then the individual receiving the complaint must immediately forward the complaint to either the Human Resources Officer or the Affirmative Action Program Officer.

An individual filing a complaint of alleged sexual harassment shall have the opportunity to select an independent advisor for assistance, support, and advice and shall be notified of this opportunity by the Human Resources Officer or the Affirmative Action Program Officer, or by their designee. It shall be the choice of the individual filing the complaint to utilize or not utilize the independent advisor. The independent advisor may be brought into the process at any time at the request of the alleged victim. The means and manner by which an independent advisor shall be made available shall be determined by each institution or unit.

Supervisors' Responsibilities: Every supervisor has responsibility to take reasonable steps intended to prevent acts of sexual harassment, which include, but are not limited to:

- Monitoring the work and school environment for signs that harassment may be occurring;
- Refraining from participation in, or encouragement of actions that could be perceived as harassment (verbal or otherwise);
- Stopping any observed acts that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved individuals are within his/her line of supervision; and
- Taking immediate action to minimize or eliminate the work and/or school contact between the two individuals where there has been a complaint of harassment, pending investigation.

If a supervisor receives a complaint of alleged sexual harassment, or observes or becomes aware of conduct that may constitute sexual harassment, the supervisor must immediately contact one of the individuals identified above to forward the complaint, to discuss it and/or to report the action taken.

Failure to take the above action to prevent the occurrence of or stop known harassment may be grounds for disciplinary action.

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 by filling out this form.

Policy for Implementation and Awarding 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

1. 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.
2. 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:

1. The course or program shall be planned to meet the educational needs of a specific target population of individuals.
2. The following elements shall be determined during the planning stages and prior to the time the program is approved for implementation:
 - a. purposes and objectives;

- b. student performance requirements;
 - c. evaluation procedures suitable for measuring the effectiveness of design and operation;
 - d. the number of contact hours to be recommended for satisfactory completion of performance requirements.
3. 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.
4. 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**
1. Course and program review and approval shall be the responsibility of Workforce Development & Continuing Education.
 2. 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.
 3. 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**
1. 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.
 2. 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**
1. 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.
 - a. 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**
1. A completed Continuing Education Unit Approval Form must be submitted to Workforce Development & Continuing Education two weeks before the course or program begins.
 2. 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.
 3. Course or program evaluation forms must be submitted with registration list.
 4. 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**
1. All fees for Continuing Education Units (CEUs) shall be determined by WDCE.
 2. 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.

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.

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 unit hours per academic semester. In certain circumstances enrollment in fewer than 12 units may be approved by the foreign student's advisor. If a student fails to maintain the 12 units, 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 course will be considered complete if a grade of "A," "B," "C," "D," "F," "S," "U," or "P" is awarded.
- A course will not be considered complete if a grade of "W," "I," "IP," "AD," "NR," or "X" is awarded.

3. ATTENDANCE:

Students are expected to attend all classes for which they have registered. Progress reports are required each semester to verify attendance and progress in each course.

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.

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. The Scheduling Office will forward these requests to the President's office for approval. 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. With prior approval and arrangement facilitated through the Scheduling Office, TMCC-provided sound amplification equipment may be permitted in the plaza, the student center and SIER 108. Bullhorns are not permitted except by designated personnel in case of an emergency.
 3. 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 do 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.

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:
- Operates under the advisorship of a member of the College full-time or part-time faculty or staff member.
 - 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.
 - Schedules and holds a minimum of one meeting per month during the academic year, and one event per semester.
 - Submits a proposed budget that itemizes income and expenditures upon the start of each academic semester.
 - Other reports as requested by the SGA.
- B. Privileges: The privileges of recognized student organizations include:
- Use of the name of the Student Government Association of TMCC;
 - Use of the campus building, equipment and services of the College when available and officially scheduled; and
 - Publicity for events, use of bulletin boards on campus and the campus newspaper, ECHO.
- C. Procedures for presentation of programs or activities
- Meetings intended solely for members of the recognized student organization require no approval.
 - The presentation of programs or activities open to the entire student body or the public requires that the sponsor adhere to the following procedures:
 - 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.
 - An event that meets any of the following criteria requires approval by President's Cabinet before beginning any activities:
 - Any event for which the audience is expected to be 50 persons or more;
 - 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);
 - Any event for which sales are involved;
 - Any event that brings a dignitary, high-profile person or major or controversial speaker on campus;
 - Charity Drives
Standard college meetings for faculty and staff are exempt from this approval process.
 - Sponsors of events which involve professional performers, speakers or artists, may pay at a rate agreed upon by the
- performer, the sponsor and the Coordinator of Student Activities and Leadership.
- D. Reservation of facilities for meetings or other purposes
- 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.
 - 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.
 - 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.
 - 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.
- 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.
 - Distribution of any material in classrooms is expressly prohibited.
 - Commercial material may not be distributed at TMCC unless it includes the following disclaimer:
Note: The contents of this document do not reflect the opinions or endorsement by TMCC; not printed or distributed at TMCC expense; delivery beyond drop-box level is optional.
 - Materials may be distributed at designated areas, the atrium or at scheduled meetings.
 - Tables may not be scheduled for periods longer than one week at a time.
 - Tables must be staffed at all times with a placard identifying the organization displayed.
 - 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.
 - 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.
 - 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.

