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WELCOME TO TRUCKEE MEADOWS COMMUNITY COLLEGE

On behalf of the President, faculty and staff, welcome to Truckee Meadows Community College. Whether you are attending classes at one of our four community locations, on-line, or at your local high school, we believe you will find everything you need for learning and career success here.

Our academic faculty and staff are committed to providing you with high quality learning experiences that are engaging, relevant, and encourage innovative thinking. The Student Services & Diversity team will help you get involved and build strong personal connections because we want every person to feel valued and supported. Our amazing Student Government Association (SGA) ensures that you have a wide variety of co-curricular opportunities to engage in - each fostering academic growth, leadership development, and personal enrichment. Whatever your interest, there is a way to get involved!

At TMCC, our goal is to engage all of our students through activities, events, and experiences that promote a **healthy mind, body, and environment**.

TMCC is proud of the new Sports & Fitness Center that opened in Spring 2020 at the Dandini campus. All TMCC students have access to this facility – just provide your enrollment verification and one of our talented staff members will help you get started. If you love sports, consider getting involved with our Mighty Lizards soccer team. Whether participating as a student athlete or a spectator, you will love attending games on our new field overlooking the Reno/Sparks area. **Vamos Verdes!**

At TMCC, we are proud of our campus environment and we continue to update our physical spaces to help foster a welcoming, inclusive culture. Each location features modern facilities with collaborative spaces designed to encourage communication and creativity. Thanks to a partnership with NV Energy, we are 100% powered by renewable energy in each of our four community locations (Dandini Campus, Meadowood Center, William N. Pennington Applied Technology Center, and William N. Pennington Health Science Center). To get involved in other environmental initiatives visit the Sustainability Office in the Diversity and International Student Center (DISCO). While you're there, hang out with other students, staff, and faculty in the lounge, use a private prayer/meditation room or charge your mobile devices. This is also a great place to engage with our growing number of international students!

We are so excited that you have chosen to be part of the TMCC community. Whether you are attending TMCC to prepare for a job, upskill in your current career, earn a certificate, associate's, or bachelor's degree, transfer to a four-year program, or explore a lifelong learning opportunity – TMCC can help you reach your goals by creating a future you will love with accessible, innovative educational opportunities. **Together we can make it happen!**

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 18 (<https://nshe.nevada.edu/leadership-policy/board-of-regents/handbook/>). Students wishing to enroll at TMCC must complete an Application for Admission, which includes a one-time \$20 non-refundable fee (even if classes are full or you dropped or canceled your classes) 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, or 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 19 (<https://nshe.nevada.edu/leadership-policy/board-of-regents/handbook/>).

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 or some scholarships.

Continuous Enrollment in Math and English Courses

Please consult the Board of Regents Handbook, Title 4, Chapter 16, Section 1 (<https://nshe.nevada.edu/leadership-policy/board-of-regents/handbook/>) for the most current information. Contact Academic Advisement (<https://www.tmcc.edu/advisement/contact/>) for degree- or certificate-specific allowable Math and English classes.

Students Who Do Not Qualify for Degree-Seeking Status

Students who are not high school graduates or its equivalent or international students who do not meet the ACCUPLACER requirements

for ENG 101* and MATH 120 without MATH 20 corequisite support, will remain admitted as non degree-seeking. These students will be referred to:

- Tutoring and Learning Center (<https://www.tmcc.edu/tutoring/>)
- Adult Basic Education (<http://www.tmcc.edu/abe/>)
- English Language Learners Program (<https://www.tmcc.edu/adult-basic-education/program-services/>)

Changing From Non Degree-Seeking to Degree-Seeking

To qualify for degree-seeking status, students must:

- Provide official transcripts from a regionally accredited institution demonstrating successful completion of six college units in English, math, or other general education courses, or take the equivalent at TMCC; or
- Request and present official ACT or SAT transcripts. Transcripts must show a minimum course placement of ENG 101* and MATH 120 without MATH 20 corequisite support; or
- Take one of the two state-approved High School Equivalency (HSE) exams and present evidence of an official HSE transcript showing successful completion.
 - Current state-approved High School Equivalency (HSE) exams:
 - GED® (<http://ged.com/>)
 - HiSET® (<http://hiset.ets.org/>)

* Placement into ENG 100 does not qualify as placement directly into ENG 101.

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 (p. 8)
- Enrollment Status (p. 9)
- Developmental/Remedial Credit (p. 9)
- Satisfactory/Unsatisfactory Registration Option (p. 10)
- Math/English Placement Testing (ACCUPLACER) (p. 10)
- Transfer to TMCC (p. 11)

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 course offerings, registration procedures, 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 the instructor and department chair or coordinator's permission to enroll. Registration after the 50% refund period requires the approval of the department chair or coordinator and the academic dean.

Students who add classes or register late become immediately responsible for these class fees. Students have 48 hours to pay the class fees. Refunds are based on the times the class has met and not student attendance. See the Refund Policy (<https://www.tmcc.edu/admissions/policies/refund-policy/>) for more information. It is important for students to verify the accuracy of their enrollment schedules and fees any time a change is made.

In the event of public health restrictions or other emergencies, classes may need to be changed to Web-Live, Web, or Hybrid instruction modes. Students will be notified by instructors and/or academic departments of any required changes.

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 non-attendance and/or not meeting the prerequisites for a class. For policy governing non-attendance for religious obligations, please refer to Religious Holiday Observations (p. 465).

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 of 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 or Spring terms and 14 units during the Summer term (seven units per Summer session). A student wishing to carry more than 18 units in the Fall or Spring and 14 units during the 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. If a student drops during the 100% refund period, no grade will appear on the student's record. Also, 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.

After the 100% and 50% (if applicable) refund periods, a student may choose to withdraw up to the midpoint (60%) of a course. During that period, a "W" is assigned to the course, and no refund is permitted. After the midpoint of the class has passed, students may not drop a class. There may be conditions under which a student will be administratively withdrawn from a course. The date of last attendance will be recorded in MyTMCC (<http://my.tmcc.edu/>). See the Refund Policy (<http://www.tmcc.edu/admissions/policies/refund-policy/>) for additional information.

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 deadline on 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. 468) and Progression Standards for Students Receiving Veterans Education Benefits (p. 457) 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 1 NSHE Co-Requisite and College-Ready Gateway Policy

The college no longer offers stand-alone remedial math and English courses. Remedial courses are now delivered through co-requisite instruction.

Initial Placement of Students into English and Mathematics Courses:

Degree-seeking students who meet or exceed the minimum English or mathematics scores on any one of the college readiness assessments provided for herein must be placed into a college-level course in that subject and are exempt from being placed into any form of co-requisite 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 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.

(Title 4, Chapter 16, Section 1.2c)

Placement of Students without an Exemption from Co-Requisite

Instruction. Institutions may use other factors including high school transcript and grade point average to determine placement. Alternate testing (e.g., ALEKS) to determine the appropriate first college level course may be utilized for higher placement or if the college readiness assessment provided for herein was not taken by the student within three years prior to the date of matriculation. (Title 4, Chapter 16, Section 1.2)

To promote completion of gateway courses, within the first two regular academic semesters following initial enrollment, all degree-seeking students must be enrolled in a college-level or co-requisite gateway English and mathematics course or the equivalent for a certificate program (e.g. embedded curriculum) until the institutional core curriculum English and mathematics requirements are completed. (Title 4, Chapter 16, Section 1.2b)

Important: If students do not complete required developmental/remedial coursework before completing 30 units they must pay for the co-requisite course on their own. Financial Aid cannot fund developmental/remedial courses once the student has attempted 30 units.

Developmental Co-Requisite Support

English co-requisite support:

Beginning Fall 2020 students will be able to enroll directly into a college-level English course (ENG 100 or ENG 101) based upon placement scores or successful completion of an alternative placement pathway. Students who do not meet the minimum placement requirements for enrollment into ENG 101 (3 credit course) will enroll in ENG 100 (5 credit course with support). Upon successful completion of **either** ENG 100 or ENG 101, students will be able to enroll in ENG 102. Students seeking to satisfy their composition requirements with additional assistance in English as a second language may take ENG 111 or 113 depending upon placement scores. Consult the English Department (<https://www.tmcc.edu/english/>) web pages for more information.

Math co-requisite support:

Beginning Fall 2021 students will be able to enroll directly into college-level Mathematics (MATH 120, MATH 124 or MATH 126). Students not meeting minimum requirements for enrollment will be able to concurrently enroll into a corequisite support class (MATH 20, MATH 24 or MATH 26) that upon successful completion will be equivalent to the college-level courses. Consult the Math Department (<https://www.tmcc.edu/math/>) web page for more information.

TMCC offers the following co-requisite courses. Course descriptions may be found in the appropriate section of the catalog. NOTE:

College Transition Math (CTM 85, 86, 87) is now being offered by Adult Basic Education. Please contact 775-829-9044 for information.

Code	Title	Units
Mathematics		
MATH 20	Learning Support for MATH 120/120E	2
MATH 24	Learning Support for Math 124/124E	2
MATH 26	Learning support for Math 126/126E	3

Satisfactory/Unsatisfactory Registration Option

Any student may choose to take any course on a 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 and Records Documents and Forms. (<http://www.tmcc.edu/admissions/downloads/>)

Courses only offered on a 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	440
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 (<https://nshe.nevada.edu/regents/policies/>).

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.

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.

Alternate Pathways

To use high school transcripts to place in Math and English, students would need to submit official transcripts to the TMCC Admissions & Records office. Recent high school graduates (within 2 years) meeting the following criteria may place directly into college-level English or math courses:

Criteria	May enroll in
Overall high school unweighted GPA >3.0	ENG 101 (READ 135 is recommended)
B average in Senior English classes taken in high school	ENG 101 (READ 135 is recommended)
AP English course with a grade of B or higher	ENG 101 (READ 135 is recommended)
Overall unweighted GPA > 3.0 and a grade of B or higher in Intermediate Algebra	MATH 120 or MATH 126

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: 16 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. 473) 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. 473) and Credit by Examination Procedures (<http://www.tmcc.edu/admissions/downloads/credit-by-exam/>) 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)

Departmental Exams

A currently admitted student may petition for a departmental examination in certain courses approved by the College. Credit by Examination Procedure (<http://www.tmcc.edu/admissions/downloads/credit-by-exam/>) is detailed in the Admissions and Records website. 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. 473). Upon approval by the Admissions

and Records Office, the petition will be forwarded to the department in charge of administering the 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 (<http://www.tmcc.edu/admissions/downloads/credit-by-exam/>) approved for department examinations and related fees are available in the Admissions and Records Office.

TUITION AND FEES

- Tuition and Fees (p. 12)
- Payments (p. 13)
- Refunds (p. 14)

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 (<https://nshe.nevada.edu/leadership-policy/board-of-regents/procedures-guidelines-manual/>) and are subject to change at any time before the commencement of classes. Fee changes that occur less than 30 days before the commencement of classes will not be subject to late fee penalties. The below table 1.1 sets forth the fees for the 2023-2024 Academic Year. Table 1.2 sets forth the registration fees and tuition for the next 4 years in accordance with the NSHE Predictable Pricing Program. (<https://nshe.nevada.edu/wp-content/uploads/file/BoardOfRegents/PGManual/chapters//Chapter%2007%20-%20Fees%20and%20Tuition.pdf>)

2023-2024 Tuition and Fee Schedule

Table 1.1: The following fees are in effect for the 2023-2024 school year.

Note: Auditors pay the same per-credit fees.

All Students

Summer 2024 Lower Division Registration Fee	\$120.75/credit
Summer 2024 Upper Division Registration Fee	\$196.25/credit
Application fee (non-refundable)	\$20.00
Health and Sports Fee	\$5.00/credit
Student Association Fee	\$1.00/credit
Technology Fee	\$9.50/credit
Academic Success Initiatives Fee	\$10.00/semester

In-state Students

Registration Fee - Lower Division (Fall and Spring)	\$115.50/credit
Registration Fee - Upper Division (Fall and Spring)	\$189.75/credit

Western Undergraduate Education (WUE) Students

Registration and Tuition - Lower Division (Fall and Spring)	\$173.25/credit
Registration and Tuition - Upper Division (Fall and Spring)	\$284.63/credit

Out-of-State Students in fewer than 7 Units

Registration Fee and Tuition - Lower Division (Fall and Spring)	\$242.75/credit
Registration Fee and Tuition - Upper Division (Fall and Spring)	\$398.25/credit

Out-of-State Students in 7 or more Units

Registration Fee - Lower Division (Fall and Spring) \$115.50/credit plus tuition

Registration Fee - Upper Division (Fall and Spring) \$189.75/credit plus tuition

Tuition (Fall and Spring) \$4049.50/semester

Out-of-State Distance Education Students

Registration Fee - Lower Division (Fall and Spring) \$173.25/credit

Registration Fee - Upper Division (Fall and Spring) \$284.50/credit

International Students

Additional International Student Fee \$120.00/semester

Additional International Application Fee \$25.00 at the time of applying

NSHE Predictable Pricing Program 4 year Fee Schedule

Table 1.2

Year	Registration Fees (upper-division)	Registration Fees (lower-division)	Non-resident Tuition	Part-time* Non-resident Tuition (upper-division)	Part-time* non-resident Tuition (lower-division)	Non-resident Tuition* Distance Education (upper-division)	Non-resident Tuition* Distance Education (lower-division)
2022-2023	\$185 per credit	\$112.75 per credit	\$7,901 per year	\$203.50 per credit	\$124 per credit	\$92.50 per credit	\$56.50 per credit
2023-2024	\$189.75 per credit	\$115.50 per credit	\$8,099 per year	\$208.50 per credit	\$127.25 per credit	\$94.75 per credit	\$57.75 per credit
2024-2025	\$193.25 per credit	\$117.75 per credit	\$8,253 per year	\$212.75 per credit	\$129.50 per credit	\$96.75 per credit	\$58.75 per credit
2025-2026	\$198.50 per credit	\$121.00 per credit	\$8,476 per year	\$218.25 per credit	\$133.00 per credit	\$99.25 per credit	\$60.50 per credit

Books and Supplies: plan on spending an additional \$600-\$700 per semester.

Parking: at TMCC, parking is free.

Detailed Fee Information

Resident Fees

\$115.50 per credit for lower division, and \$189.75 per credit for upper division, plus a \$9.50 per credit technology fee, a \$1 per credit student association fee, and a \$5 health and sports 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. A student's enrollment may be canceled from all classes if payment is not received by the published deadline. Students remain responsible for charges on classes that they do not drop and no longer want to take. Fees are assessed on a per-credit basis. Audited classes cost the same as credit classes. TMCC EPIC (<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 bonafide 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/>) for further details.

Nonresident Tuition

Students classified as nonresident students taking seven or more units shall pay non-resident tuition (\$4,049.50/semester) plus the per-credit registration fees. The total number of credits, taken either for grade or audit, will be calculated in determining the assessment of nonresident tuition. Registration in Summer courses, which are not state-funded, shall not cause nonresident tuition to be assessed. In conformity with Sections 10.020 and 396.540, in the Nevada Revised Statutes, students who register for courses with TMCC as Nevada residents must provide proof of residency. 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 \$20.00 one-time, non-refundable fee is charged to first-time TMCC students only. This fee is assessed when a student enrolls or attempts to enroll in a class or course at TMCC. This fee cannot be refunded, even if the class or course is canceled by the institution.

Health and Sport Fee

A \$5.00 per credit fee shall be charged to all students. This fee supports the Health and Sports facility and the operation of competitive athletic teams at Truckee Meadows Community College.

Student Association Fee

A \$1.00 per credit fee shall be charged to all students.

Academic Success Initiatives Fee

A \$10.00 per semester fee shall be charged to all students enrolled in 1 or more credits.

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/>).

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 \$9.50 per credit technology fee approved by the NSHE Board of Regents (<http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/>).

Payment

For information regarding your student fees or to enroll in a payment plan, please visit your MyTMCC (<http://my.tmcc.edu/>) account.

Payment Information

Students who register during the Early Registration Period must pay their fees by the published due date. If a student enrolls after the Early Registration Period, payment is due within two days of registering. Any student with past due fees, that is not awaiting anticipated aid, may be subject to a full enrollment cancellation for the registered semester.

TMCC Payment Plan

TMCC offers 3-, and 4-, part payment plans to any student with a minimum balance of \$200 of eligible charges; these plans apply only to current semester charges. Payment plans are available during the Spring and Fall semester. Students who fail to pay their first installment before the published due date may be subject to a full enrollment cancellation for the registered semester. All missed payments after the semesters published due date may be subject to a \$10 late fee per missed payment.

Payment plans are not available for the Summer semester. Summer fees are due in full by the published deadline.

Unpaid Fees and Delinquent Accounts

All fees must be paid by the published due date. Any student with past due fees may be subject to a full enrollment cancellation for the registered semester. Any remaining balance due may be subject to a maximum late fee of \$100 per semester. Students having a past due balance with any NSHE institution will be ineligible to receive their certificate, diploma, transcripts, or register for classes. Delinquent accounts may be forwarded to an outside collection agency.

Federal/State/Employer Paid Programs

Students must submit all third-party authorizations no less than 10 days before the published due date each semester

Ways to Pay

Please make all checks payable to 'Board of Regents'. TMCC accepts Visa, MasterCard, American Express, and Discover both online and in person.

- Online-Students can make their payment with a debit card or a credit card.
- In person-Students can stop by Red Mountain 318 to pay with cash, check, or a debit or credit card. TMCC is unable to accept card

payments after 4 pm. A valid photo ID is required with all debit or credit card transactions.

- By mail-Students can mail checks to:

Accounting Services/Cashier's Office
Truckee Meadows Community College
7000 Dandini Blvd, RDMT 318
Reno, Nevada 89512

- Avoid the lines, use the TMCC Cashier drop box located on the Dandini Campus (<http://www.tmcc.edu/about/college-locations/>), just outside of the Cashier's Office, RDMT 318. Checks only, please.

Please contact studentaccounts@tmcc.edu with any questions regarding student fees or tuition. To pay fees online, please log in to your MyTMCC (<http://my.tmcc.edu/>).

Returned Checks

All returned checks and credit/debit card chargebacks may be subject to a \$25.00 returned item fee per payment.

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 from 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.

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

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. in the first 20% of the class period starting from the first official start date of the class.

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 the class.

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 the class.

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

Canceled Courses

No action is required by the student. Students will receive a 100% refund.

Refund for dropped classes are automatically issued after the third week of instruction. Students are urged to enroll in our direct deposit process.

Refunds related to credit card payments

Payments made online are refunded back to the credit card that was used to make the payment. Payments made at the Cashier's Office will be issued through a 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 an 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.

FINANCIAL AID

- Financial aid Eligibility and Application (p. 15)
- Financial Aid Student Rights and Responsibilities (p. 15)

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 Priority Deadlines

Financial Aid

To receive consideration for all Title IV and other financial aid funds students should apply as soon as possible beginning October 1 of the year prior to the year in which they plan to attend. Most 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, in order for financial aid to disburse in time to pay fees.