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 Unit Fee (Effective Fall 2014)

1. A 50 percent excess unit fee on the per-unit registration fee shall be charged to a student who has accrued attempted units equal to 150 percent of the units required for the student's program of study. The excess unit fee shall be imposed on registration fees charged in the current semester and in subsequent semesters, including Summer terms, where a student's cumulative unit hour total exceeds 150 percent of the units required for the student's program of study.
2. Units from previously earned degrees or certificates shall be excluded from the 150 percent unit calculation.
3. Institutions shall establish an appeals process and may exclude from the 150 percent calculation the following:
 - a. Units earned through examinations for determining credit for prior learning as authorized in Title 4, Chapter 14;
 - b. Units attempted while enrolled as a high school student if those units do not meet the degree requirements for the student's program of study;
 - c. Units attempted at an institution outside NSHE if those units do not meet the degree requirements for the student's program of study;
 - d. Units attempted for remedial courses;
 - e. Dissertation units; and
 - f. Other units determined by the institution as inappropriate for the 150 percent unit calculation.
4. Community Service and non-unit bearing continuing education courses are not subject to the provisions of this section. Units 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)

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.

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.
- BB. 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.
- CC. Willful incitement of individuals to commit any of the acts herein prohibited.
- DD. Any other conduct that violates applicable stated prohibitions, policies, procedures, rules, or regulations of the institution or Board of Regents.
- EE. 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.
A student who is enrolled in his or her last semester before graduation or is not currently enrolled in the System and who was not registered during the previous semester or who graduated at the end of the previous semester may request that the notation of the disciplinary suspension be removed from the official transcript when two years have elapsed since the expiration of the student's suspension. Such request must be submitted in writing to the president or his designee. If the request is not granted, the student at yearly intervals thereafter may submit a request for removal of the notation.
- 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:

- ensure the safety and well-being of members of the institution's community,
- protect institution property, or
- if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the institution,
- 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.

Satisfactory Academic Progress Policy

Satisfactory Academic Progress

Students at Truckee Meadows Community College must maintain satisfactory academic progress towards a degree or certificate to remain

in good standing. Students who meet the satisfactory academic progress requirements are considered to be in "good standing" status. The college has established and will apply the following standard of academic progress to all degree-seeking (program) students.

This policy applies to the general student population. Additional progress standards for millennium scholarship and financial aid recipients are applied when appropriate.

Requirements

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

Notification

- Students will be notified by the college when their cumulative GPA falls below a 2.0.
- Mandatory services follow-up strategies will be implemented by the counseling department.
- Students will be placed on academic probation only after having attempted 12 credits.

Academic Probation

Students whose GPA falls below 2.0 will be placed on academic probation. The academic probation process may include the following series of actions as determined by counseling department faculty/staff:

- Reduced course load
- Referral to the Tutoring and Learning Center (<http://www.tmcc.edu/tutoring>)
- Assigned to academic mentor/advisor
- Financial assistance referral
- Follow-up counseling appointments
- *Third probationary semester:* Students who do not return to good academic standing after two semesters on academic probation; but who have increased their cumulative GPA, will be allowed to continue their education but will remain on academic probation.

Academic Disqualification

Students on academic probation who have not achieved academic improvement (identified as an increase in cumulative GPA) after three consecutive semesters on academic probation will be dismissed from TMCC for one semester, commencing immediately. Students may appeal their dismissal to the college, per the review of the Academic Intervention Committee.

Appeals

A student who fails to make satisfactory academic progress and is dismissed from TMCC has the right to appeal their dismissal. All appeals will be reviewed by the Academic Intervention Committee. The Academic Intervention Committee, chaired by the Director of Counseling, may be composed of Counselors, Advisors, the Retention Coordinator, the Tutor/Accommodation Specialist, and Faculty Academic Mentors.