Otherwise, financial aid awards may arrive after classes begin and 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

Many scholarships (<http://www.tmcc.edu/financialaid/types/scholarships/>) are available to students. The TMCC Foundation General Scholarship Application (<https://tmcc.academicworks.com/>) 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/applying/steps-to-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/grants/>)
Loans (<http://www.tmcc.edu/financialaid/types/loans/>)
Work Study (<http://www.tmcc.edu/financialaid/types/workstudy/>)
Scholarships (<http://www.tmcc.edu/financialaid/types/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/eligibility/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 overpayment and may require students to repay all or a portion of their financial aid funds. For more information, please visit the Title IV & Withdrawal (<https://www.tmcc.edu/financial-aid/eligibility/withdrawal/>) webpage.

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/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, as well as checking their TMCC email (<http://www.tmcc.edu/email/>) regularly.

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. EPIC classes are not considered part of the credit load nor 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 (<https://www.tmcc.edu/financial-aid/eligibility/academic-progress-policy/>) 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.

GENERAL INFORMATION

- FERPA (p. 17)
- Student Responsibilities (p. 18)
- About TMCC (p. 18)
- Accreditation (p. 19)
- Equal Opportunity/Title IX (p. 19)
- Academic Calendar (p. 20)

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. 468).

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, participation in officially recognized activities and sports, address, telephone number, weight and height of members of athletic teams, most recent educational agency or institution attended, email address(es), semesters of enrollment, full-time/part-time status, degree(s) awarded, emphasis field(s), certificate field(s), honors and awards, and date(s) of graduation.

- Administrative offices will use 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 for commercial purposes to businesses affiliated with the institution, bookstore, 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, dropping classes, and registration changes.
- Keep the College informed of changes in name, address, phone number, and 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 that contributes to a positive learning environment for all in the classroom and on the campus. See Rules and Disciplinary Procedures for Students (p. 465) 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 MyTMCC 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 timeline 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 (<https://nshe.nevada.edu/info-center/nshe-forms/>) 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 25,000 students each year in credit and non-credit programs at four college sites and more than 30 community locations.

NSHE Board of Regents

TMCC is part of the Nevada System of Higher Education (<https://nshe.nevada.edu/>) (NSHE) and is governed by the Board of Regents (<https://nshe.nevada.edu/leadership-policy/board-of-regents/current-regents/>). The Chancellor is appointed by the Board to serve as NSHE's chief executive officer.

Dale A.R. Erquiaga, Acting
Chancellor

Byron Brooks, Chair

Joseph C. Arrascada, Vice Chair

Patrick J. Boylan

Susan Brager

Heather Brown

Amy J. Carvalho

Michelee Cruz-Crawford, Ed.D.

Carol Del Carlo

Jeffrey S. Downs

Stephanie Goodman

Donald Sylvantee McMichael Sr.

Laura E. Perkins

Dr. Lois Tarkanian

College Officers

Dr. Karin Hilgersom	President
Dr. Jeffrey Alexander	Vice President of Academic Affairs
Mike Peyerl	Vice President of Finance and Government Relations
Estella Levario Gutierrez	Vice President of Student Services and Diversity
Elena Bubnova	Associate Vice President of Research, Marketing, Web Services, and Information Technology
Dr. Ayodele Akinola	Executive Director, Facilities Operations and Capital Planning
Gretchen Sawyer	Executive Director, Foundation and Grants

Institutional Vision, Mission, and Values

Vision

Truckee Meadows Community College is a leader in innovative education, meeting student and community needs.

Mission

Create a future you will love with accessible, innovative educational opportunities at TMCC. Together we can make it happen.

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
- Embracing diversity and inclusion
- Responsible and sustainable use of resources
- Fostering attitudes that exemplify responsible participation in a democratic society
- A healthy environment and a healthy college community

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 200
Redmond, WA 98052
(425) 558-4224

www.nwccu.org (<http://www.nwccu.org/>)

Equal Opportunity/Title IX

NSHE and Truckee Meadows Community College, are committed to providing a place of work and learning free of discrimination on the basis of a person's age (40 or older), 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 (including hair texture and protected hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks and twists), color, or religion (protected classes).

Truckee Meadows Community College, does not discriminate on the basis of sex in any education program or activity that it operates. Non-discrimination on the basis of sex is mandated by Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 et seq.) and the corresponding implementation regulations (34 C.F.R. Part 106). The College's commitment to nondiscrimination in its education programs and activities extends to applicants for admission and employment.

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://titleix.tmcc.edu>) or The Assistant Secretary of the U.S. Department of Education, Office for Civil Rights (<https://www2.ed.gov/about/offices/list/ocr/frontpage/asstsec/ocr-as01.html#:~:text=2013%20to%20Present,Catherine%20E,the%20US%20Department%20of%20Education>).

Information pertaining to the College's grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the College will respond can be found here (<https://www.tmcc.edu/human-resources/discrimination-harassment/title-ix/>).

More information is available in the Policies and Regulations section regarding:

- NSHE Policy Against Discrimination and Sexual Harassment; Complaint Procedure (p. 433)

College Locations and Information

Dandini Campus

TMCC's Dandini Campus is home to the Student Services and Administrative Divisions of the College, which includes Admissions and Records, Financial Aid, Testing Services, the Disability Resource Center and more. This campus location offers a variety of academic and occupational programs. In addition, the Dandini Campus houses the V. James Eardley Student Services Center, the Elizabeth Sturm Library, Academic Advisement, open computer labs, the Sports and Fitness Center, the E.L. Cord Child Care Center, academic assistance from the Learning Commons and Tutoring and Learning Center and hosts special events (<http://calendar.tmcc.edu>).

Normal Business Hours:

Monday through Friday from 7:30 a.m. to 10 p.m.
Saturday from 8 a.m. to 5 p.m.

Address:

7000 Dandini Boulevard
Reno, Nevada 89512-3999
Telephone: 775-673-7111

William N. Pennington Health Science Center

The William N. Pennington Health Science Center (<https://www.tmcc.edu/health-science-center/>) is a collaborative campus of Truckee Meadows Community College and the University of Nevada, Reno. Nursing, Radiologic Technology, and Public Safety programs, including Emergency Medical Services, the Paramedic Programs, Fire and Wildland Fire Programs, and the BAS in Emergency Management and Homeland Security, are housed at this site.

Normal Business Hours:

Monday through Thursday from 7 a.m. to 10 p.m.
Friday from 7:30 a.m. to 5 p.m.

Address:

18600 Wedge Parkway, Building B
Reno, Nevada 89511
Telephone: 775-850-4001

Meadowood Center

TMCC's Meadowood Center is conveniently located across the street from Meadowood Mall and is on multiple bus routes. In addition to a wide variety of credit courses offered regularly at Meadowood Center, the Certified Nursing Assistant and Veterinary Technology programs are located at this site. The Meadowood Center is also home to the EPIC (Educational Programs Inspiring the Community) (<https://www.tmcc.edu/educational-programs-inspiring-community/>) division, which offers over 1,000 professional development and personal enrichment programs, and Adult Basic Education, which includes English as a Second Language, High School Equivalency preparation and basic literacy programming. TMCC's Career Hub, Veterans Upward Bound and a testing center are also located at this learning site.

Normal Business Hours:

Monday through Thursday from 7 a.m. to 10 p.m.
Friday from 7 a.m. to 5 p.m.
Saturday from 8 a.m. to 5 p.m.

Address:

5270 Neil Road
Reno, Nevada 89502
Telephone: 775-829-9004

William N. Pennington Applied Technology Center

The TMCC William N. Pennington Applied Technology Center (<https://www.tmcc.edu/applied-technologies/tmcc-pennington-applied-technology-center/>) houses TMCC's Division of Applied Technologies. This location provides Career Technical Education training for high-skill jobs in construction and design, manufacturing, and transportation technologies, including automotive, diesel, construction management, machining, fabrication, HVAC/R and welding. These programs are developed with input from local industry and directly meet the needs

of the regional workforce. The Center's advanced shops and labs allow students to train with hands-on experience for careers in these industries.

Normal Business Hours:

Monday through Friday from 8 a.m. to 10 p.m.
Saturday from 10 a.m. to 3 p.m.

Address:

475 Edison Way
Reno, Nevada 89502
Telephone: 775-856-5300

Academic Calendar

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

Fall Semester 2023

Faculty Contract	August 10, 2023
Start Date	
- Academic	
Semester Begins	
Instruction	August 21, 2023
Begins	
Labor Day	September 2 - September 4, 2023
(Holiday)	
Campus Closed	
Nevada Day	October 27, 2023
(Holiday)	
Campus Closed	
Veterans Day	November 10, 2023
(Holiday)	
Campus Closed	
Thanksgiving	November 23 - November 26, 2023
Break (Holiday)	
Campus Closed	
Instruction Ends	December 9, 2023
Final Grades Due	December 12, 2023
- Fall Semester	
Ends	
Faculty Contract	December 12, 2023
End Date ²	
Number	75
Instructional	
Days ¹	
Number	84
Academic Days ¹	
Winter Session	December 18, 2023- January 11, 2024
2023/2024	
Christmas	December 25, 2023
Day (Holiday)	
Campus Closed	
New Year's	January 1, 2024
Day (Holiday)	
Campus Closed	
Final Grades Due	January 16, 2024

Spring Semester 2024

Faculty Contract January 8, 2024

Start Date

- Academic

Semester Begins

Martin Luther January 15, 2024

King, Jr. Day

(Holiday)

Campus Closed

Instruction January 22, 2024

Begins

Presidents February 19, 2024

Day (Holiday)

Campus Closed

Spring Break March 16 - March 22, 2024

Instruction Ends May 11, 2024

Final Grades Due May 14, 2024

Graduation - May 17, 2024

Spring Semester

Ends

Faculty Contract May 17, 2024

End Date²

Number of 74

Instructional

Days¹

Number of 88

Academic Days¹

Memorial May 25 - May 27, 2024

Day (Holiday)

Campus Closed

Summer Session 2024

First Term May 28 - June 28, 2024

Independence July 4, 2024

Day (Holiday)

Campus Closed

Grades Due First July 2, 2024

Term

Second Term July 8 - August 9, 2024

Grades Due August 13, 2024

Second Term

¹

Does not include Saturdays, Sundays or Holidays

²

Friday is the last instruction day for faculty who are not teaching
Saturday courses.

GRADES

- Grading Scale (p. 22)
- Grade Reports, Incomplete Grades, and Grade Appeals (p. 22)
- Satisfactory Academic Progress (p. 23)
- Course Retake and Grade Replacement (p. 23)
- Academic Forgiveness (p. 23)

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)	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 the 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 in which the class is being taken. An Incomplete Grade Contract (<https://www.tmcc.edu/admissions/faculty-resources/>), filled out by the instructor, that includes a detailed statement describing the work to be completed must be approved by the instructor, 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.

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

Phone: 775-673-7090

Fax: 775-674-7691

Website: <http://tmcc.edu/vpaa> (<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. 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. 433), please contact Human Resources (<https://www.tmcc.edu/human-resources/contact/>).

A student who wishes to appeal the grade must do so within 90 days of the official ending date of the 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. 468) 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 as long as current prerequisites and departmental and program requirements are satisfied, 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. Students should contact the appropriate department or program for prerequisites and other course requirements.

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 their transcript and have the lower grade changed to an "R" to indicate the course was retaken. Both the original and repeated course must be completed at TMCC. Students may replace up to 12 units of coursework. A "W" is considered an action, not a grade, and cannot be replaced by an "R." 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 Grade Replacement Request for Repeated Courses to the Admissions and Records Office after completing the repeated course and the new grade has been posted. 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. Selected grades for the semester(s) will be converted and the forgiven coursework will not calculate into the TMCC GPA.

Procedure

To receive academic forgiveness one year needs to have passed following the semester(s) forgiven. 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 official transcripts must be submitted.

Students must complete the Academic Forgiveness form (<https://www.tmcc.edu/admissions/academic-forgiveness/>) found online on the Admissions and Records Documents and Forms (<https://www.tmcc.edu/admissions/downloads/>) page.

GRADUATION

Graduation Information

For the most current graduation information see the Admissions and Records website (<https://www.tmcc.edu/admissions/graduation-commencement/graduation-information/>).

Graduation Candidates

The Admissions and Records Office will automatically review your progress toward the completion of your degree for the degree that you have currently declared. We highly recommend that you meet with an Academic Advisor prior to your last semester in order to review your records and ensure all graduation requirements will be met.

You will receive an email approximately 4–6 weeks after the beginning of the semester indicating your eligibility to graduate. You will have the opportunity to “opt out” of the auto-grad process if you do NOT wish to receive your degree in the current semester. If you do not receive the auto-grad email and feel that you should be eligible to graduate with your declared degree, please contact Academic Advisement (<https://www.tmcc.edu/advisement/contact/>) to request a Grad Check appointment.

Graduation Applicants

The following information is for students who wish to apply for graduation for a degree other than what he/she is declared, is a senior-level TMCC High School student, or a Summer graduate who wants their information included in the Commencement program. In addition, if a student record was NOT picked up by the AutoGrad process for their declared degree then they will need to complete the online graduation application.

Students who need to apply for graduation may submit a separate application for graduation (<https://www.tmcc.edu/admissions/graduation-commencement/steps-to-graduate/>) for each degree or certificate of achievement they may earn. Students may earn multiple degrees/certificates subsequently or simultaneously, provided that they satisfy the requirements for each degree.

Summer Graduation Applicants: Students who will complete their requirements to graduate in the Summer session, MUST complete the online graduation application by the April 1 deadline if you want your name and degree information included in the Commencement program.

Graduation Requirements

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

1. Be a Graduation Candidate (auto-graduation application) or a Graduation Applicant (submit a separate, 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). Priority Deadline dates for filing these applications are:

Fall Semester	November 1
Spring Semester	April 1
Summer Session	June 1

*If the first of the month falls on a weekend, the deadline will be the following Monday. Applications for Spring and Summer must be received by **April 1** in order for graduates' names to be printed in the Commencement program.*

2. Complete 15 semester, degree-applicable units “in residence” for Associate degrees and Certificates of Achievement or complete 30 semester, degree applicable units “in residence” for Bachelor degrees. This means that a student must complete a minimum of 15 or 30 degree-applicable units at TMCC. Units awarded for challenge examinations, military training, continuing education units, proprietary schools, Peace Officers Standard Training, American Institute of Banking, and Advanced American Red Cross are not considered “in residence” units.
3. Truckee Meadows Community College graduation GPA: In order to graduate, students are required to have a minimum cumulative GPA of 2.0 at TMCC. Grade-point averages earned at other post-secondary institutions are not reflected in the TMCC cumulative GPA. Specific degree programs may require a higher GPA and other post-secondary grades; students should consult with their advisor if they have questions.
4. 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/>).
5. Complete the curriculum requirements for the degree, emphasis, or certificate according to their Choice of Catalog for Graduation (Matriculation, Degree Declaration, First Offered, Graduation).

Choice of Catalog for Graduation

Students may graduate under one of the following catalogs:

- **Matriculation:** The catalog in effect the year that a student initially attends a class at TMCC. Educational Programs Inspiring the community (EPIC), and Career and Technical Education (CTE) College Credit classes do not apply towards initial attendance/enrollment for matriculation.
- **Degree Declaration:** The catalog in effect the year a student officially declares a degree, emphasis, or certificate with the Admissions and Records Office.
- **First Offered:** If a degree, emphasis or certificate is offered for the first time after a student has matriculated, they may follow the catalog requirements for the year the degree is first offered.
- **Graduation:** The catalog in effect the year that a student will graduate. Nursing, Radiologic Technician, Dental Assisting, Dental Hygiene, and Veterinary Nursing programs require students to graduate under the course catalog year they were accepted into the program. If students interrupt their college studies for more than two consecutive semesters, including the 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.

The catalog selected may not be more than 6 years old for Certificates of Achievement or Associates degrees and 10 years old for Bachelor's degrees. Students may not use a combination of course catalogs for graduation. Summer session is included in the previous course catalog year, i.e., Summer 2023 would be under the 2022-2023 course catalog. For specific details, please see a TMCC Academic Advisor (<https://www.tmcc.edu/advisement/>).

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 and complete the Credit Evaluation for Transfer Student (<http://www.tmcc.edu/advisement/downloads/credit-evaluation-for-transfer-students/>) form. Transcripts showing courses "in progress" may not be used towards graduation. For additional information and transfer credit unit limits refer to the "Transfer Credit Policy on the Evaluation of Previous Training and Education" section of the catalog.

Skills Certificates

Students do not need to complete a graduation application to receive a "Skills Certificate". The Skills Certificate designation will automatically appear on your transcript, below the semester that you completed the requirements to receive it. Diplomas are not generated for Skills Certificates earned and students are not eligible to participate in the Commencement Ceremony.

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. Please see the Commencement (<http://www.tmcc.edu/admissions/graduation-commencement/commencement-information/>) website for additional information.

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 Fall 2015 semester and for whom 150% of the normal time-to-completion has elapsed.

During the fall semester of 2015, 753 first-time, full-time, certificate or degree-seeking students entered TMCC. After 6 years, 26% 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 Office
775-673-8239

While reviewing this information, please bear in mind:

- Graduation and transfer-out rates are based on 6 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 2022, 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 (p. 26)
- Choose Your Degree or Certificate (<http://catalog.tmcc.edu/degrees-certificates/>)
- Degrees and Certificates Listing by Divisions (<http://catalog.tmcc.edu/degrees-certificates/divisions/>)
- Additional Academic Opportunities (p. 297)

Overview of Degrees and Certificates Offered

Skills Certificate

Skills certificates are focused, short-term programs designed to provide training for entry-level positions or career advancement. These certificates may be part of a pathway leading to a Certificate of Achievement or associate degree and may 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. Skills certificates are not financial aid-eligible and not found in the drop-down list of majors in the college application for admission (<https://www.tmcc.edu/steps-to-enroll/>).

Certificate of Achievement

Certificates of Achievement are shorter programs than associate degrees and have both technical training and general education requirements that are designed to provide students with the skills needed to compete successfully in a career field. These certificates may be part of a pathway leading to an associate degree.

Associate of Applied Science

The Associate of Applied Science (AAS) is typically a two-year, technical degree for students who want to start a career immediately following graduation. Examples include the AAS Culinary, AAS Computer Information Technology, AAS Graphic Communications, and AAS Radiologic Technology. These degrees do not transfer to a 4-year college or university but may stack into a Bachelor of Applied Science (BAS) degree like the BAS Logistics Operations Management or BAS Career and Technical Education Leadership.

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 4-year college or university and complete a bachelor's degree. Completion of an AA or AS automatically fulfills the lower-division general education requirements at any of the colleges and universities in the Nevada System of Higher Education. Without completing the AA or AS, receiving institutions decide on a class by class basis which to accept for transfer, so it is the student's best interest to complete their AA or AS degree. Students planning to transfer should look at the 4-year college/university requirements, including any formal transfer agreements between TMCC and that college/university.