To be reinstated after the dismissal term, the student must agree to adhere to the conditions established for probationary students re-admitted to TMCC (see Reinstatement). A student returning from dismissal will remain on academic probation until meeting the cumulative standards defined above (2.0 GPA).

For a second or subsequent dismissal, the student may not enroll for two full semesters.

Reinstatement

A student who has been academically disqualified by TMCC may return to the College after the period of dismissal has passed. The student remains on academic probation, and must agree to adhere to the established conditions of this probation. The student remains on academic probation until meeting the cumulative standards defined by the Satisfactory Academic Progress Policy.

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 (p. 27) 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;
- accrediting agencies carrying out their accreditation function;
- persons in compliance with a judicial order;
- parents who have established the student's dependency as defined by the Internal Revenue Code of 1954, Section 152;
- officials providing student financial aid;
- 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;
- organizations conducting studies for or on behalf of educational agencies;
- 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 changing security settings via the MyTMCC 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 security settings via the MyTMCC 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;
- 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" (p. 27) 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	Retain five years after last date of attendance and destroy
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

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: Admission to the College

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: Rules and Disciplinary Procedures for Students

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.
- 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 Records

See also: Statement of Policy in Accordance with the Family Educational Rights and Privacy Act

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.
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.

Student Affairs Freedom of Association

See also: Regulations Concerning Student Sponsored Events and Regulations Concerning Off-Campus Organizations (p. 313)

Freedom of Inquiry and Expression

See also: Regulations Concerning Student Sponsored Events and Regulations Concerning Off-Campus Organizations (p. 313)

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 affecting 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: Regulations Concerning Off-Campus Organizations (p. 313)

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: Rules and Disciplinary Procedures for Students

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 (p. 304) 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.

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 www.tmcc.edu/police/parking-regulations and are in effect at all times.

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 units or 75 percent of the total units required for a degree, whichever is greater, of previous training, education or credit by examination toward an associate degree, with the following limitations:

1. Not more than 75 percent of the units required for a degree may be applied from other colleges and universities.
2. Not more than 30 semester units from credit by examination.
3. Not more than 16 semester units from non-traditional sources.
4. If credit is more than 10 years old, only elective credit will be granted unless the student provides copies of course descriptions for Transfer Credit Evaluation. Credit may also be granted if the student has been employed in the field since she/he successfully completed the course.
5. 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. The College will grant credit for this block as a grade of S, which is Satisfactory. However, evidence of completion of U.S. and Nevada Constitutions and Diversity units are required of all degrees.

2. Advanced Standing for Credit by Examination

- a. The maximum number of units earned by examination that may apply toward a degree may not exceed 30 units.
- 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 units 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 unit 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 units 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 units may be granted for scores of 3, 4 or 5 and a satisfactory essay where required. See complete CBAPE table.
- III CLEP (College Level Examination Program): Three or more units 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 units may be granted for completion of an exam with a score of 50 or higher, and a satisfactory essay, where required.
- V Departmental Examinations
1. Only examinations on approved course challenge list may be applied for.
 2. A student may not retake a departmental examination.
 3. From the time of application for a departmental examination, a student has one full semester in which to complete the examination.

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 units 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 units in any one discipline. The following examinations have been determined to have TMCC course equivalence:

IB Examination	Minimum Score Required	University Course Equivalent
American History	4	HIST Lower Elective (U.S. Constitution 3 units)
Anthropology	4	ANTH 101 (3 units)
Biology	4	BIOL 100 (3 units)
Biology	5	BIOL 190, BIOL 190L (4 units)
Chemistry	4	CHEM 100 (3 units)
Chemistry	5	CHEM 121 (4 units)
Computer Science	4	Computer Science Lower Elective (3 units)
Economics	4	ECON Lower Elective (Social Science 3 units)
English (Lang A1)	4	ENG 101, ENG 297 (6 units)
English Literature	4	ENG Lower Elective (Humanities 3 units)
Geography	4	GEOG Lower Elective (3 units)
History	4	HIST Lower Elective (3 units)
Language B	4	
Arabic	4	Foreign Language Lower Elective (6 units)
Chinese	4	Foreign Language Lower Elective (6 units)
French	4	FREN 211, FREN 212 (6 units)
German	4	GER 211, GER 212 (6 units)
Hindi	4	Foreign Language Lower Elective (6 units)
Japanese	4	Foreign Language Lower Elective (6 units)
Korean	4	Foreign Language Lower Elective (6 units)
Spanish	4	SPAN 211, SPAN 212 (6 units)
Mathematics with Option 8: Statistics and Probability	4	MATH 181 and STAT 152 (7 units)
Mathematics with Option 9 or 11	4	MATH 181 (4 units)
Mathematics with Option 10: Series and Differential Equations	4	MATH 181 and MATH 182 (8 units)
Music	4	MUS 121 (3 units)
Philosophy	4	PHIL 101 (3 units)
Physics	4	PHYS 100 (3 units)
Physics	5	PHYS 151 (4 units)
Psychology	4	PSY 101 (3 units)
Theater Arts	4	THTR 100 (3 units)
Visual Arts	4	ART Lower Elective (3 units)