Bachelor's

The Bachelor of Science (BS), Bachelor of Architecture (BArch), and the Bachelor of Applied Science (BAS) degree programs offered at TMCC are designed to grow professional skills and respond to the demand for highly technical professionals in the workplace. Bachelor's degrees contain a minimum of 30 upper-division units that must be earned at TMCC.

Associate of General Studies

The Associate of General Studies (AGS) is designed for students who desire a well-rounded education. Some courses used towards the AGS may not transfer.

Certificate of Achievement General Studies

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

TMCC Academic Divisions

Please visit the division websites for the most up-to-date and accurate information on educational programs and opportunities.

Business and Social Science Division
(<https://www.tmcc.edu/vpaa/academic-divisions/business-and-social-sciences-division/>)

Amy Williams

Dean

775-824-3831

Liberal Arts Division (<https://www.tmcc.edu/vpaa/academic-divisions/liberal-arts-division/>)

Natalie Russell

Dean

775-674-7937

Life Sciences, Allied Health, and Public Safety Division (<https://www.tmcc.edu/vpaa/academic-divisions/life-sciences-allied-health-public-safety-division/>)

Dr. Julie Ellsworth

Dean

775-674-7552

Math and Physical Sciences Division
(<https://www.tmcc.edu/vpaa/academic-divisions/math-physical-sciences-division/>)

Anne Flesher

Dean

775-673-7279

Technical Sciences Division (<https://www.tmcc.edu/vpaa/academic-divisions/technical-sciences-division/>)

Kimberly Harrell, Ph.D.

Dean

775-856-5307

Logistics Operations Management, BAS

This program can be completed 100% online.

Program Description

The Bachelor of Applied Science, Logistics Operations Management is a four-year degree which provides students with the technical expertise and knowledge needed to meet the operations and logistics industry technical workforce needs. 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.

Recommended Course Schedule

Students may apply for admission to the BAS in Logistics Management prior to completion of their AAS degree and may work on lower and upper-division coursework simultaneously if needed to ensure timely completion of the program. It is recommended that students who wish to do this, work with the department to plan an appropriate course schedule.

1st semester		Units
ENG 101	Composition I ¹	3
LGM 201	Essentials of Logistics Management	3
LGM 202	International Logistics Management	3
LGM 212	Transportation Management	3
MGT 171	Supervision and Human Relations	3
Semester Total		15
2nd semester		
ACC 135	Bookkeeping I	3
ENG 102	Composition II	3
or ENG 114	or Composition II For International and Multilingual Students	
LGM 210	Studies in Procurement and Logistics	3
MATH 120	Fundamentals of College Mathematics	3
Science		3
Semester Total		15
3rd semester		
BUS 108	Business Letters and Reports	3
BUS 225	Business Operations Applied Statistics	3
Humanities/U.S and Nevada Constitutions		3
ECON 102	Principles of Microeconomics	3
LGM 208	Logistics and Quality Management Tools I	3
Semester Total		15
4th semester		
ECON 103	Principles of Macroeconomics	3
IS 101	Introduction to Information Systems	3
LGM 209	Logistics and Quality Management Tools II	3
MGT 212	Leadership and Human Relations	3
MKT 210	Marketing Principles	3
Semester Total		15

5th semester

BUS 325	Legal Environment	3
LGM 320	Logistics Security	3
MPT 110	Automated Production Concepts I	3
MPT 135	Material Handling	2
MPT 140	Quality Control	3
OSH 222	General Industry Safety	1
Semester Total		15

6th semester

BUS 330	Business Presentations	3
Fine Art		3
LGM 330	Warehousing	3
LGM 352	Decision Modeling for Logistics	3
LGM 450	Sustainability: Environmental and Financial Impact	3
Semester Total		15

7th semester

LGM 340	Production & Logistics Information Systems	3
LGM 410	Finance and Budgeting	3
LGM 420	Safety and Risk Management	3
LGM 490	Field Study and Research Capstone	3
SCM 474	Purchasing and Global Sourcing	3
Semester Total		15

8th semester

EMHS 429	Transportation Systems: Security and multi-modal transportation	3
LGM 460	Legal Concepts for Transportation and Logistics Management	3
LGM 470	Import Export Management	3
LGM 491	Logistics Operations Management Internship or Logistics Project Management	3
LGM 440		
Science with Lab		3
Semester Total		15
Total Units		120

Program Requirements

To earn a Bachelor's Degree students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Satisfy General Education requirements for Bachelor's degrees (<http://catalog.tmcc.edu/degrees-certificates/general-education/aas/>).
3. Complete 120 units in total.
 - 30 units of upper-division units must be completed at TMCC.
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
English ¹		3-6
Required:		
ENG 102	Composition II	

or ENG 114	Composition II For International and Multilingual Students	
<i>Mathematics</i>		3
Required:		
MATH 120	Fundamentals of College Mathematics (or higher)	
<i>Fine Arts</i>		3
<i>Humanities</i>		3
Recommended:		
CH 203	American Experiences and Constitutional Change	
<i>Social Science</i>		3
ECON 102	Principles of Microeconomics	
<i>Science (Lab Required)</i>		6
Additional College Requirements		
<i>Diversity</i>		(3)
Requirement met with LGM 202		
<i>U.S. and Nevada Constitutions</i>		(3)
Recommended:		
CH 203	American Experiences and Constitutional Change	
Degree Requirements		
<i>Lower Division</i>		
ACC 135	Bookkeeping I	3
or ACC 201	Financial Accounting	
BUS 108	Business Letters and Reports	3
BUS 225	Business Operations Applied Statistics	3
ECON 103	Principles of Macroeconomics	3
IS 101	Introduction to Information Systems	3
LGM 201	Essentials of Logistics Management	3
LGM 202	International Logistics Management	3
LGM 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
MGT 171	Supervision and Human Relations	3
MGT 212	Leadership and Human Relations	3
MKT 210	Marketing Principles	3
MPT 110	Automated Production Concepts I ²	3
MPT 135	Material Handling ²	2
MPT 140	Quality Control ²	3
OSH 222	General Industry Safety	1
<i>Upper Level</i>		
BUS 325	Legal Environment	3
BUS 330	Business Presentations	3
EMHS 429	Transportation Systems: Security and multi-modal transportation	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
Capstones:		6
LGM 490	Field Study and Research Capstone	
LGM 491	Logistics Operations Management Internship	
or LGM 440	Logistics Project Management	
Total Units		120

1

If you place into ENG 102 (<http://catalog.tmcc.edu/search/?P=ENG%20102>) or ENG 114 (<http://catalog.tmcc.edu/search/?P=ENG%20114>), 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.

Program Outcomes

Students completing this degree will:

PSLO1: Identify the underlying principles of the role of logistics operations management within business.

PSLO2: Apply the concepts of the professional skills and competency in logistics operations management, such as transportation, procurement, operations design, supervision and management, safety, and warehousing.

PSLO3: Will be prepared to work as logistics operations professional within one or more of the job categories related to this field.

Anthropology, AA

This program can be completed 100% online.

Program Description

The Associate of Arts, 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 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.

Recommended Course Schedule

1st semester		Units
ANTH 101	Introduction to Cultural Anthropology	3
Foreign Language ⁶		4
Humanities ⁴		3
Mathematics ⁴		3
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
Semester Total		16
2nd semester		Units
ANTH 102	Introduction to Biological Anthropology & ANTH 110L and Biological Anthropology Laboratory	4
Foreign Language ⁶		4
U.S. and Nevada Constitutions ⁴		3
ENG 102	Composition II	3
or ENG 114	or Composition II For International and Multilingual Students	
Semester Total		14
3rd semester		Units
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		Units
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. 299)

5

See program recommendations or requirements.

6

See approved Foreign Language list for the AA Degree. (p. 303)

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
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 Biological Anthropology ²	3
AND		
ANTH 110L	Biological Anthropology Laboratory	1
Select 2-3 additional units from General Education Science list		2-3
<i>Social Science</i>		3
Required:		
ANTH 201	Peoples and Cultures of the World ²	
Additional College Requirements		
<i>Diversity</i>		[3]
Required:		
ANTH 201	Peoples and Cultures of the World ²	
<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 202	Archaeology ²	3
ANTH 281	Introduction to Language ²	3
Elective Requirements ³		10-27
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.

Program Outcomes

Students completing the degree will:

PSLO1: Understand the theories and methods used by anthropologists.

PSLO2: Discuss core concepts of the discipline including stewardship of cultural heritage, the differences between ethnocentrism and cultural relativism, and why anthropologists assert that race is a social construct.

PSLO3: Conduct research, data analysis, and report writing on specific topics within anthropology.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>).

TMCC has agreements with the following institutions towards a bachelor's degree in the same or similar discipline.

- University of Nevada, Reno (<https://www.unr.edu/admissions/transfer/credits/transfer-agreements/>)

Business, AA

This program can be completed 100% online.

We are now offering the Business FastTrack Program (<https://www.tmcc.edu/business/disciplines/business-fasttrack/>) for the Business Associate of Arts Degree in a one-year or two-year format that offers all of the required courses in five-week blocks, entirely online.

Program Description

The Associate of Arts, 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.

Recommended Course Schedule

1st semester		Units
COM 113	Fundamentals of Speech Communications	3
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
Social Science ⁴		3
IS 101	Introduction to Information Systems	3
MATH 124	College Algebra (or MATH 126 or Transferrable Elective)	3
Semester Total		15
2nd semester		
Social Science ⁴		3
ECON 102	Principles of Microeconomics	3
ENG 102	Composition II (English)	3
or ENG 114	or Composition II For International and Multilingual Students	
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. 299)

4

See program recommendations or requirements.

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>English</i>		3-6
Must include ENG 102 or ENG 114 ¹		
<i>Fine Arts</i>		3
Recommended:		
THTR 210	Theatre: a Cultural Context (satisfies Diversity)	
<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)	
<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 6 units of transferable electives.	6
Recommended as a pre-requisite to MATH 176	
MATH 124	College Algebra (Or MATH 126)
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
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.

Program Outcomes

Students completing the degree will:

PSLO1: Obtain the required knowledge and familiarity with the range of business disciplines including accounting, economics, statistics, and marketing.

PLSO2: Demonstrate understanding of and competency in applied skills, analytical skills, and interpersonal/group relation skills as they contribute to business professional skills.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>).

TMCC has agreements with the following institutions towards a bachelor's degree in the same or similar discipline.

- University of Nevada, Reno (<https://www.unr.edu/admissions/transfer/credits/transfer-agreements/>)

Early Childhood Education, AA

Program Description

The Associate of Arts, 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.

Recommended Course Schedule

1st semester		Units
ECE 190	Professionalism in Early Care and Education	3
ECE 250	Introduction to Early Childhood Education	3
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
HDFS 201	Lifespan Human Development	3
Mathematics ⁶		3
Semester Total		15
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	3
or ENG 114	or Composition II For International and Multilingual Students	
HDFS 232	Diversity in Children	3
Semester Total		15
3rd semester		
ECE 251	Curriculum in Early Childhood Education	3
EDU 207	Exploration of Children's Literature	3
HDFS 202	Introduction to Families	3
NUTR 121	Human Nutrition	3
SOC 101	Principles of Sociology	3
Semester Total		15
4th semester		
ECE 231	Preschool Practicum: Early Childhood Lab	3
ECE 200	The Exceptional Child	3
Fine Arts ⁵		3
Humanities/U.S. and Nevada Constitutions ⁶		3
Science ⁵		3
Semester Total		15
Total Units		60

⁵

See approved General Education list for the AA/AS Degree. (p. 299)

⁶

See program recommendations or requirements.

The AA in *Early Childhood Education* at TMCC is accredited by the Commission on the Accreditation of Early Childhood Higher Education Programs of the National Association for the Education of Young Children, www.naeyc.org (<http://www.naeyc.org/>). The accreditation term runs from July 2016 through July 2023.

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

Accreditation

The Early Childhood Education, AA 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

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
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 203	American Experiences and Constitutional Change	

Mathematics	3
Required:	
MATH 120	Fundamentals of College Mathematics (or higher)
Science	6
Required:	
NUTR 121	Human Nutrition
Social Science	3
Required:	
SOC 101	Principles of Sociology
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 204	Principles of Child Guidance 3
ECE 250	Introduction to Early Childhood Education 3
HDFS 201	Lifespan Human Development 3
HDFS 202	Introduction to Families 3
HDFS 232	Diversity in Children 3
ECE 231	Preschool Practicum: Early Childhood Lab 3
Emphasis Requirements:	
ECE 130	Infancy 3
ECE 190	Professionalism in Early Care and Education 3
ECE 200	The Exceptional Child 3
ECE 210	Observation, Documentation and Assessment of Young Children 3
ECE 251	Curriculum in Early Childhood Education 3
EDU 207	Exploration of Children's Literature 3
Total Units	60

1

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

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.

Program Outcomes

Students completing the degree will:

PSLO1: 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 and Competencies for Early Childhood Educators

1. Child Development and Learning in Context
2. Family-Teacher Partnerships and Community Connections
3. Child Observation, Documentation, and Assessment
4. Developmentally, Culturally, and Linguistically Appropriate Teaching Practices
5. Knowledge, Application, and Integration of Academic Content in the Early Childhood Curriculum
6. Professionalism as an Early Childhood Educator

PSLO2: Demonstrate proficiency as a preschool teacher in an early childhood program.

PSLO3: Demonstrate skill in oral and written communication related to the study and practice of early childhood education.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>). TMCC has agreements with the following institutions towards a bachelor's degree in the same of similar discipline.

- University of Nevada, Reno (<https://www.unr.edu/admissions/transfer/credits/transfer-agreements/>)
- Great Basin College (<https://www.gbcnv.edu/admissions/articulation/>)

Elementary Education Teacher Preparation, AA

Program Description

The Associate of Arts, Elementary Education Teacher Preparation is designed for students seeking careers in elementary education. The degree requirements include a well-balanced general education curriculum. The 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 fully meets the requirements for the first two years of Elementary Education and Special Education majors at Nevada State College and substantially meets the requirements for the first two years of study for the Elementary Education majors at UNR.

For transfer into UNR, elementary education has emphases embedded into three areas of focus: Early Childhood Education, Special Education, or English Language Acquisition and Development, and students should choose emphasis courses that meet the requirements for their program of choice.

For transfer to NSC students should choose emphasis requirements that are a part of the two plus two transfer agreement between TMCC and NSC for either Elementary Education or Special Education.

All students should work with an academic advisor to ensure they are choosing the appropriate emphasis requirements for the school they plan to transfer to. Please note: any concerns or questions regarding upper division requirements when entering a teaching certification program need to be addressed by advisors at the university of interest.

Recommended Course Schedule

1st semester		Units
ENG 101	Composition I ¹	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
MATH 120	Fundamentals of College Mathematics (or higher)	3
Fine Arts ⁵		3
Social Science ³		3
Emphasis Requirement ³		3
Semester Total		15
2nd semester		
ENG 102	Composition II	3
or ENG 114	or Composition II For International and Multilingual Students	
GEOL 100	Earthquakes, Volcanoes and Natural Disasters	3
or GEOG 103	or Physical Geography of Earth's Environment	
Humanities ⁵		3
EDU 201	Introduction to Elementary Education	3
U.S. and Nevada Constitution ⁵		3
Semester Total		15
3rd semester		
EDU 203	Introduction to Special Education	3

CHEM 100	Molecules and Life in the Modern World	3
or CHEM 121	or General Chemistry I	
Emphasis Requirement ⁵		3
EDU 207	Exploration of Children's Literature	3
MATH 122	Number Concepts for Elementary School Teachers	3
Semester Total		15
4th semester		
MATH 123	Statistical & Geometrical Concepts for Elementary School Teachers	3
Emphasis Requirement ³		3
Emphasis Requirement ³		3
Emphasis Requirement ³		3
Emphasis Requirement ³		3
Semester Total		15
Total Units		60

5

See approved General Education list for the AA/AS Degree. (p. 304)

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>English</i> ¹		3-6
ENG 101	Composition I	
or ENG 100	Composition Enhanced	
or ENG 113	Composition I for International and Multilingual Students	
ENG 102	Composition II	
or ENG 114	Composition II For International and Multilingual Students	
<i>Fine Arts</i>		3
<i>Humanities</i>		3
<i>Mathematics</i>		3
MATH 120	Fundamentals of College Mathematics (or higher)	
<i>Science</i>		6
Required:		
GEOL 100	Earthquakes, Volcanoes and Natural Disasters	
or GEOG 103	Physical Geography of Earth's Environment	

CHEM 100 or PHYS 100	Molecules and Life in the Modern World Introductory Physics	
Lab Required		
<i>Social Science</i>		3
Note: Students transferring to UNR are required to take GEOG 106.		
Additional College Requirements		
<i>Diversity</i> ²		
Required:		
EDU 203	Introduction to Special Education	[3]
<i>U.S. and Nevada Constitutions</i>		3
Degree Requirements		
EDU 201	Introduction to Elementary Education	3
EDU 203	Introduction to Special Education	3
EDU 207	Exploration of Children's Literature	3
MATH 122	Number Concepts for Elementary School Teachers	3
MATH 123	Statistical & Geometrical Concepts for Elementary School Teachers	3
Emphasis Requirements ³		18-21
ECE 250	Introduction to Early Childhood Education	
EDU 110	Success Strategies in Education and Human Development	
EDU 205	Early Foundations in Mathematics	
EDU 206	Classroom Learning Environments ⁴	
EDU 208	Students with Diverse Abilities and Backgrounds	
EDU 210	Nevada School Law	
EDU 214	Preparing Teachers to Use Technology ⁴	
ENG 281	Introduction to Language	
ENV 101	Introduction to Environmental Science	
HDFS 201	Lifespan Human Development	
PSY 233	Child Psychology	
Total Units		60

1

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

2

Course also counts toward degree requirements.

3

Students should choose specific emphasis courses based on requirements of transfer agreements for the school of choice. Please consult with Academic Advising.

4

This course is a requirement at Nevada State College (NSC).

Program Outcomes

Students completing the degree will:

PSLO1: Demonstrate the scope of knowledge and skills based on the Interstate New Teacher Assessment and Support Consortium (INTASC) standards.

The INTASC standards are:

1. The teacher understands the central concepts, tools of inquiry, and the structures of the discipline(s) he or she teaches and can create learning experiences that make these aspects of subject matter meaningful for students.
2. The teacher understands how children learn and develop, and can provide learning opportunities that support their intellectual, social, and personal development.
3. The teacher understands how students differ in their approaches to learning and creates instructional opportunities that are adapted to diverse learners.
4. The teacher understands and uses a variety of instructional strategies to encourage students' development of critical thinking, problem solving, and performance skills.
5. The teacher uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning and self-motivation.
6. The teacher uses knowledge of effective verbal, nonverbal, and media communication techniques to foster active inquiry, collaboration, and supportive interaction in the classroom.
7. The teacher plans instruction based upon knowledge of subject matter, the community, and curriculum goals.
8. The teacher understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social and physical development of the learner.
9. The teacher is a reflective practitioner who continually evaluates the effects of his/her choices and actions on others (students, parents, and other professionals in the learning community) and who actively seeks out opportunities to grow professionally.
10. The teacher fosters relationships with school colleagues, parents, and agencies in the larger community to support students' learning and well-being.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>). TMCC has agreements with the following institutions towards a bachelor's degree in the same of similar discipline.

- Nevada State College (<https://nsc.edu/admissions/transfer2state/transfer-agreements/>)
- University of Nevada, Reno (<https://www.unr.edu/admissions/transfer/credits/transfer-agreements/>)

History, AA

This program can be completed 100% online.

Program Description

The Associate of Arts, History is intended 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.

Recommended Course Schedule

1st semester		Units
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		Units
ENG 102	Composition II	3
or ENG 114	or Composition II For International and Multilingual Students	
Fine Arts ³		3
Foreign Language ⁵		4
Science ³		3
U.S. and Nevada Constitutions ⁴		3
Semester Total		16
3rd semester		Units
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		Units
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. 299)

⁴

See program recommendations or requirements.

⁵

See approved Foreign Language list for the AA Degree. (p. 303)

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
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	Fundamentals of College Mathematics (or higher)	
<i>Science</i>		6
<i>Social Science</i>		3
Required:		
HIST 101	US History to 1877	
Additional College Requirements		
<i>Diversity</i> 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	
<i>Foreign Language</i>		0-14
<i>U.S. and Nevada Constitutions</i>		[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
Select 9 units from the following courses. See Diversity recommendations above. 1 course should satisfy the diversity requirement:		9
HIST 208	World History I	
HIST 209	World History II	
HIST 217	Nevada History	
HIST 227	Introduction to Latin American History & Culture I	
HIST 228	Intro to Latin American History and Culture II	

HIST 291	Intro to Women's History and Literature in the US
HIST 295	Special Topics in History
Electives	
Select 4-18 units of any transferable courses	4-18
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.

Program Outcomes

Students completing the degree will:

PSLO1: Evaluate historical arguments and interpretations.

PSLO2: Interpret evidence found in primary sources and develop a historical argument based on and sustained by the evidence available.

PSLO3: Write historical essays that are coherent, cogent, and grammatically correct.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>).

TMCC has agreements with the following institutions towards a bachelor's degree in the same of similar discipline.

- University of Nevada, Reno (<https://www.unr.edu/admissions/transfer/credits/transfer-agreements/>)

Hospitality and Tourism Management, AA

Program Description

The Associate of Arts, Hospitality and Tourism Management program will offer a broad educational approach to a career in the hospitality industry. Its varied courses of study will prepare students with both the business concepts and operational competencies necessary to enter any segment of the industry upon graduation. In addition to the college's general education requirements, students will take classes specific to the industry including an introduction to hospitality, career development, hospitality technology management, front desk operations, introduction to the customer experience, facilitation of the customer experience, etc. Students will also study financial accounting, introduction to human resources management, and basic culinary skills development. This approach will offer prospective employers a well-rounded graduate who understands day-to-day operations, has critical thinking and problem-solving skills and can adapt to a multitude of positions.

This program will prepare students for supervisory positions in the industry or to transfer to a bachelor degree program, which will ultimately provide a pathway to careers, including but not limited to, lodging management, food service management, hotel operations, resort management, ski resort management, airline/transportation industry, sustainable tourism, outdoor recreation and leadership, small tourism business management, events management, and entertainment arts management.

TMCC has partnered with UNLV to provide a seamless pathway for TMCC students to achieve their bachelor's degree in Hospitality and Tourism Management. Students who successfully complete this degree will be eligible for transfer to upper-division status at the University of Nevada, Las Vegas's William F. Harrah College of Hospitality or other 4-year institutions.

Recommended Course Schedule

1st semester		Units
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
Non-Lab Science		3
MATH 120	Fundamentals of College Mathematics	3
COM 101	Oral Communication	3
or COM 113	or Fundamentals of Speech Communications	
or BUS 107	or Business Speech Communications	
HMD 101	Introduction to Hospitality	3
Semester Total		15
2nd semester		
ENG 102	Composition II	3
or ENG 114	or Composition II For International and Multilingual Students	
Lab Science		3
Social Science/U.S. and NV Constitutions		3
CUL 105	Basic Skills Development	3

HMD 120	Introduction to the Customer Experience	3
Semester Total		15
3rd semester		
ACC 201	Financial Accounting	3
Diversity/Humanities		3
Elective		6
HMD 220	Facilitating the Customer Experience	3
Semester Total		15
4th semester		
PHIL 102 or COM 217	Critical Thinking and Reasoning or Argumentation and Debate	3
Fine Arts		3
HMD 225	Foundations of Hospitality Leadership	3
MGT 283	Introduction to Human Resources Management	3
Elective		3
Semester Total		15
Total Units		60

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>English</i>		6
ENG 101	Composition I	
or ENG 100	Composition Enhanced	
or ENG 113	Composition I for International and Multilingual Students	
ENG 102	Composition II	
or ENG 114	Composition II For International and Multilingual Students	
<i>Mathematics</i>		3
MATH 120	Fundamentals of College Mathematics (or higher)	
<i>Fine Arts</i> ¹		3
<i>Humanities</i> ²		3
Recommended:		
ENG 231	World Literature I	
or ENG 232	World Literature II	
<i>Science</i> ³		6
Must include one lab		

Social Science ⁴		3
Recommended:		
PSC 101	Introduction to American Politics	
or CH 203	American Experiences and Constitutional Change	
or HIST 111	Survey of U.S. Constitutional History	
Additional College Requirements		
Diversity ⁵		[3]
Recommended:		
ENG 231	World Literature I	
or ENG 232	World Literature II	
U.S. and Nevada Constitutions ^{4, 5}		[3]
Recommended:		
PSC 101	Introduction to American Politics	
or CH 203	American Experiences and Constitutional Change	
or HIST 111	Survey of U.S. Constitutional History	
Degree Requirements		
COM 101	Oral Communication ⁶	3
or COM 113	Fundamentals of Speech Communications	
or BUS 107	Business Speech Communications	
PHIL 102	Critical Thinking and Reasoning	3
or COM 217	Argumentation and Debate	
CUL 105	Basic Skills Development	3
HMD 101	Introduction to Hospitality	3
HMD 120	Introduction to the Customer Experience	3
HMD 220	Facilitating the Customer Experience	3
HMD 225	Foundations of Hospitality Leadership	3
ACC 201	Financial Accounting	3
MGT 283	Introduction to Human Resources Management	3
Electives ⁷		9
HMD 202	Housekeeping Operations	
HMD 203	Front Office Operations	
HMD 226	Hospitality Technology Management	
TCA 201	Hospitality Career Development	
HMD 198	Special Topics in Hospitality and Tourism Management	
BUS 290	Internship in Business	
MGT 201	Principles of Management	
MKT 210	Marketing Principles	
SPAN 111	First Year Spanish I	
Total Units		60

1

See approved General Education list for the AA/AS Degree (p. 299).

2

ENG 231 or ENG 232 required if transferring to UNLV.

3

See approved General Education (p. 299) options.

4

PSC 101 required if transferring to UNLV.

5

May also double count toward degree requirements (*Humanities and Diversity, Social Science and U.S. and Nevada Constitutions*). Please consult with Academic Advisement.

6

COM 101 required if transferring to UNLV.

7

Students should choose specific elective courses (9 credits) based on requirements of transfer agreements for the school of choice. TCA 201, HMD 202, HMD 203 and HMD 226 are accepted as electives if transferring to UNLV. Please consult with Academic Advising.

Program Outcomes

Students completing the degree will:

PSLO1: Apply the basic principles of critical thinking and problem solving when examining hospitality and tourism trends and issues.

PSLO2: Communicate effectively in written, spoken, visual and digital modes to different audiences (e.g. industry leaders, employees, employers, faculty and peers).

PSLO3: Synthesize and evaluate core concepts in the areas of hospitality management, including customer experience, hospitality leadership, and segment-specific topics such as front desk operations and hospitality technology management.

PSLO4: Reinforce knowledge of key factors that contribute to service quality and guest satisfaction in services.

PSLO5: Recognize and market learning and professional experiences acquired as part of the hospitality degree program.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>). TMCC has agreements with the following institutions towards a bachelor's degree in the same or similar discipline.

- University of Nevada, Las Vegas (<https://www.unlv.edu/admissions/transfer/nshe/>)

Human Development and Family Studies, AA

Program Description

The Human Development and Family Studies emphasis prepares students to work with children, youth, and families in a variety of settings. The program is a study of theories and research of the human lifecycle, family systems, and the larger socio-economic environment. The Associate of Arts degree is designed to transfer to UNR. Students complete lower division courses at TMCC and then transfer to UNR to complete a Bachelor of Science degree in HDFS. Students are encouraged to obtain academic advisement to facilitate the university transfer process.

Recommended Course Schedule

1st semester		Units
ECE 250	Introduction to Early Childhood Education	3
Electives ⁶		3
English ^{1, 6}		0-3
HDFS 201	Lifespan Human Development	3
Mathematics ⁶		3
Semester Total		15
2nd semester		Units
ECE 204	Principles of Child Guidance	3
Electives ⁶		3
English ¹		0-3
Fine Arts ⁵		3
HDFS 232	Diversity in Children	3
SOC 101	Principles of Sociology	3
Semester Total		15
3rd semester		Units
Electives ⁶		6
HDFS 202	Introduction to Families	3
NUTR 121	Human Nutrition	3
PSY 101	General Psychology	3
Semester Total		15
4th semester		Units
Electives ⁶		9
Humanities/U.S. and Nevada Constitutions ⁶		3
Science ⁵		3
Semester Total		15
Total Units		60

⁵

See approved General Education list for the AA/AS Degree. (p. 299)

⁶

See program recommendations or requirements.

Field Experience and Practicum Experience:

The HDFS Degree requires courses with field experience and practicum experience in early childhood classrooms with young children (birth to age eight).

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

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>English</i> ¹		3-6
Required		
ENG 102 or ENG 114	Composition II Composition II For International and Multilingual Students	
<i>Fine Arts</i>		3
<i>Humanities</i>		3
Recommended:		
CH 203	American Experiences and Constitutional Change	
<i>Mathematics</i>		3
MATH 120	Fundamentals of College Mathematics (or higher)	
<i>Science</i>		6
Required:		
NUTR 121	Human Nutrition	3
<i>Social Science</i>		3
Required:		
PSY 101	General Psychology	

Additional College Requirements

<i>Diversity</i> ⁴		[3]
<i>U.S. & Nevada Constitutions</i>		[3]
Recomended:		
CH 203	American Experiences and Constitutional Change	
Degree Requirements ²		
ECE 204	Principles of Child Guidance	3
HDFS 201	Lifespan Human Development	3
HDFS 202	Introduction to Families	3
HDFS 232	Diversity in Children	3
SOC 101	Principles of Sociology	3
ECE 250	Introduction to Early Childhood Education	3
Elective Requirements		
Choose 18 units of electives. ¹		18
ANTH 101	Introduction to Cultural Anthropology	
BIOL 105	Introduction to Neuroscience	
COM 101	Oral Communication	
CPD 116	Substance Abuse-Fundamental Facts and Insights	
ECE 231	Preschool Practicum: Early Childhood Lab ³	
EDU 208	Students with Diverse Abilities and Backgrounds ⁵	
PSY 233	Child Psychology	
WMST 101	Introduction to Women's Studies	
WMST 250	Introduction to Feminist Theory	
Total Units		60

1

If you place into ENG 102 or ENG 114 you will need an additional 3 units electives.

2

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 elective requirements.

3

Students must complete the practicum experience through TMCC.

4

Satisfied through emphasis requirements.

5

EDU 208 requires prerequisite of EDU 203.

Program Outcomes

Students completing this degree will:

PSLO1: Investigate the historical, cultural, and theoretical contexts of the science of human development.

PSLO2: Define and examine characteristics of diverse families and family systems.

PSLO3: Demonstrate understanding of the physical, cognitive and social-emotional developmental domains of the human lifecycle.

PSLO4: Demonstrate skill in oral and written communication related to the study of Human Development.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>). TMCC has agreements with the following institutions towards a bachelor's degree in the same of similar discipline.

- University of Nevada, Reno (<https://www.unr.edu/admissions/transfer/credits/transfer-agreements/>)

Political Science, AA

This program can be completed 100% online.

Program Description

The Associate of Arts, Political Science is designed for students interested in the study of governments and other political actors. The curriculum will provide students with a basic understanding of the central concepts, questions, and theoretical perspectives in political science.

Among the concepts that students will study include power, authority, ethics, legitimacy, and representation; the concepts will be used to analyze the political impact of issues including war, peace, globalization, poverty, the environment, and equality. The course of study is designated as a university transfer program that meets the requirements for the first two years of study for the B.A. in political science at UNR. 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 Liberal Arts. Students wishing to transfer to any other baccalaureate program should consult advisors at TMCC and the institution of transfer to obtain the necessary courses.

Recommended Course Schedule

1st semester		Units
English ⁴		3
Fine Arts ⁴		3
Foreign Language ⁶		4
Mathematics ⁴		3
PSC 101	Introduction to American Politics	3
Semester Total		16
2nd semester		Units
English ⁴		3
Foreign Language ⁶		4
Humanities ⁴		3
Science ⁴		3
PSC 231	Introduction to International Relations	3
Semester Total		16
3rd semester		Units
Elective ⁵		3
Emphasis ⁵		3
Foreign Language ⁶		3
Science ⁴		3
PSC 211	Introduction to Comparative Politics	3
Semester Total		15
4th semester		Units
Elective ⁵		3-4
Foreign Language ⁶		3
Diversity ⁵		3
PSC 210	American Public Policy	3
Semester Total		13
Total Units		60

⁴

See approved General Education list for the AA/AS Degree. (p. 299)

5

See program recommendations or requirements

6

See approved Foreign Language list for the AA Degree. (p. 303)

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>English</i> ¹		3-6
Required:		
ENG 102 or ENG 114	Composition II Composition II For International and Multilingual Students	
<i>Fine Arts</i>		3
<i>Humanities</i>		3
<i>Mathematics</i>		3
Math 120 or Higher		
<i>Science</i>		6
<i>Social Science</i>		
Required:		
PSC 101	Introduction to American Politics	3
Additional College Requirements		
<i>Diversity</i> ²		[3]
<i>Foreign Language</i> ³		0-14
<i>U.S. & NV Constitutions</i> ^{2, 4}		[3]
Degree Requirements		
PSC 210	American Public Policy	3
PSC 211	Introduction to Comparative Politics	3
PSC 231	Introduction to International Relations	3
Emphasis Requirements		
PSC 208	Survey of State and Local Government	3
PSC 250	The Politics of International Terrorism	3
PSC 295	Special Topics in Political Science	3
Elective		4-15
Choose from PSC 227, or PSC 299		
Or any Transferable Elective		
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

Please refer to the Foreign Language Requirements (p. 303) for options to complete

Program Outcomes

Students completing this degree will:

PSLO1: Critically analyze central questions in political science; these include but are not limited to the origins and purposes of government, the proper relationship between citizens and government, and how societies deal with change, allocate resources, and distribute power.

PSLO2: Write clearly about contemporary issues of politics at the local, state, and national and/or international level.

PSLO3: Know the duties of citizens and the importance of effective involvement in politics. Specifically, graduates will develop the knowledge to function effectively as responsible, ethical and contributing citizens of the community, state, and nation.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>).

TMCC has agreements with the following institutions towards a bachelor's degree in the same or similar discipline.

- University of Nevada, Reno (<https://www.unr.edu/admissions/transfer/credits/transfer-agreements/>)

Small Business and Entrepreneurship, AA

This program can be completed 100% online.

Program Description

The Associate of Arts, Small Business and Entrepreneurship 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.

Recommended Course Schedule

1st semester		Units
COM 113	Fundamentals of Speech Communications	3
ECON 102	Principles of Microeconomics	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		Units
ECON 103	Principles of Macroeconomics	3
English ⁵		3
ENT 230	Financing Your Small Business Venture	3
Fine Arts/Diversity ⁵		3
Elective ⁵		3
Semester Total		15
3rd semester		Units
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		Units
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. 299)

⁵

See program recommendations or requirements.

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>English</i>		3-6
Must include ENG 102 or ENG 114 ¹		
<i>Fine Arts</i>		3
Recommended:		
THTR 210	Theatre: a Cultural Context	
<i>Humanities</i>		3
Recommended:		
CH 203	American Experiences and Constitutional Change	
<i>Mathematics</i>		3
Required:		
MATH 176	Introductory Calculus for Business and Social Sciences (or higher)	
<i>Science</i>		6
<i>Social Science</i>		3
Required:		
ECON 102	Principles of Microeconomics	
Additional College Requirements		
<i>Diversity</i> ²		[3]
Recommended:		
THTR 210	Theatre: a Cultural Context	
<i>U.S. and Nevada Constitutions</i> 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: 6
3

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 124	College Algebra
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).

Program Outcomes

Students completing the degree will:

PSLO1: Graduate and/or transfer to a four-year institution.

PSLO2: Demonstrate their proficiency and knowledge of the fundamentals of small business management.

PSLO3: Assist in the development of entrepreneurial enterprises in the Reno community.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>).

TMCC has agreements with the following institutions towards a bachelor's degree in the same of similar discipline.

Social Work, AA

Program Description

The Associate of Arts, Social Work degree is designed for students seeking careers in social work or related fields. The degree requirements include a well-balanced general education curriculum. Program specific curriculum provides students with major concepts, theoretical perspectives, and an overview of modern practice in social work. In addition, students will be introduced to social work research, human development, and social welfare history. 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.S.W at UNR. In addition, students have the possibility to begin work on a minor in addiction treatment services at UNR. Students wishing to transfer to any other baccalaureate program should work closely with advisors at TMCC and the institution of transfer to obtain recommended courses for transfer.

Recommended Course Schedule

1st semester		Units
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
Mathematics ⁵		3
SOC 101	Principles of Sociology	3
Fine Arts/Diversity ⁵		3
U.S. & Nevada Constitutions/Humanities ⁵		3
Semester Total		15
2nd semester		
ENG 102	Composition II	3
or ENG 114	or Composition II For International and Multilingual Students	
SW 101	Introduction to Social Work	3
BIOL 100	General Biology for Non-Majors (or any other GE Science course)	3
Elective		6
Semester Total		15
3rd semester		
ANTH 101	Introduction to Cultural Anthropology (or any other elective)	3
PSY 101	General Psychology	3
Elective		3
PSY 105	Introduction to Neuroscience (or any other elective)	3
SW 250	Social Welfare, History, and Policy	3
Semester Total		15
4th semester		
CPD 116	Substance Abuse-Fundamental Facts and Insights (or any other elective)	3
HDFS 201	Lifespan Human Development	3
PSY 241	Introduction to Abnormal Psychology	3
GE Science ⁴		3

Elective	3
Semester Total	15
Total Units	60

4

See approved General Education list for the AA/AS Degree. (p. 299)

5

See program recommendations or requirements.

6

If you opt to take CH 203 as recommended to fulfill U.S. and Nevada Constitutions, you will need three elective units.