3. Advanced Standing from Nontraditional Sources (Military training and schools; United States Armed Forces Institute (USAFI); Defense Activity for Nontraditional Education Support (DANTES); correspondence; extension; certificate; and proprietary schools.)

- a. Applicants must submit all official documents and specific information on the length, content, and other pertinent documentation before an evaluation will be completed.
- b. A maximum of 25 percent of the units required for the degree/emphasis/certificate may be accepted in this category (except as noted below).
- c. Credit granted in this category may be used for the Associate of Applied Science and Associate of General Studies degrees. These units consist of those designated by ACE guide as lower division baccalaureate units. Upper division baccalaureate units, as defined by ACE, may be used in Associate of Arts or Associate of Science degrees.
- d. Credit is granted on the basis of the policy below and is posted on the transcript.
- e. Credit earned from nontraditional sources may not apply toward satisfying the minimum fifteen units in residence required for graduation purposes.
- f. Specific Policies
 - I Military Training and Schools
 1. Up to four elective units in physical education are granted if the applicant has completed basic training. This credit is applicable toward all associate degrees.
 2. The Community College of the Air Force is considered an accredited college. Refer to the section in this course catalog on Advanced Standing from Other Colleges and Universities.
 3. Military Schools
 - a. Applicants must submit an in-service training record and DD 214, unless still on active military duty, for an evaluation of service school training;
 - b. 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;
 - c. 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 units may be accepted and applied toward the occupational requirements of the Associate of Applied Science degree in military occupations;
 - d. The College may require the student to take a test to validate skills in certain areas before credit is granted.
 - II USAFI/DANTES credit is granted for college level courses by self-study, group study, class instruction, examination or correspondence. TMCC accepts credit by American Council on Education recommendations only. Only elective credit in the Associate of Applied Science and Associate of General Studies degrees may be granted.
 - III Correspondence Only courses from extension divisions of accredited colleges and universities are acceptable. Only elective credit may be granted. Correspondence courses from the University of Nevada, Reno or the University of Nevada, Las Vegas may be applicable toward degree requirements based on the decision of the vice president of academic affairs.
 - IV Extension Only courses from extension divisions of accredited colleges and universities are acceptable. Courses in which continuing education units (CEU) have been earned will be evaluated as certificates. Only elective credit may be granted. Extension courses may be applicable toward degree requirements based on the decision of the vice president of academic affairs.
 - V Certificates Only certificates in the applicant's occupational area for an Associate of Applied Science degree are reviewed. Only elective credit, core/emphasis, may be granted. All certificates must indicate hours and a course outline is required before an evaluation is completed. Decision of acceptability will be made by the appropriate dean. A current, valid state-approved Emergency Medical Technicians (EMT) training program of 110 hours may be evaluated for seven elective units. 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 units, 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 units 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 units 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. The Vice President of Academic Affairs serves as the College's official to approve granting of credit from proprietary schools. 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
 1. Peace Officers Standard Training (POST) - eight elective units will be granted for those taking training after October 1973. For training taken prior to 1973, four units may be granted for a basic certificate and/or four units may be granted for an intermediate certificate. Between 1988 and 1998, students who completed the High Sierra Regional Law Enforcement Academy could purchase 24 units within two years of completion, excluding POST credit.

2. American Institute of Banking (AIB) - Credits are evaluated as regular college or university transfer courses. An official AIB transcript is required for evaluation and the AIB catalog is used to determine the equivalent unit value. The applicability of credit toward degree requirements is the decision of the vice president of academic affairs.
3. Advanced American Red Cross - Adult Education - One elective unit 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. Appointments may be made by calling 775-673-8241.