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>English</i> ¹		3-6
Must include:		
ENG 102	Composition II	
or ENG 114	Composition II For International and Multilingual Students	
<i>Fine Arts</i>		3
Recommended: Select one of the following to also fulfill Diversity.		
ART 263	Survey of African, Oceanic, & Native American Art	
ART 270	Women in Art	
DAN 101	Dance Appreciation	
THTR 210	Theatre: a Cultural Context	
<i>Humanities</i>		3
Recommended:		
CH 203	American Experiences and Constitutional Change ²	
<i>Mathematics</i>		3
MATH 120	Fundamentals of College Mathematics (or higher)	
<i>Science</i>		6
Recommended		
BIOL 100	General Biology for Non-Majors	
<i>Social Science</i>		
Required:		
SOC 101	Principles of Sociology	3
Additional College Requirements		

<i>Diversity</i> ²		[3]
U.S. & Nevada Constitutions		[3]
Recommended:		
CH 203	American Experiences and Constitutional Change	
Degree Requirements		
HDFS 201	Lifespan Human Development	3
PSY 101	General Psychology	3
PSY 241	Introduction to Abnormal Psychology	3
SW 101	Introduction to Social Work	3
SW 250	Social Welfare, History, and Policy	3
<i>Electives</i>		21
Suggested:		
ANTH 101	Introduction to Cultural Anthropology	
BIOL/PSY 105	Introduction to Neuroscience	
CPD 116	Substance Abuse-Fundamental Facts and Insights	
Or any transferable elective.		
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.

Program Outcomes

Students completing this degree will:

PO1: Apply knowledge of diversity and individual differences in specific social work scenarios.

PO 2: Engage in evidence based research-informed practices and apply these practices to their coursework.

PO 3: Apply critical analysis of specific social work scenarios demonstrating knowledge of social work ethics, values, and frameworks.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>).

TMCC has agreements with the following institutions towards a bachelor's degree in the same of similar discipline.

- University of Nevada, Reno (<https://www.unr.edu/admissions/transfer/credits/transfer-agreements/>)

Secondary Education, AA

Program Description

The Associate of Arts, 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. Program-specific curriculum provides students with educational theory and practical fieldwork in 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. Please note: any concerns or questions about requirements when entering a teaching certification program need to be addressed by advisors for the specific university of interest.

Recommended Course Schedule

1st semester		Units
EDU 110	Success Strategies in Education and Human Development	3
EDU 202	Introduction to Secondary Education	3
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
Fine Arts ⁴		3
Foreign Language ⁴		4
Semester Total		16
2nd semester		Units
EDU 210	Nevada School Law	3
ENG 102	Composition II	3
or ENG 114	or Composition II For International and Multilingual Students	
Foreign Language ¹		4
Humanities ⁴		3
Mathematics ⁴		3
Semester Total		16
3rd semester		Units
EDU 203	Introduction to Special Education	3
Elective ⁵		3
Foreign Language ⁶		3
Science ⁴		3
Social Science ⁴		3
Semester Total		15
4th semester		Units
EDU 214	Preparing Teachers to Use Technology	3
Elective ⁵		1
Foreign Language ⁶		3
Science ⁴		3

U.S. and Nevada Constitutions ⁴	3
Semester Total	13
Total Units	60

4

See approved General Education list for the AA/AS Degree. (p. 299)

5

See program recommendations or requirements.

6

See approved Foreign Language list for the AA Degree. (p. 303)

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
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	Fundamentals of College Mathematics (or higher)	
<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	Success Strategies in Education and Human Development	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.

Program Outcomes

Students completing the degree will:

PSLO1: 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.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>).

TMCC has agreements with the following institutions towards a bachelor's degree in the same or similar discipline.

- Nevada State College (<https://nsc.edu/admissions/transfer2state/transfer-agreements/>)
- University of Nevada, Reno (<https://www.unr.edu/admissions/transfer/credits/transfer-agreements/>)

English, Secondary Education, AA

Program Description

The Associate of Arts Degree in Secondary Education English is designed for students seeking careers in secondary education (junior and senior high schools) who wish to teach English. The degree requirements include a well-balanced general education curriculum. Program specific curriculum provides students with educational theory and practical field work in the secondary education school settings as well as a selection of topics in English.

This course of study is designated as a university transfer program that meets the requirements for the first two years of study for the bachelor of arts degree in secondary education English at University of Nevada (UNR) and Nevada State College (NSC). Please note: any questions about requirements when entering a teaching certification program need to be addressed by advisors for the specific university of interest.

Recommended Course Schedule

1st semester		Units
COM 113	Fundamentals of Speech Communications	3
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
EDU 202	Introduction to Secondary Education	3
MATH 120	Fundamentals of College Mathematics	3
Foreign Language or Elective		3-4
Semester Total		16
2nd semester		Units
CH 201	Ancient and Medieval Cultures	3
or CH 202	or The Modern World	
ENG 102	Composition II	3
or ENG 114	or Composition II For International and Multilingual Students	
ENG 202	Film Analysis and Interpretation	3
ENV 101	Introduction to Environmental Science	3
Foreign Language or Elective		3-4
Semester Total		16
3rd semester		Units
EDU 203	Introduction to Special Education	3
ENG 205	Intro to Creative Writing: Fiction and Poetry	3
JOUR 107	Media Writing	3
Lab Science		3
Foreign Language or Elective		3-4
Semester Total		16
4th semester		Units
CH 203	American Experiences and Constitutional Change	3
ENG 281	Introduction to Language	3
ENG 298	Writing About Literature	3

Foreign Language or Elective	3
Semester Total	12
Total Units	60

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements ²		
<i>English</i>		3-6
	Including ENG 102 or ENG 114 ¹	
<i>Fine Arts</i>		3
	Required ENG 202	
<i>Humanities</i>		3
	Recommended CH 201 or CH 202	
<i>Mathematics</i>		3
	Required MATH 120 or Higher	
<i>Science (1 Lab Required)</i>		6
	Note: if you choose a 4 unit Lab Science the additional unit will count as an elective.	
	Required ENV 101	
<i>Social Science</i>		3
	Required COM 113	
Additional College Requirements		
<i>Diversity ⁴</i>		3
	Required EDU 203	
<i>Foreign Language ³</i>		0-14
	U.S. and Nevada Constitutions	3
	Recommended CH 203	
Degree Requirements		
EDU 202	Introduction to Secondary Education	3
ENG 205	Intro to Creative Writing: Fiction and Poetry	3
ENG 281	Introduction to Language	3
ENG 298	Writing About Literature	3
JOUR 107	Media Writing	3
Electives		1-15
Students should choose electives based on which transfer institution they plan to attend.		
EDU 214	Preparing Teachers to Use Technology ⁵	
ENG 231	World Literature I ⁵	
ENG 232	World Literature II ⁵	
PHIL 135	Introduction to Ethics ⁶	

PSY 233	Child Psychology ⁵
Total Units	60

1

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

2

See the approved General Education (p. 299) page for a complete list of courses.

3

Please Note: Students transferring to NSC do not need to meet foreign language requirement. Students transferring to UNR must complete the requirement. For all other transfer institutions please refer to their requirements.

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

Course is part of 2+2 agreement with Nevada State College (NSC). This course is not needed for UNR.

6

This course is part of the 2+2 agreement with UNR. This course is not needed for NSC.

Program Outcomes

Students completing the degree will:

PSLO1: Demonstrate the scope of knowledge and skills based on the Interstate New Teacher Assessment and Support Consortium (INTASC) standards.

The INTASC standards are:

1. The teacher understands the central concepts, tools of inquiry, and the structures of the discipline(s) he or she teaches and can create learning experiences that make these aspects of subject matter meaningful for students.

2. The teacher understands how children learn and develop, and can provide learning opportunities that support their intellectual, social, and personal development.
3. The teacher understands how students differ in their approaches to learning and creates instructional opportunities that are adapted to diverse learners.
4. The teacher understands and uses a variety of instructional strategies to encourage students' development of critical thinking, problem solving, and performance skills.
5. The teacher uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning and self-motivation.
6. The teacher uses knowledge of effective verbal, nonverbal, and media communication techniques to foster active inquiry, collaboration, and supportive interaction in the classroom.
7. The teacher plans instruction based upon knowledge of subject matter, the community, and curriculum goals.
8. The teacher understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social and physical development of the learner.
9. The teacher is a reflective practitioner who continually evaluates the effects of his/her choices and actions on others (students, parents, and other professionals in the learning community) and who actively seeks out opportunities to grow professionally.
10. The teacher fosters relationships with school colleagues, parents, and agencies in the larger community to support students' learning and well-being.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>). TMCC has agreements with the following institutions towards a bachelor's degree in the same of similar discipline.

- Nevada State College (<https://nsc.edu/admissions/transfer2state/transfer-agreements/>)
- University of Nevada, Reno (<https://www.unr.edu/admissions/transfer/credits/transfer-agreements/>)

History, Secondary Education, AA

Program Description

The Associate of Arts Degree, Secondary Education, History is designed for students seeking careers in secondary education (junior and senior high schools) who wish to teach history and/or social studies. The degree requirements include a well-balanced general education curriculum. Program specific curriculum provides students with educational theory and practical field work in the secondary education school settings as well as a selection of topics in History.

This course of study is designated as a university transfer program that meets the requirements for the first two years of study for the bachelor of arts degree in secondary education history at University of Nevada (UNR) and Nevada State College (NSC). Please note: any questions about requirements when entering a teaching certification program need to be addressed by advisors for the specific university of interest.

Recommended Course Schedule

1st semester		Units
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
EDU 202	Introduction to Secondary Education	3
HIST 101	US History to 1877	3
MATH 120	Fundamentals of College Mathematics	3
Foreign Language or Elective		3-4
Semester Total		16
2nd semester		
ENG 102	Composition II	3
or ENG 114	or Composition II For International and Multilingual Students	
HIST 102	U. S. History since 1877	3
PSC 101	Introduction to American Politics	3
Science		3
Foreign Language or Elective		3-4
Semester Total		16
3rd semester		
HIST 105	European Civilization to 1648	3
or HIST 106	or European Civilization since 1648	
PSY 101	General Psychology	3
or SOC 101	or Principles of Sociology	
Fine Art		3
Lab Science		3
Foreign Language or Elective		3-4
Semester Total		16
4th semester		
ECON 102	Principles of Microeconomics	3
or ECON 103	or Principles of Macroeconomics	
GEOG 106	Introduction to Cultural Geography	3
or GEOG 200	or World Regional Geography	

HIST 251	Introduction to Historical Methods	3
Foreign Language or Elective		3
Semester Total		12
Total Units		60

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements ²		
<i>English</i>		3-6
Including ENG 102 or ENG 114 ¹		
<i>Fine Arts</i>		3
Recommended ART 263, ART 270, DAN 101 or THTR 210 which also counts for Diversity requirement.		
<i>Humanities</i>		3
Required HIST 105 or HIST 106		
<i>Mathematics</i>		3
Required MATH 120 or Higher		
<i>Science (1 Lab Required)</i>		6
Note, If you choose a 4 unit Lab Science the extra unit will count as an elective.		
<i>Social Science</i>		3
Required PSY 101 or SOC 101		
Additional College Requirements		
<i>Diversity ⁴</i>		[3]
<i>Foreign Language ³</i>		0-14
<i>U.S. and Nevada Constitutions</i>		3
Required PSC 101		
Degree Requirements		
ECON 102	Principles of Microeconomics	3
or ECON 103	Principles of Macroeconomics	
EDU 202	Introduction to Secondary Education	3
GEOG 106	Introduction to Cultural Geography	3
or GEOG 200	World Regional Geography	
HIST 101	US History to 1877	3
HIST 102	U. S. History since 1877	3
HIST 251	Introduction to Historical Methods	3
Electives		1-15
Students should choose electives based on which transfer institution they plan to attend.		
EDU 203	Introduction to Special Education ⁵	
EDU 207	Exploration of Children's Literature ⁵	

EDU 214	Preparing Teachers to Use Technology ⁵
Choose one course from HIST 208, HIST 209, HIST 215, HIST 217, HIST 227, HIST 228, HIST 289 ^{6, 7}	
PSY 233	Child Psychology ⁵

Total Units **60**

1

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

2

See the approved General Education (p. 299) page for a complete list of courses.

3

Please Note: Students transferring to NSC do not need to meet foreign language requirement. Students transferring to UNR must complete the requirement. For all other transfer institutions please refer to their requirements.

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

Course is part of 2+2 agreement with Nevada State College (NSC). This course is not needed for UNR.

6

HIST elective transfers to both UNR and NSC.

7

Up to two lower division HIST courses from this list will be accepted by NSC.

Program Outcomes

Students completing the degree will:

PSLO1: Demonstrate the scope of knowledge and skills based on the Interstate New Teacher Assessment and Support Consortium (INTASC) standards.

The INTASC standards are:

1. The teacher understands the central concepts, tools of inquiry, and the structures of the discipline(s) he or she teaches and can create learning experiences that make these aspects of subject matter meaningful for students.
2. The teacher understands how children learn and develop, and can provide learning opportunities that support their intellectual, social, and personal development.
3. The teacher understands how students differ in their approaches to learning and creates instructional opportunities that are adapted to diverse learners.
4. The teacher understands and uses a variety of instructional strategies to encourage students' development of critical thinking, problem solving, and performance skills.
5. The teacher uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning and self-motivation.
6. The teacher uses knowledge of effective verbal, nonverbal, and media communication techniques to foster active inquiry, collaboration, and supportive interaction in the classroom.
7. The teacher plans instruction based upon knowledge of subject matter, the community, and curriculum goals.
8. The teacher understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social and physical development of the learner.
9. The teacher is a reflective practitioner who continually evaluates the effects of his/her choices and actions on others (students, parents, and other professionals in the learning community) and who actively seeks out opportunities to grow professionally.
10. The teacher fosters relationships with school colleagues, parents, and agencies in the larger community to support students' learning and well-being.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>). TMCC has agreements with the following institutions towards a bachelor's degree in the same of similar discipline.

- Nevada State College (<https://nsc.edu/admissions/transfer2state/transfer-agreements/>)
- University of Nevada, Reno (<https://www.unr.edu/admissions/transfer/credits/transfer-agreements/>)

Psychology, BA Track, AA

This program can be completed 100% online.

Program Description

The Associate of Arts in Psychology, B.A. Track 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. 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.

The Associate of Arts in Psychology, B.A. Track is a good fit for students who do not see graduate study in Psychology or Psychiatry in their future, but are looking to complement a career in Human Resources, Business, Law, Education, or a related field.

Students requiring clarification on whether to follow a course of study leading towards a B.A. or B.S. in Psychology at UNR, or those 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.

Recommended Course Schedule

1st semester		Units
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
Fine Arts/Diversity ⁴		3
Foreign Language ³		4
Mathematics ⁴		3
PSY 101	General Psychology	3
Semester Total		16
2nd semester		
ENG 102	Composition II	3
or ENG 114	or Composition II For International and Multilingual Students	
Foreign Language ³		4
PSY 233	Child Psychology	3
or PSY 261	or Introduction to Social Psychology	
Science ⁴		3
Elective		3
Semester Total		16
3rd semester		
Foreign Language ³		3
PSY 240	Introduction to Research Methods	3
PSY 241	Introduction to Abnormal Psychology	3
Science ⁴		3
Social Science/U.S. and Nevada Constitutions ⁵		3
Semester Total		15

4th semester

Foreign Language ³	3
Humanities ⁵	3
Elective	7
Semester Total	13
Total Units	60

⁴

See approved General Education list for the AA/AS Degree. (p. 299)

⁵

See program recommendations or requirements.

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
English		3-6
Must include ENG 102 or ENG 114 ¹		
Fine Arts		3
Humanities		3
Mathematics		3
Recommended:		
MATH 120	Fundamentals of College Mathematics (or higher)	
Science		6
Social Science		3
Additional College Requirements		
Diversity ²		[3]
Recommended:		
Select a course that satisfies a General Education requirement.		
Foreign Language ³		0-14
U.S. and Nevada Constitutions ²		[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		10

Students choose 10 elective units.

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

See approved Foreign Language list for the AA Degree.

Program Outcomes

Students completing the degree will:

- P01: Define and identify key concepts, principles and theories in psychology.
- P02: Describe and evaluate basic research methods used by psychologists; including their respective advantages and disadvantages.
- P03: Identify aspects of individual or cultural diversity and the interpersonal challenges that can result from diversity and context.
- P04: Communicate ideas, supported by scholarly works, which reflect knowledge of basic psychological concepts and principles.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>).

TMCC has agreements with the following institutions towards a bachelor's degree in the same or similar discipline.

- University of Nevada, Reno (<https://www.unr.edu/admissions/transfer/credits/transfer-agreements/>)

Psychology, BS Track, AA

This program can be completed 100% online.

Program Description

The Associate of Arts, Psychology, B.S. Track is designed as a university transfer program that substantially meets the requirements for the first two years of study for the B.S. in Psychology at UNR. 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 and statistical methods in Psychology.

The Associate of Arts, Psychology, B.S. Track is a good fit for students who see graduate study in Psychology, Psychiatry, or a career in Behavior Analysis in their future.

Students requiring clarification on whether to follow a course of study leading towards a B.A. or B.S. in Psychology at UNR, or those 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.

Recommended Course Schedule

1st semester		Units
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
Fine Arts/Diversity ⁴		3
Mathematics ⁴		3
PSY 101	General Psychology	3
Elective		3
Semester Total		15
2nd semester		Units
ENG 102	Composition II	3
or ENG 114	or Composition II For International and Multilingual Students	
Mathematics ⁴		4
PSY 210	Introduction to Statistical Methods	3
PSY 233	Child Psychology	3
or PSY 261	or Introduction to Social Psychology	
Science ⁴		3
Semester Total		16
3rd semester		Units
PSY 240	Introduction to Research Methods	3
Science ⁴		3
Social Science/U.S. and Nevada Constitutions ⁵		3
Elective		6
Semester Total		15
4th semester		Units
Humanities ⁵		3
PSY 241	Introduction to Abnormal Psychology	3

Elective	8
Semester Total	14
Total Units	60

4

See approved General Education list for the AA/AS Degree. (p. 299)

5

See program recommendations or requirements.

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
English		3-6
Must include ENG 102 or ENG 114 ¹		
Fine Arts		3
Humanities		3
Mathematics		4-7
Students are required to complete 4-7 units in MATH. Students who place in MATH 181 require only 4 units. ²		
Recommended:		
MATH 181	Calculus I	
Science		6
Social Science		3
Additional College Requirements		
Diversity ³		[3]
Recommended:		
Select a course that satisfies a General Education requirement.		
U.S. and Nevada Constitutions ²		[3]
Recommended:		
PSC 101	Introduction to American Politics	
or CH 203	American Experiences and Constitutional Change	
Degree Requirements		
PSY 101	General Psychology	3
PSY 210	Introduction to Statistical Methods	3
PSY 240	Introduction to Research Methods	3
PSY 233	Child Psychology	3
or PSY 261	Introduction to Social Psychology	
PSY 241	Introduction to Abnormal Psychology	3
Elective Requirements		17
Students choose 17 elective units.		
Total Units		60

1

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

2

If you place into MATH 181, the additional 3 required units will become elective units.

3

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

Students completing the degree will:

- P01: Define and identify key concepts, principles and theories in psychology.
- P02: Describe and evaluate basic research methods used by psychologists; including their respective advantages and disadvantages.
- P03: Identify aspects of individual or cultural diversity and the interpersonal challenges that can result from diversity and context.
- P04: Communicate ideas, supported by scholarly works, which reflect knowledge of basic psychological concepts and principles.

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>).

TMCC has agreements with the following institutions towards a bachelor's degree in the same or similar discipline.

- University of Nevada, Reno (<https://www.unr.edu/admissions/transfer/credits/transfer-agreements/>)

Secondary Education, AS

Program Description

The Associate of Science, 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.

Recommended Course Schedule

1st semester		Units
Elective ⁵		3
EDU 110	Success Strategies in Education and Human Development	3
EDU 202	Introduction to Secondary Education	3
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
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
Physical Science ⁵		6
Social Science ⁴		3
Semester Total		15
Total Units		60

5

See program recommendations or requirements.

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
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	
BIOL 190A & BIOL 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory	
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>		

4

See approved General Education list for the AA/AS Degree. (p. 299)

BIOL 100	General Biology for Non-Majors	
BIOL 190A & BIOL 191L	Introduction to Cell and Molecular 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	
ENV 101	Introduction to Environmental Science	
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	Success Strategies in Education and Human Development	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.

Program Outcomes

Students completing the degree will:

PSLO1: 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.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>). TMCC has agreements with the following institutions towards a bachelor's degree in the same of similar discipline.

- Nevada State College (<https://nsc.edu/admissions/transfer2state/transfer-agreements/>)

- University of Nevada, Reno (<https://www.unr.edu/admissions/transfer/credits/transfer-agreements/>)

Culinary Arts, AAS

Program Description

The Associate of Applied Science, 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.

Recommended Course Schedule

1st semester		Units
CUL 100	Sanitation/HACCP	2
CUL 105	Basic Skills Development	3
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
MGT 212	Leadership and Human Relations	3
or	or Principles of Management	
MGT 201		
Communications ²		3
Semester Total		14
2nd semester		Units
CUL 106	Understanding Culinary Techniques I	6
NUTR 121	Human Nutrition	3
Fine Arts/Humanities/Social Science ²		3
Semester Total		12
3rd semester		Units
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		Units
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		Units
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. 304)

3

See program recommendations or requirements.

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
Diversity ¹		[3]
Communications/English		6
English		
Required:		
ENG 101	Composition I	
or ENG 100	Composition Enhanced	
or ENG 113	Composition I for International and Multilingual Students	
Fine Arts/Humanities/Social Science		3
Human Relations		3
Required:		
MGT 212	Leadership and Human Relations	
or MGT 201	Principles of Management	
Mathematics		3
Required:		
CUL 245	The Business Chef	
Science		3
Required:		
NUTR 121	Human Nutrition	
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.

Program Outcomes

Students completing the degree will:

PSLO1: 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.

PSLO2: Demonstrate the knowledge to work in commercial hot food kitchens, commercial cold food kitchens, and commercial bakery kitchens.

Culinary Arts Entrepreneurs, AAS

Program Description

The Associate of Applied Science, Culinary Arts Entrepreneurs will provide graduates with the necessary business skills to open their own business and/or work in a 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.

Recommended Course Schedule

1st semester		Units
CUL 100	Sanitation/HACCP	2
ENT 200	Fundamentals of Entrepreneurship	3
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual 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	or Principles of Management	
MGT 201		
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
Communications ²		3
ACC 135	Bookkeeping I	3
Fine Arts/Humanities/Social Science/Diversity ²		3
IS 101	Introduction to Information Systems	3
CUL 295	Work Experience in Culinary Arts	1
or CUL 195	or Selected Topics in Culinary Arts	
Semester Total		16
4th semester		
CUL 125	Principles of Baking	3
ENT 230	Financing Your Small Business Venture	3
ACC 136	Bookkeeping II	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. (p. 304)

³

See program recommendations or requirements.

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Diversity ¹</i>		[3]
<i>English/Communications</i>		6
Required:		
ENG 101	Composition I	
or ENG 100	Composition Enhanced	
or ENG 113	Composition I for International and Multilingual Students	
<i>Fine Arts/Humanities/Social Science</i>		3
<i>Human Relations</i>		3
Required:		
MGT 212	Leadership and Human Relations	
or MGT 201	Principles of Management	
<i>Mathematics</i>		3
Required:		
CUL 245	The Business Chef	
<i>Science</i>		3
<i>U.S. and Nevada Constitutions</i>		3
Degree Requirements		
CUL 100	Sanitation/HACCP	2
ACC 135	Bookkeeping I	3
CUL 105	Basic Skills Development	3
CUL 106	Understanding Culinary Techniques I	6
CUL 125	Principles of Baking	3
BUS 107	Business Speech Communications	3
ACC 136	Bookkeeping II	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 CUL 195	Selected Topics in Culinary Arts	
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.

Program Outcomes

Students completing the degree will:

PSLO1: 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.

PSLO2: Demonstrate the knowledge to work in commercial hot food kitchens, commercial cold food kitchens, and commercial bakery kitchens.

PSLO3: Students will create a business plan, including the creation, development and presentation of innovative ideas.

Early Childhood Education, AAS

Program Description

The Associate of Applied Science, Early Childhood Education, prepares the graduate for a career working with young children birth through age five and their families. Students can choose electives in preschool, infant/toddler, or administration of early childhood education programs.

Recommended Course Schedule

1st semester		Units
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 and Multilingual Students	3
Semester Total		15
2nd semester		
Communications/English ⁴		3
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
Semester Total		15
3rd semester		
ECE 200	The Exceptional Child	3
ECE 251	Curriculum in Early Childhood Education	3
HDFS 202	Introduction to Families	3
NUTR 121	Human Nutrition	3
Elective		3
Semester Total		15
4th semester		
ECE 121	Parent Caregiver Relationships	1
ECE 231	Preschool Practicum: Early Childhood Lab	3
MGT 212	Leadership and Human Relations	3
Elective		2
Fine Arts/Humanities/Social Science ³		3
U.S. and Nevada Constitutions ³		3
Semester Total		15
Total Units		60

³

See approved General Education list for the AAS Degree. (p. 304)

The AAS in Early Childhood Education Emphasis at TMCC is accredited by the Commission on the Accreditation of Early Childhood Higher Education Programs of the National Association for the Education of Young Children, www.naeyc.org (<http://www.naeyc.org/>). The accreditation term runs from July 2016 through July 2023.

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 and practicum experiences are focused student teaching 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. 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.
- 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.
- Students must complete the practicum course 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.

Accreditation

The Early Childhood Education, Preschool, AAS 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

Program Requirements

AAS degrees are generally 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. 304).
- Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Diversity</i>		3
Required:		
HDFS 232	Diversity in Children	
<i>Communications/English</i>		6
Required:		
ENG 101/100 or ENG 113	Composition I Composition I for International and Multilingual Students	
<i>Fine Arts/Humanities/Social Science</i>		3
Recommended:		
SOC 101	Principles of Sociology	

PSY 101	General Psychology	
<i>Human Relations</i>		3
Required:		
MGT 212	Leadership and Human Relations	
<i>Mathematics</i>		3
<i>Science</i>		3
Required:		
NUTR 121	Human Nutrition	
<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
ECE 251	Curriculum in Early Childhood Education	3
ECE 231	Preschool Practicum: Early Childhood Lab ²	3
HDFS 201	Lifespan Human Development	3
HDFS 202	Introduction to Families	3
ECE 121	Parent Caregiver Relationships	1
Elective Requirements ¹		5
ECE 126	Social/Emotional Development for Infants and Toddlers	
ECE 127	Role of Play for Infants and Toddlers	
ECE 198	Special Topics in ECE	
ECE 240	Administration of the Preschool	
EDU 205	Early Foundations in Mathematics	
EDU 207	Exploration of Children's Literature	
MGT 171	Supervision and Human Relations	
Any ECE courses not listed		
Total Units		60

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 elective requirements.

2

Students must complete the practicum experience through TMCC.

Program Outcomes

Students completing the degree will:

PSLO1: 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) Professional Standards and Competencies for Early Childhood Educators.

1. Child Development and Learning in Context
2. Family-Teacher Partnerships and Community Connections
3. Child Observation, Documentation, and Assessment

4. Developmentally, Culturally, and Linguistically Appropriate Teaching Practices
5. Knowledge, Application, and Integration of Academic Content in the Early Childhood Curriculum
6. Professionalism as an Early Childhood Educator

PSLO2: Demonstrate proficiency as a preschool teacher in an early childhood program.

PSLO3: Demonstrate skill in oral and written communication related to the study and practice of early childhood education.

Logistics Management, AAS

This program can be completed 100% online.

Program Description

The Associate of Applied Science, Logistics Management 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. Successful completion of this degree constitutes completion of the first 60 credits towards the Bachelor of Applied Science, Logistics Management degree.

Recommended Course Schedule

1st semester		Units
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
LGM 201	Essentials of Logistics Management	3
LGM 202	International Logistics Management	3
LGM 212	Transportation Management	3
MGT 171	Supervision and Human Relations	3
Semester Total		15
2nd semester		Units
ACC 135	Bookkeeping I	3
ENG 102	Composition II	3
or ENG 114	or Composition II For International and Multilingual Students	
LGM 210	Studies in Procurement and Logistics	3
MATH 120	Fundamentals of College Mathematics	3
Science ¹		3
Semester Total		15
3rd semester		Units
BUS 108	Business Letters and Reports	3
BUS 225	Business Operations Applied Statistics	3
ECON 102	Principles of Microeconomics	3
LGM 208	Logistics and Quality Management Tools I	3
Fine Arts/Humanities/Social Science/U.S. and Nevada Constitutions		3
Semester Total		15
4th semester		Units
ECON 103	Principles of Macroeconomics	3
IS 101	Introduction to Information Systems	3
LGM 209	Logistics and Quality Management Tools II	3
MGT 212	Leadership and Human Relations	3
MKT 210	Marketing Principles	3
Semester Total		15
Total Units		60

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>English/Communications</i>		6
Required:		
ENG 101	Composition I	
or ENG 100	Composition Enhanced	
or ENG 113	Composition I for International and Multilingual Students	
ENG 102	Composition II	
or ENG 114	Composition II For International and Multilingual Students	
<i>Fine Arts/Humanities/Social Science</i>		3
Recommended:		
CH 203	American Experiences and Constitutional Change	
<i>Human Relations</i>		3
Required:		
MGT 171	Supervision and Human Relations	
<i>Mathematics</i>		3
Required:		
MATH 120	Fundamentals of College Mathematics (or higher)	
<i>Science</i>		3
Additional College Requirements		
<i>Diversity</i>		[3]
LGM 202 Meets Diversity Requirement		
<i>U.S. and Nevada Constitutions</i>		(3)
Recommended:		
CH 203	American Experiences and Constitutional Change	
Degree Requirements		
ACC 135	Bookkeeping I	3
or ACC 201	Financial Accounting	
BUS 108	Business Letters and Reports	3
BUS 225	Business Operations Applied Statistics	3
ECON 102	Principles of Microeconomics	3
ECON 103	Principles of Macroeconomics	3
IS 101	Introduction to Information Systems	3
LGM 201	Essentials of Logistics Management	3
LGM 202	International Logistics Management	3
LGM 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
MGT 212	Leadership and Human Relations	3
MKT 210	Marketing Principles	3
Total Units		60

Program Outcomes

Students completing the degree will:

PLS01: Identify the underlying theories and principles of the role of logistics management within the business that is associated with the applied utilization of logistics knowledge.

PLS02: 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.

PLS03: Identify the characteristics, uses, and purposes of the software used in the logistics industry.

Paralegal/Law, AAS

This program can be completed 100% online.

Note: This degree/certificate leads to professional licensure. Licensing requirements vary by state/territory and relocating could impact whether you will meet eligibility requirements for licensure. Please visit our Professional Licensure Programs (<https://www.tmcc.edu/vpaa/professional-licensure-programs/>) page for full details on State Authorization Reciprocity Agreement.

Program Description

Associate of Applied Science, 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 program is the only American Bar Association (ABA) approved program in Nevada.

Recommended Course Schedule

Summer		Units
This sequence contains a summer session. You cannot begin this program in the summer. It is recommended that you take the summer session following your first or second semester in the program.		
Electives: LAW 233, LAW 251, LAW 255		
Semester Total		0
Total Units		0
1st semester		Units
Communications/English ⁴		3
Human Relations ⁴		3
IS 101	Introduction to Information Systems	3
LAW 101	Fundamentals of Law I (This is a prerequisite for all other LAW courses.)	3
Mathematics		3
Semester Total		15
2nd semester		Units
Communications/English ⁴		3
LAW 261	Legal Research I	3
LAW 263	Ethics	3
Science		3
Semester Total		12
3rd semester		Units
Elective ⁴		3
LAW 203	Real Property	3
LAW 205	Contracts	3
LAW 259	Legal Writing	3
U.S. and Nevada Constitutions ³		3
Semester Total		15
4th semester		Units
Elective		3
Fine Art/Humanities/Social Science/Diversity		3
LAW 204	Torts	3

LAW 231	Procedure - Civil	3
LAW 264	Civil Evidence	3
Semester Total		15
Summer		
Electives: See notes above. This is a summer Semester.		6
Semester Total		6
Total Units		63

3

See approved General Education list for the AAS Degree. (p. 304)

4

See program recommendations or requirements.

Special Program Requirements

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. The American Bar Association Standing Committee on Paralegals requires that students complete a minimum of 12 credits of LAW (or legal specialty courses) in a live format either in person or in a synchronous online course. 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.

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Diversity</i> ¹		[3]
Select a course that also satisfies Humanities/Social Science.		
<i>Communications</i>		3
Recommended:		
ENG 101	Composition I	
or ENG 100	Composition Enhanced	
or ENG 113	Composition I for International and Multilingual Students	
<i>English</i>		3
Recommended:		
BUS 108	Business Letters and Reports	

Humanities/Social Science 3

Select only a Humanities or Social Science course from the approved AAS General Education list.

Human Relations 3

Select one of the following:

MGT 171	Supervision and Human Relations
MGT 201	Principles of Management
MGT 212	Leadership and Human Relations
MGT 235	Organizational Behavior

Mathematics 3

Select from MATH courses 120 or above.

Science 3

U.S. and Nevada Constitutions 3

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.

Program Outcomes

Students completing the degree will:

PSLO1: Exhibit knowledge of the following areas of the law: torts, civil procedure, ethics, and real property.

PSLO2: Demonstrate the ability to do basic legal research and basic legal writing.

PSLO3: Acquire the knowledge and skills to obtain entry-level employment as a paralegal.

Business, AAS

This program can be completed 100% online.

Program Description

The Associate of Applied Science, Business 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.

Recommended Course Schedule

1st semester		Units
BUS 101	Introduction to Business	3
English ³		3
Mathematics ³		3
MGT 171	Supervision and Human Relations	3
U.S. and Nevada Constitutions ³		3
Semester Total		15
2nd semester		Units
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		Units
ACC 136	Bookkeeping II	3
ECON 103	Principles of Macroeconomics	3
Human Relations ³		3
MGT 201	Principles of Management	3
THTR 210	Theatre: a Cultural Context	3
Semester Total		15
4th semester		Units
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. (p. 304)

³

See program recommendations or requirements.

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Diversity</i> ¹		[3]
Recommended:		
THTR 210	Theatre: a Cultural Context	
<i>Communications</i>		3
Select one English/Communications course (except: EPY 101 which will not satisfy the requirement for this degree)		
Recommended:		
BUS 107	Business Speech Communications	
or COM 113	Fundamentals of Speech Communications	
<i>English</i>		3
Select one English/Communications course (except: EPY 101, THTR 160, or THTR 161 which will not satisfy the requirement for this degree)		
Recommended:		
BUS 106	Business English	
<i>Fine Arts/Humanities/Social Science</i>		3
Recommended:		
THTR 210	Theatre: a Cultural Context	
<i>Human Relations</i>		3
Recommended:		
MGT 212	Leadership and Human Relations	
<i>Mathematics</i>		3
Recommended:		
BUS 117	Business Calculations and Methods	
MATH 120	Fundamentals of College Mathematics (or higher)	
<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	
If two courses covering both constitution are completed, three credits may apply toward social science or electives.		
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 and Human Relations	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.

Program Outcomes

Students completing the degree will:

PSLO1: Identify and practice professional skills, including information technology literacy, information literacy, research, writing, and presentations.

PSLO2: Identify and practice interpersonal/group skills, including interpersonal and teamwork, international perspective, cultural awareness and ethics, and personal responsibility.

PSLO3: Identify and practice analytical skills, including problem-solving and decision-making in a business environment.

Massage Therapy Entrepreneurship, Business, AAS

Note: This degree/certificate leads to professional licensure. Licensure requirements vary by state/territory and relocating could impact whether you will meet eligibility requirements for licensure. Please visit our Professional Licensure Programs (<https://www.tmcc.edu/vpaa/professional-licensure-programs/>) page for full details on State Authorization Reciprocity Agreement.

Program Description

The Associate of Applied Science, Business, Massage Therapy Entrepreneurship is a useful two-year degree in which you will undertake a broad spectrum of entrepreneurship and massage related classes that will provide you with a strong foundation of business knowledge in order to prepare you to start your own business ventures. The required massage courses follow the guidelines established by local Nevada ordinances as well as the National Certification Board of Massage. 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: American Massage Therapy Association (AMTA) or Associated Bodywork and Massage Professionals (ABMP).

Recommended Course Schedule

1st semester		Units
English ³		3
ENT 200	Fundamentals of Entrepreneurship	3
MASG 201	Fundamentals of Professional Massage	4
MASG 202	Anatomy and Physiology I for Massage and Fitness Professionals	4
MASG 149	Medical Terminology for Massage Professionals	1
Semester Total		15
2nd semester		
Electives ³		4
Mathematics ³		3
MASG 130	Sports and Athletic Massage	1
MASG 205	Kinesiology for Massage and Fitness Professionals	3
MASG 208	Anatomy and Physiology II for Massage and Fitness Professionals	4
Semester Total		15
3rd semester		
Elective ³		1
Diversity/Fine Arts/Humanities/Social Science ³		3
Human Relations ³		3
ENT 240	Marketing for Small Business	3
MASG 216	Ethics for Massage Professionals	1
Communications ³		3
MASG 129	Deep Tissue and Neuromuscular Therapy	1
Semester Total		15

4th semester

ENT 280	Entrepreneurship and Business Plan Development	3
Electives		2
MASG 203	Pathology for Massage Professionals	3
MASG 210	Massage Clinic	4
U.S. and Nevada Constitutions ³		3
Semester Total		15
Total Units		60

3

See program recommendations or requirements.