Category	Subject	TMCC Equivalent	Credit Granted
General	College Composition (including essay) Score 50-63	ENG 101	3
	College Composition (including essay) Score 64 or above	ENG 101 and ENG 102	6 ¹
	Humanities	Elective	6
	College Mathematics	MATH 120	3
	Natural Sciences	Elective	6
	Social Sciences or History	Elective	6
Biology	General Biology	BIOL 190 (no lab)	3
Business	Financial Accounting	ACC 201	3 ²
	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
Chemistry	General Chemistry	Elective	3
Economics	Principles of Macroeconomics	ECON 103	3
	Principles of Microeconomics	ECON 102	3
Education	Introduction to Educational Psychology	Elective	3
English	American Literature	ENG 241	3
	Analyzing and Interpretation Literature	ENG 242	3
	College Composition Modular (including essay)	ENG 101	3 ³
	College Composition Modular (including essay)	ENG 101 and ENG 102	6 ³
	English Literature	ENG 235	3
History	US History I: Early Colonization to 1877	HIST 101	3 ⁴
	US History II: 1865 to present	Elective	3 ⁵
	Western Civilization I: Ancient Near East to 1648	HIST 105	3
	Western Civilization II: 1648 to present	HIST 106	3
Human Development and Family Studies	Human Growth and Development	HDFS 201	3
Mathematics	Calculus	MATH 181	4
	Precalculus	MATH 128	5
	College Algebra	MATH 126	3
Political Science	American Government	PST UST	3 ⁴
Psychology	Introductory Psychology	PSY 101	3

Sociology	Introductory Sociology	SOC 101	3
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- 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 units, or 640 or higher for six units (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 units, or 750 or higher for six units (which satisfies the ENG 101 & ENG 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 units).
- ³ English Subject Examinations: With an objective test score of 64 or higher and a satisfactory essay examination, six units are granted (satisfying the ENG 101 & ENG 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
Art	History	None	3
	Studio Art	None	3
Biology		None	3 or 6 ¹
Chemistry		None	3 or 6 ²
Computer Science	Computer Science A	CS 135	3
	Computer Science AB	CS 135, CS 202	3 or 6 ³
Economics	Macroeconomics	ECON 103	3
	Microeconomics	ECON 102	3
English	English Language and Composition	ENG 101, ENG 102	3 or 6 ⁴
	English Literature and Composition	ENG 101, ENG 297	3 or 6 ⁵
Environmental Science		None	3
Foreign Language	(French, German, Spanish)		
	Language	111, 112	8 ⁶
	Literature	111, 112, 211, 212	14 ⁶
	Latin		
	Vergil	None	6 ⁶
History	Literature	None	6 ⁶
	U.S.	HIST 101, HIST Elective	6 ⁶
	European	HIST 105, HIST 106	6 ⁶
Mathematics	Human Geography	GEOG 106	3 ⁶
	World History	None	3
	Calculus A, B	MATH 181	4
	Calculus A, B (subgrade)	MATH 181	4
Music	Calculus B, C	MATH 181, MATH 182	8
	Statistics	STAT 152	3
	Theory	None	3
Physics	B	None	6
	C (Mechanics)	None	3
	C (Electricity and Magnetism)	None	3
Political Science	U.S. Government and Politics	U.S. Constitution	3
	Comparative Government and Politics	PSC 211	3
Psychology		PSY 101	3

¹ With an objective test score of 3, three units of BIOL LELC are granted; with an objective of 4 or 5, three units of BIOL 190 and three units of BIOL 191 are granted.

- 2 With an objective test score of 3, three units are granted. With an objective score of 4 or 5, six units are granted.
- 3 With an objective test score of 3, three units are granted for CS 135; with an objective score of 4 or 5, six units are granted for CS 135 and CS 202.
- 4 With an objective test score of 3, three units are granted for ENG 101. With an objective score of 4 or 5 on the Language and Composition exam, six units are granted for ENG 101 and ENG 102. A maximum of six units may be awarded for the AP exam in English.
- 5 With an objective text score of 3, three units are granted for ENG 101. With an objective score of 4 or 5 on the Literature and Composition exam, six units are granted for ENG 101 and ENG 297. A maximum of six units may be awarded for the AP exam in English.
- 6 Course equivalence with an objective score of 4 or 5 only.

Truckee Meadows Community College Library Policies

By obtaining a library account, patrons of any TMCC library location agree to:

- *Have an active TMCC ID or TMCC Library Card to check out any material.*
- *Renew or return all materials by the due date.*
- *Read and respond to all library notices promptly.*
- *Inform the TMCC library of updates to your patron record with all address changes.*
- *Be responsible for the borrowed materials and notify the library if material is lost, stolen or damaged beyond repair.*
- *Pay any fines or fees for non-return of library materials checked out on your patron record.*

Patrons are also subject to the Library Circulation Code and any other policies outlined at www.tmcc.edu/library/. Please visit this website for more information.

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