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Communications/English</i>		6
Recommended:		
BUS 106, BUS 107, ENG 108, EPY 101		
<i>Fine Arts/Humanities/Social Science</i>		3
Recommended:		
ANTH 208	Fundamentals of Cultural Diversity ¹	
or		
PSY/SOC 276	Aging in Modern American Society ¹	
<i>Mathematics</i>		3
Recommended:		
BUS 117	Business Calculations and Methods	
or MATH 120	Fundamentals of College Mathematics	
<i>Science</i>		
Required:		
MASG 205	Kinesiology for Massage and Fitness Professionals	3
Additional College Requirements		
<i>Diversity</i>		[3]
Recommended:		
ANTH 208	Fundamentals of Cultural Diversity ¹	
or		
PSY/SOC 276	Aging in Modern American Society	
<i>Human Relations</i>		3
Recommended:		
MGT 212	Leadership and Human Relations	
<i>U.S. and Nevada Constitutions</i>		3
Degree Requirements		

ENT 200	Fundamentals of Entrepreneurship	3
ENT 240	Marketing for Small Business	3
ENT 280	Entrepreneurship and Business Plan Development	3
MASG 129	Deep Tissue and Neuromuscular Therapy	1
MASG 130	Sports and Athletic Massage	1
MASG 149	Medical Terminology for Massage Professionals	1
MASG 201	Fundamentals of Professional Massage	4
MASG 202	Anatomy and Physiology I for Massage and Fitness Professionals	4
MASG 203	Pathology for Massage Professionals	3
MASG 208	Anatomy and Physiology II for Massage and Fitness Professionals	4
MASG 210	Massage Clinic	4
MASG 216	Ethics for Massage Professionals	1
Electives		7
Choose 7 units from any remaining MASG courses. ²		
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.

2

Please consult with a department adviser.

Program Outcomes

Students completing this degree will:

PSLO1: Demonstrate their proficiency and knowledge of the fundamentals of small business management

PSLO2: Apply skills and knowledge of safe and effective massage therapy fundamentals and techniques.

PSLO3: Meet all requirements to become licensed massage therapists.

Office Management, Business, AAS

This program can be completed 100% online.

Program Description

The Associate of Applied Science, Business, Office Management 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.

Recommended Course Schedule

1st semester			Units
English/Communications ⁴			3
IS 101	Introduction to Information Systems		3
BUS 117	Business Calculations and Methods		3
Elective			3
U.S. Nevada & Constituitions ⁴			3
Semester Total			15
2nd semester			Units
BUS 101	Introduction to Business		3
BUS 112	Customer Service		3
CIT 201	Word Certification Preparation		3
English/Communications ⁴			3
Elective ⁴			1
Science ³			3
Semester Total			16
3rd semester			Units
Degree Requirement ⁴			3
CIT 202	Excel Certification Preparation		3
COT 240	Executive Office Procedures		3
Human Relations ⁴			3
MGT 171	Supervision and Human Relations		3
Semester Total			15
4th semester			Units
ANTH 208	Fundamentals of Cultural Diversity		3
CIT 107	Databases		1
COT 207	Business Applications on the Internet		3
COT 217	Office Publications		3
MGT 201	Principles of Management		3
Elective			1
Semester Total			14
Total Units			60

³

See Approved General Education Requirements for AA/AS. (p. 299)

⁴

See program recommendations or requirements.

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Communications</i>		3
Recommended:		
BUS 107	Business Speech Communications	
<i>English</i>		3
Recommended		
BUS 106	Business English	
or ENG 108	Technical Communications II	
<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	
or MGT 212	Leadership and Human Relations	
<i>Mathematics</i>		3
Recommended:		
BUS 117	Business Calculations and Methods	
<i>Science</i>		3
Additional College Requirements		
<i>Diversity</i>		[3]
Recommended:		
ANTH 208	Fundamentals of Cultural Diversity	
<i>U.S. & Nevada Constitutions</i>		3
Required, choose one or two courses from the following:		
PSC 101	Introduction to American Politics	
or CH 203	American Experiences and Constitutional Change	
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	
Degree Requirements:		
ACC 135	Bookkeeping I	3
or ACC 201	Financial Accounting	
BUS 101	Introduction to Business	3
IS 101	Introduction to Information Systems	3

MGT 171	Supervision and Human Relations	3
MGT 201	Principles of Management	3
Emphasis Requirements		
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
<i>Electives</i>		3
Select one of the following:		
COM 215	Introduction to Group Communication	
SPAN 101	Basics of Spanish I	
SPAN 111	First Year Spanish I	
PHIL 102	Critical Thinking and Reasoning	
Any elective, PEX course(s) are recommended		2
Total Units		60

Program Outcomes

Students completing this degree will:

PSLO1: Demonstrate advanced keyboarding skills, and 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.

PSLO2: 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.

PSLO3: 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.

PSLO4: 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, teamwork, diversity, and confidentiality, and maintaining a professional appearance and attitude.

Accounting, CoA

This program can be completed 100% online.

Program Description

The Certificate of Achievement, Accounting is designed to enable students to develop a theoretical framework in Accounting and builds on the knowledge gained in the Certificate of Achievement, Bookkeeping. The accounting theoretical framework classifies financial information based primarily on relevance and reliability. Students will acquire the skills necessary to analyze accounting principles and communicate and present financial information in the professional manner expected in the industry.

Recommended Course Schedule

1st semester		Units
ACC 201	Financial Accounting	3
or		
ACC 135 & ACC 136	Bookkeeping I and Bookkeeping II	6
ACC 202	Managerial Accounting	3
ACC 180	Payroll and Employee Benefit Accounting	3
BUS 117	Business Calculations and Methods	3
ENG 101 or ENG 100 or ENG 113	Composition I or Composition Enhanced or Composition I for International and Multilingual Students	3
Semester Total		15
2nd semester		Units
ACC 203	Intermediate Accounting I (Intermediate Accounting I)	3
ACC 205	Cost Accounting (Cost Accounting)	3
ACC 105	Taxation for Individuals	3
ACC 222 or ACC 220	Excel for Accounting (Excel for Accounting) or Microcomputer Accounting Systems	3
MGT 212	Leadership and Human Relations	3
Semester Total		15
Total Units		30

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Communications</i>		3
Required:		
ENG 101 or ENG 100 or ENG 113	Composition I Composition Enhanced Composition I for International and Multilingual Students	
<i>Human Relations</i>		3
Required:		
MGT 212	Leadership and Human Relations	
<i>Mathematics</i>		3
Required:		
BUS 117	Business Calculations and Methods	
or		
MATH 120	Fundamentals of College Mathematics (or higher)	
Certificate Requirement		
ACC 201	Financial Accounting	3
or		
ACC 135 & ACC 136	Bookkeeping I and Bookkeeping II	
ACC 202	Managerial Accounting	3
ACC 203	Intermediate Accounting I (Intermediate Accounting I)	3
ACC 180	Payroll and Employee Benefit Accounting	3
ACC 205	Cost Accounting (Cost Accounting)	3
ACC 105	Taxation for Individuals	3
ACC 222 or ACC 220	Excel for Accounting (Excel for Accounting) Microcomputer Accounting Systems	3
Total Units		30

Program Outcomes

Students completing the certificate will:

PLS01: Possess knowledge of and be able to perform, analyze, and apply specific Accounting pronouncements relevant to their field of employment.

PLS02: Demonstrate effective communication skills necessary for interaction with users of financial information.

PLS03: Possess effective procedural accounting skills necessary to identify potential and actual errors in financial statements and in financial analysis reports and determine necessary corrective actions.

Baking and Pastry, CoA

Program Description

Certificate of Achievement, 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.

Recommended Course Schedule

1st semester		Units
CUL 105	Basic Skills Development	3
CUL 100	Sanitation/HACCP	2
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
Semester Total		8
2nd semester		Units
CUL 106	Understanding Culinary Techniques I	6
CUL 245	The Business Chef	3
MGT 212	Leadership and Human Relations	3
or	or Principles of Management	
MGT 201		
Semester Total		12
3rd semester		Units
CUL 125	Principles of Baking	3
CUL 225	Advanced Baking	3
Semester Total		6
4th semester		Units
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

1

See program recommendations or requirements.

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Communications</i>		3
Recommended:		
BUS 107	Business Speech Communications	
<i>English</i>		3
Required:		
ENG 101	Composition I	
or ENG 100	Composition Enhanced	
or ENG 113	Composition I for International and Multilingual Students	
<i>Human Relations</i>		3
Required:		
MGT 212	Leadership and Human Relations	
or MGT 201	Principles of Management	
<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 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

Program Outcomes

Students completing the certificate will:

PSLO1: 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.

PSLO2: Demonstrate the knowledge to work in commercial hot food kitchens, and commercial bakery kitchens.

Bookkeeping, CoA

This program can be completed 100% online.

Program Description

The Certificate of Achievement, 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.

Recommended Course Schedule

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

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Communications</i>		3
Select one of the following:		
BUS 106	Business English	
BUS 107	Business Speech Communications	
BUS 108	Business Letters and Reports	
<i>Human Relations</i>		3
Required:		
MGT 212	Leadership and Human Relations	

<i>Mathematics</i>		3
Required:		
BUS 117	Business Calculations and Methods	
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

Program Outcomes

Students completing the certificate will:

PLS01: 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.

PLS02: Demonstrate proficiency in using accounting computer software (e.g. Peachtree and QuickBooks) to do basic bookkeeping/accounting and prepare basic accounting reports.

PSLO3: Be prepared to pursue opportunities for professional development, career change, and pursuance of Associate and higher degrees in accounting or related disciplines.

Business, CoA

Program Description

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.

Recommended Course Schedule

1st semester		Units
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		Units
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 and Human Relations	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.

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Communications</i>		3
Recommended:		
BUS 106	Business English	
<i>Human Relations</i>		3
Recommended:		

MGT 212	Leadership and Human Relations	
<i>Mathematics</i>		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 and Human Relations	3
or MGT 201	Principles of Management	
Total Units		30

Program Outcomes

Students completing the certificate will:

PLS01: Identify, explain, and apply skills, including information technology literacy, information literacy, research, writing, and presentations at the entry-level of a business career.

PSL02: 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.

PSL03: Identify and practice analytical skills, including problem-solving and decision-making in a business environment at the entry-level of a business career.

Culinary Arts, CoA

Program Description

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.

Recommended Course Schedule

1st semester		Units
CUL 105	Basic Skills Development	3
CUL 100	Sanitation/HACCP	2
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
MGT 212	Leadership and Human Relations	3
or	or Principles of Management	
MGT 201		
Semester Total		11
2nd semester		
Communications ¹		3
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.

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Communications</i>		3
Recommended:		
BUS 107	Business Speech Communications	
<i>English</i>		3
Required:		
ENG 101	Composition I	
or ENG 100	Composition Enhanced	
or ENG 113	Composition I for International and Multilingual Students	
<i>Human Relations</i>		3
Required:		
MGT 212	Leadership and Human Relations	
or MGT 201	Principles of Management	
<i>Mathematics</i>		3
Required:		
CUL 245	The Business Chef	
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

Program Outcomes

Students completing the certificate will:

PSLO1: 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.

PSLO2: Demonstrate the knowledge to work in commercial hot food kitchens, commercial cold food kitchens, and commercial bakery kitchens.

Culinary Arts Entrepreneurs, CoA

Program Description

Culinary Arts Entrepreneurs, Certificate of Achievement allows the new entrepreneur the opportunity for 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, supermarket, bakery, pastry shop, hospital, ski and lake resort, corporate cafeteria, or casino.

Recommended Course Schedule

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

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Communications</i>		
Required:		

ENG 101	Composition I	3
or ENG 100	Composition Enhanced	
or ENG 113	Composition I for International and Multilingual 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
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

Total Units	30

Program Outcomes

Students completing the certificate will:

PSLO1: 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.

PSLO2: Demonstrate the knowledge to work in commercial hot food kitchens, commercial cold food kitchens, and commercial bakery kitchens.

PSLO3: Develop a business plan for a culinary environment which includes the creation, development and presentation of innovative ideas.

Logistics, CoA

This program can be completed 100% online.

Program Description

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.

Recommended Course Schedule

1st semester		Units
MATH 120	Fundamentals of College Mathematics (or higher)	3
LGM 201	Essentials of Logistics Management	3
LGM 202	International Logistics Management	3
LGM 208	Logistics and Quality Management Tools I	3
LGM 212	Transportation Management	3
Semester Total		15
2nd semester		Units
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
LGM 209	Logistics and Quality Management Tools II	3
LGM 210	Studies in Procurement and Logistics	3
MGT 212	Leadership and Human Relations	3
MKT 210	Marketing Principles	3
Semester Total		15
Total Units		30

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Communications</i>		3
Required:		
ENG 101	Composition I	
or ENG 100	Composition Enhanced	

or ENG 113	Composition I for International and Multilingual Students	
<i>Human Relations</i>		3
Required:		
MGT 212	Leadership and Human Relations	
<i>Mathematics</i>		3
Required:		
MATH 120	Fundamentals of College Mathematics (or higher)	
Certificate Requirements		
LGM 201	Essentials of Logistics Management	3
LGM 202	International Logistics Management	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
MKT 210	Marketing Principles	3
Total Units		30

Program Outcomes

Students completing the certificate will:

- PSLO1: Identify the key components of the logistics discipline (including supply chain management, production planning, scheduling, and reverse logistics) and analyze their integral function.
- PSLO2: Analyze the appropriate use of the software and hardware for logistics application.

Massage Therapy, CoA

Program Description

This comprehensive program follows 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: American Massage Therapy Association (AMTA) or Associated Bodywork and Massage Professionals (ABMP).

Recommended Course Schedule

1st semester		Units
MASG 129	Deep Tissue and Neuromuscular Therapy	1
MASG 149	Medical Terminology for Massage Professionals	1
MASG 201	Fundamentals of Professional Massage	4
MASG 202	Anatomy and Physiology I for Massage and Fitness Professionals	4
Mathematics		3
MASG Electives		2
Semester Total		15
2nd semester		Units
MASG 130	Sports and Athletic Massage	1
MASG 205	Kinesiology for Massage and Fitness Professionals	3
MASG 208	Anatomy and Physiology II for Massage and Fitness Professionals	4
Communications		3
Human Relations		3
MASG Elective(s)		1
Semester Total		15
3rd semester		Units
MASG 203	Pathology for Massage Professionals	3
MASG 210	Massage Clinic	4
MASG 216	Ethics for Massage Professionals	1
ENT 240 or ENT 280	Marketing for Small Business or Entrepreneurship and Business Plan Development	3
MASG Electives		4
Semester Total		15
Total Units		45

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Communications</i>		3
Recommended		
BUS 106	Business English	
BUS 107	Business Speech Communications	
BUS 111	Workplace Communications	
EPY 101	Educational, Career, and Personal Development ¹	
<i>Mathematics</i>		3
Recommended		
BUS 117	Business Calculations and Methods	
COT 110	Business Machines	
MATH 120	Fundamentals of College Mathematics (or higher)	
<i>Human Relations</i>		3
Recommended		
EPY 101	Educational, Career, and Personal Development ¹	
MGT 212	Leadership and Human Relations	
Program Requirements		
MASG 129	Deep Tissue and Neuromuscular Therapy	1
MASG 130	Sports and Athletic Massage	1
MASG 149	Medical Terminology for Massage Professionals	1
MASG 201	Fundamentals of Professional Massage	4
MASG 202	Anatomy and Physiology I for Massage and Fitness Professionals	4
MASG 203	Pathology for Massage Professionals	3
MASG 205	Kinesiology for Massage and Fitness Professionals	3
MASG 208	Anatomy and Physiology II for Massage and Fitness Professionals	4
MASG 210	Massage Clinic	4
MASG 216	Ethics for Massage Professionals	1
ENT 240 or ENT 280	Marketing for Small Business Entrepreneurship and Business Plan Development	3
MASG Electives		7
Total Units		45

Program Outcomes

Students completing this certificate will:

PSLO1: Apply skills and knowledge of safe and effective massage therapy fundamentals and techniques.

PSLO2: Meet all requirements to become licensed massage therapists.

Small Business and Entrepreneurship, CoA

This program can be completed 100% online.

Program Description

This certificate allows the new small business owner 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.

Recommended Course Schedule

1st semester		Units
ACC 201	Financial Accounting	3
Communications ¹		3
ENT 200	Fundamentals of Entrepreneurship	3
Human Relations ¹		3
Mathematics ¹		3
Semester Total		15
2nd semester		Units
ACC 202	Managerial Accounting	3
ENT 230	Financing Your Small Business Venture	3
ENT 240	Marketing for Small Business	3
ENT 280	Entrepreneurship and Business Plan Development	3
MGT 212	Leadership and Human Relations	3
Semester Total		15
Total Units		30

¹

See program recommendations or requirements.

Programs Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
Communications		3
Recommended:		
BUS 106	Business English	

Human Relations		3
Recommended:		
MGT 201	Principles of Management	
Mathematics		3
Recommended:		
BUS 117 or MATH 120 or higher		
Certificate Requirements		
ACC 201	Financial Accounting	3
ACC 202	Managerial Accounting	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
MGT 212	Leadership and Human Relations	3
Total Units		30

Program Outcomes

Students completing the certificate will:

PSLO1: Develop a business plan, including the creation, development, and presentation of innovative ideas.

PSLO2: Identify and apply effective networking skills.

PSLO3: Identify theories and apply principles in the practice of each of the major business functions (accounting, marketing, economics, and finance) required for owning and operating of a small business venture.

Certified Professional Bookkeeper, SC

This program can be completed 100% online.

Program Description

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

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Courses Schedule

Recommended Course Schedule: Option 1

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

Recommended Course Schedule: Option 2

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

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
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 ¹	3-6
Total Units		9-15

¹

Please consult with department or Academic Advising.

Program Outcomes

Students completing this certificate will:

PSLO1: 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.

PSLO2: Design and construct systems of internal accounting controls and compare and contrast situations whereby the potential for fraud exists within such systems.

PSLO3: Reinforce concepts in a review course and identify important skills necessary to pass the national certifications examination.

Early Childhood Educator 1, SC

This program can be completed 100% online.

Program Description

The Skills Certificate, 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.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

human development, and positive guidance of young children birth through age eight.

PSLO2: Identify and apply the knowledge and skills related to the six standards for the National Association for the Education of Young Children (NAEYC).

Recommended Course Schedule

1st semester		Units
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

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
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

Program Outcomes

Students completing the certificate will:

PLSO1: 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

Early Childhood Educator 2, SC

This program can be completed 100% online.

Program Description

The Skills Certificate, 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.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

PSLO1: 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.

PSLO2: Identify and apply the knowledge and skills related to the six standards for the National Association for the Education of Young Children (NAEYC).

Recommended Course Schedule

1st semester		Units
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

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
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

Program Outcomes

Students completing the certificate will:

Early Childhood Educator 3, SC

Program Description

The Skills Certificate, 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.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
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

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
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

Program Outcomes

Students completing the certificate will:

PSLO1: 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.

PSLO2: Identify and apply the knowledge and skills related to the six standards for the National Association for the Education of Young Children (NAEYC).

Early Childhood Educator 4, SC

Program Description

The Skills Certificate, Early Childhood Educator 4 includes 27 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.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
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
Select 3 units from list of Electives		3
Semester Total		9
3rd semester		
ECE 200	The Exceptional Child	3
ECE 251	Curriculum in Early Childhood Education	3
Select 3 units from list of Electives		3
Semester Total		9
Total Units		27

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
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
Elective Options		6
ECE 130	Infancy	
ECE 121	Parent Caregiver Relationships	
ECE 126	Social/Emotional Development for Infants and Toddlers	
ECE 240	Administration of the Preschool	
EDU 205	Early Foundations in Mathematics	
EDU 207	Exploration of Children's Literature	
HDFS 202	Introduction to Families	
HDFS 232	Diversity in Children	
MGT 171	Supervision and Human Relations	
MGT 212	Leadership and Human Relations	
Total Units		27

Program Outcomes

Students completing the certificate will:

PSLO1: 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).

PSLO2: Identify and apply the knowledge and skills related to the six standards for the National Association for the Education of Young Children (NAEYC).

Real Estate Salesperson, SC

This program can be completed 100% online.

Note: This degree/certificate leads to professional licensure. Licensing requirements vary by state/territory and relocating could impact whether you will meet eligibility requirements for licensure. Please visit our Professional Licensure Programs (<https://www.tmcc.edu/vpaa/professional-licensure-programs/>) page for full details on State Authorization Reciprocity Agreement.

Program Description

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.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
RE 101	Real Estate Principles	4
RE 103	Real Estate Law and Practice	4
Semester Total		8
Total Units		8

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
Certificate Requirements		
RE 101	Real Estate Principles	4
RE 103	Real Estate Law and Practice	4
Total Units		8

Program Outcomes

Students completing the certificate will:

PSLO1: Understand basic real estate processes and principles, their applicability and how they relate to each other.

PSLO2: 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.

PSLO3: Understand and apply Nevada's real estate agency disclosure laws and process.

PSLO4: Have practical knowledge to understand and complete common real estate contracts.

Retail Management, SC

This program can be completed 100% online.

Program Description

Successful completion of the courses in the Retail Management Skills Certificate qualifies you to receive the nationally recognized industry certification, while providing you with the valuable skills needed to start or advance your career in the retail industry.

The program is designed to meet the education requirements of the retail industry and is endorsed by the leading retailers across the nation. The Retail Management Certificate is an accredited business program that will give you the skills you need to get started or advance your career in the retail industry. The certificate, which was founded by WAFC, has been recognized as part of the White House's Upskill Initiative, and leading organizations and foundations including the Clinton Global Initiative, ACT Foundation, and the U.S. Department of Labor.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
BUS 111	Workplace Communications	1-3
MGT 171	Supervision and Human Relations	3
MGT 212	Leadership and Human Relations	3
IS 101	Introduction to Information Systems	3
Semester Total		10-12
2nd semester		
BUS 117	Business Calculations and Methods	3
MGT 283	Introduction to Human Resources Management	3
MKT 127	Introduction to Retailing	3
MKT 210	Marketing Principles	3
Semester Total		12
Total Units		22-24

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
BUS 111	Workplace Communications	1-3
BUS 117	Business Calculations and Methods	3

IS 101	Introduction to Information Systems	3
MGT 171	Supervision and Human Relations	3
MGT 212	Leadership and Human Relations	3
MGT 283	Introduction to Human Resources Management	3
MKT 210	Marketing Principles	3
MKT 127	Introduction to Retailing	3

Total Units 22-24

Program Outcomes

Students completing this certificate will:

PSLO1: Develop the skills associated with the WAFC certification's core competencies of reading, writing, and oral communications in a business environment.

PSLO2: Develop the skills associated with the WAFC certification's core competencies of decision making, task completion, teamwork, interpersonal skills and leadership, business ethics, and adaptability.

PSLO3: Develop the skills associated with the WAFC certification's core competencies of merchandising, inventory management, financial management, technology, and customer service.

Bookkeeping Entrepreneurship, CoA

Program Description

This certificate of bookkeeping entrepreneurship allows individuals pursuing a bookkeeping certificate who are entrepreneurs the opportunity to get grounding in the fundamentals of being an entrepreneur. It suits entrepreneurial-minded individuals who as individuals want to start a business in bookkeeping.

This program has been submitted for approval to the US Department of Education for financial aid funding. It is not eligible for financial aid at this time. However, it will be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
ACC 135	Bookkeeping I	3
ACC 180	Payroll and Employee Benefit Accounting	3
BUS 107	Business Speech Communications	3
ENT 200	Fundamentals of Entrepreneurship	3
Math		3
Semester Total		15
2nd semester		Units
ACC 136	Bookkeeping II	3
ACC 220	Microcomputer Accounting Systems	3
ENT 240	Marketing for Small Business	3
ENT 280	Entrepreneurship and Business Plan Development	3
MGT 212	Leadership and Human Relations	3
Semester Total		15
Total Units		30

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Communications</i>		3
BUS 107	Business Speech Communications (Required)	
<i>Human Relations</i>		3

MGT 212	Leadership and Human Relations (Required)	
<i>Mathematics</i>		3
MATH 120	Fundamentals of College Mathematics (or higher Required)	
or BUS 117	Business Calculations and Methods	
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
ENT 200	Fundamentals of Entrepreneurship	3
ENT 240	Marketing for Small Business	3
ENT 280	Entrepreneurship and Business Plan Development	3
Total Units		30

Program Outcomes

Students completing the certificate will:

PSLO1: Develop a business plan, including the creation, development and presentation of innovative ideas.

PSLO2: 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.

PSLO3: Demonstrate proficiency in using accounting computer software (e.g. Peachtree and QuickBooks) to do basic bookkeeping/accounting and prepare basic accounting reports.

Graphic Arts Entrepreneurship, CoA

Program Description

The Certificate of Achievement, Graphic Arts Entrepreneurship prepares students for jobs in areas of graphic communications, including graphic design, advertising design, web design, videography, and motion graphics. This certificate also offers students who may want to start their own business the opportunity to get grounding in the basics of business and entrepreneurship. The graphic communication component of this certificate instructs in design processes and the application of the latest print and display-based graphics software. The entrepreneurship component of this certificate focuses on entrepreneurship basics, marketing and business plan writing.

This program has been submitted for approval to the US Department of Education for financial aid funding. It is not eligible for financial aid at this time. However, it will be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
Communications		3
Math		3
MGT 212	Leadership and Human Relations	3
GRC 100	Introduction To Graphic Arts and Media Technologies	3
ENT 200	Fundamentals of Entrepreneurship	3
Semester Total		15
2nd semester		
ENT 240	Marketing for Small Business	3
ENT 280	Entrepreneurship and Business Plan Development	3
GRC 116	Introduction to Digital Art & Design	3
Program Electives ¹		6
Semester Total		15
Total Units		30

1

Consult with program faculty, academic advisor or catalog to ensure enrollment in most appropriate electives.

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Communications</i>		3
BUS 107 or COM 113	Business Speech Communications Fundamentals of Speech Communications	
<i>Human Relations</i>		3
MGT 212	Leadership and Human Relations	
<i>Math</i>		3
MATH 120 or BUS 117	Fundamentals of College Mathematics (or higher) Business Calculations and Methods	
Program Requirements		
ENT 200	Fundamentals of Entrepreneurship	3
ENT 240	Marketing for Small Business	3
ENT 280	Entrepreneurship and Business Plan Development	3
GRC 100	Introduction To Graphic Arts and Media Technologies	3
GRC 116	Introduction to Digital Art & Design	3
Program Electives		
Choose 6 units from the following		6
GRC 117	Introduction to Motion Graphics	
GRC 125	Graphics Software Certification	
GRC 132	Drawing for Animation	
GRC 135	Storyboarding	
GRC 153	Commercial Printing Processes	
GRC 175	Web Design I	
GRC 182	Digital Video Production	
GRC 200	Design Thinking & Methodologies	
GRC 210	Typography I	
GRC 220	Graphic Design I	
GRC 275	Web Design II	
GRC 282	Motion Graphics for Video	
GRC 284	3D Modeling and Texturing	
GRC 294	Portfolio Workshop	
VIS 120	Introduction to Animation	
Total Units		30

Program Outcomes

Students completing the degree will:

PSLO1: Students 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.

PSLO2: Students will 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.

PSLO3: Develop a business plan for a graphic arts communications product or service which includes the creation, development and presentation of innovative ideas.

Associate of Arts

General

This program can be completed 100% online.

Program Description

The Associate of Arts 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.

Recommended Course Schedule

For a detailed program course schedule, please contact the academic advisement office at 775-673-7062

1st semester		Units
ENG 101	Composition I ¹	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
Fine Arts ²		3
Mathematics ²		3
First Year Foreign Language I or electives that apply toward your bachelor's Degree. ³		4
Electives: Choose electives that apply toward your bachelor's Degree ⁴		2
Semester Total		15
2nd semester		
ENG 102	Composition II	3
or ENG 114	or Composition II For International and Multilingual Students	
Humanities/Diversity ²		3
Science ²		3
First Year Foreign Language II or electives that apply toward your bachelor's Degree. ³		4
Electives: Choose electives that apply toward your bachelor's Degree ⁴		2
Semester Total		15
3rd semester		
Science ²		3
Social Science/U.S. & Nevada Constitutions ²		3
Second Year Foreign Language I or electives that apply toward your bachelor's Degree. ³		3
Electives: Choose electives that will apply toward your bachelor's degree ⁴		6
Semester Total		15
4th semester		
Second Year Foreign Language II or electives that apply toward your bachelor's Degree. ³		3

Electives: Choose Electives that will apply toward your bachelor's degree ⁴	12
Semester Total	15
Total Units	60

1

If you place into ENG 102 or ENG 114, the additional 3 required elective units will be necessary to meet the total degree requirements.

2

See the approved General Education (p. 299) page for a complete of courses.

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 will be necessary to meet the total degree requirements.

4

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).

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements ²		
<i>English</i>		3-6
Including ENG 102 or ENG 114 ¹		
<i>Fine Arts</i>		3

Humanities	3
Mathematics	3
Science (Lab Required)	6
Social Science	3
Additional College Requirements	
Diversity ⁴	[3]
Foreign Language ³	0-14
U.S. and Nevada Constitutions	[3]
Elective Requirements ⁵	22-36
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 approved General Education (p. 299) page for a complete of courses.

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.

Program Outcomes

Students completing the degree will:

PSLO1: Be prepared to transfer to college and university baccalaureate programs with junior standing.

PSLO2: Complete TMCC's general education transfer requirements.

PSLO3: Acquire the knowledge, skills, and values consistent with a liberal arts education.

PSLO4: Acquire the knowledge of the subject matter appropriate to their academic emphasis.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>). TMCC has agreements with the following institutions towards a bachelor's degree in the same of similar discipline.

- Great Basin College
- University of Nevada, Reno

Communication Studies, AA

This program can be completed 100% online.

Program Description

The Associate of Arts, Communication Studies is designed for students seeking careers in the communication field and for those who hope to enhance their employment potential. The degree requirements include general education courses that help students gain a breadth of knowledge in a wide array of disciplines. Students will also focus upon theoretical, methodological, and practical application of communication in the public and private sectors. The course of study is designed as a university transfer degree or for students wishing 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.

Recommended Course Schedule

1st semester		Units
COM 113	Fundamentals of Speech Communications	3
ENG 101	Composition I	3
Foreign Language ⁶		4
Humanities ⁴		3
Mathematics ⁴		3
Semester Total		16
2nd semester		Units
COM 101	Oral Communication	3
ENG 102	Composition II	3
Foreign Language ⁶		4
Science		3
U.S. and Nevada Constitutions ⁴		3
Semester Total		16
3rd semester		Units
COM 217	Argumentation and Debate	3
Elective ⁵		6
Foreign Language ⁶		3
Science ⁴		3
Semester Total		15
4th semester		Units
COM 212	Introduction to Communication Research	3
Electives ⁵		1
Fine Arts ⁴		3
Foreign Language ⁶		3
Social Science ⁵		3
Semester Total		13
Total Units		60

⁴

See approved General Education list for the AA/AS Degree. (p. 299)

⁵

See program recommendations or requirements.

6

See approved Foreign Language list for the AA Degree. (p. 303)

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>English</i>		3-6
Must include ENG 102 or ENG 114 ¹		
<i>Fine Arts</i>		3
Recommended:		
THTR 105	Introduction to Acting I	
<i>Humanities</i>		3
Recommended:		
PHIL 210	World Religions (also satisfies Diversity)	
<i>Mathematics</i>		3
MATH 120 or Higher		
<i>Science</i>		6
<i>Social Science</i>		3
Recommended:		
PSY 101	General Psychology	
Additional College Requirements		
<i>Diversity</i>		[3]
<i>Foreign Language</i>		0-14
<i>U.S. and Nevada Constitutions</i>		3
Degree Requirements		
COM 113	Fundamentals of Speech Communications ²	3
COM 212	Introduction to Communication Research ²	3
COM 217	Argumentation and Debate ²	3
COM 101	Oral Communication ²	3
Elective Requirements ³		7-21
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 Communication course.

3

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

Program Outcomes

Students completing the degree will:

PSLO1: Understand the theories and methods used by communication experts.

PSLO2: Integrate fundamental principles of the communication studies discipline, including: the contextualization and application of communication theory, the utilization of critical thinking, the demonstration of interpersonal communication strategies, the participation in effective groups, the integration of information literacy, the construction of well-developed communication messages, the demonstration of strong listening skills, and the interpretation of nonverbal communication.

PSLO3: Conduct research, analyze data, and develop written reports on specific topics within the communication studies discipline.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>).

TMCC has agreements with the following institutions towards a bachelor's degree in the same of similar discipline.

- **University of Nevada, Reno**

English, AA

Program Description

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

Recommended Course Schedule

1st semester		Units
Fine Arts ³		3
Foreign Language ⁵		4
Mathematics ³		3
Social Science ³		3
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
Semester Total		16
2nd semester		Units
Foreign Language ⁵		4
Science ³		3
ENG 102	Composition II	3
or ENG 114	or Composition II For International and Multilingual Students	
ENG 231	World Literature I	3
or ENG 232	or World Literature II	
ENG 298	Writing About Literature	3
Semester Total		16
3rd semester		Units
ENG 232	World Literature II	3
or ENG 231	or World Literature I	
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		Units
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. 299)

⁴

See program recommendations or requirements.

⁵

See approved Foreign Language list for the AA Degree. (p. 303)

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
English		3-6
Must include ENG 102 or ENG 114 ¹		
<i>Fine Arts</i>		3
<i>Humanities</i>		3
Required:		
ENG 231	World Literature I	
<i>Mathematics</i>		3
MATH 120	Fundamentals of College Mathematics (or higher)	
<i>Science</i>		6
<i>Social Science</i>		3
Additional College Requirements		
<i>Diversity</i> ²		[3]
Recommended:		
ENG 232	World Literature II	
<i>Foreign Language</i>		0-14
<i>U.S. and Nevada Constitutions</i>		3
Degree Requirements		
ENG 281	Introduction to Language	3
or ENG 282	Introduction to Language and Literary Expression	
ENG 298	Writing About Literature	3
ENG 232	World Literature II	3
Elective Requirements		10-24
200 level transferable English courses		6
Any university transfer course. (Recommended: courses related to intended minor at university)		4
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.

Program Outcomes

Students completing the degree will:

PSLO1: Identify, explain, and demonstrate literary analysis.

PSLO2: Evaluate, analyze, or synthesize historical and cultural contexts, including the ability to identify common and/or dissimilar traits that emerge from literary works.

PSLO3: Analyze literary movements, genres, expressions, and/or traditions to articulate relationships between literary texts and their contexts: culture, society, and individual identity.

PSLO 4: Apply knowledge in the analysis, synthesis, or production of literary works.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>).

TMCC has agreements with the following institutions towards a bachelor's degree in the same or similar discipline.

- **Great Basin College**
- **University of Nevada, Reno**

Spanish, AA

Program Description

The Associate of Arts, Spanish emphasizes the study of the Spanish language structures and cultural topics with a focus on the 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 degree allows the TMCC Humanities department to serve those students seeking transfer into a baccalaureate program.

Recommended Course Schedule

1st semester		Units
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
Mathematics ³		3
Science ³		3
Social Science ³		3
SPAN 111	First Year Spanish I	4
Semester Total		16
2nd semester		Units
ENG 102	Composition II	3
or ENG 114	or Composition II For International and Multilingual Students	
Humanities/U.S. and Nevada Constitutions ³		3
SPAN 112	First Year Spanish II	4
Science ³		3
SPAN 221	Iberia and Its Cultures	3
Semester Total		16
3rd semester		Units
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		Units
Elective ⁴		7
SPAN 212	Second Year Spanish II	3
SPAN 225	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. 299)

⁴

See program recommendations or requirements.

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
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 203	American Experiences and Constitutional Change	
<i>Mathematics</i>		3
MATH 120	Fundamentals of College Mathematics (or higher)	
<i>Science</i>		6
<i>Social Science</i>		3
Additional College Requirements		
<i>Diversity</i> ²		[3]
<i>Foreign Language</i>		0-14
Required:		
SPAN 111	First Year Spanish I	
SPAN 112	First Year Spanish II	
SPAN 211	Second Year Spanish I	
SPAN 212	Second Year Spanish II	
<i>U.S. and Nevada Constitutions</i> ²		[3]
Degree Requirements		
SPAN 221	Iberia and Its Cultures	3
SPAN 222	Hispanic-America and Its Culture	3
SPAN 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.

Program Outcomes

Students completing the degree will:

PSLO1: Read, understand, interpret and communicate spoken and/or written Spanish.

PSLO2: Identify values and cultural mores associated with Hispanic Iberian and Latin American cultures.

PSLO3: Explain and analyze the major historical challenges of Spain and Hispanic Latin American countries and appraise their popular cultures and literature.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>).

TMCC has agreements with the following institutions towards a bachelor's degree in the same or similar discipline.

- University of Nevada, Reno (<https://www.unr.edu/admissions/transfer/credits/transfer-agreements/>)

Fine Arts, AA

Program Description

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

Recommended Course Schedule

1st semester		Units
ART 100	Visual Foundations	3
ART 101	Drawing I	3
ART 260	Survey of Art History I	3
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
Mathematics ⁵		3
Semester Total		15
2nd semester		Units
ART 141	Introduction to Digital Photography	3
ART 209	Introduction to Gallery Practices	1
ART 261	Survey of Art History II	3
Emphasis ⁶		3
ENG 102	Composition II	3
Science ⁵		3
Semester Total		16
3rd semester		Units
ART 288	Photography of Art and Artifacts	3
ART 298	Portfolio Emphasis	2
Emphasis ⁶		3
Social Science/U.S. Nevada Constitutions ⁵		3
Science ⁵		3
Semester Total		14
4th semester		Units
ART 270	Women in Art	3
Emphasis ⁶		6
Elective ⁶		3
Humanities ⁵		3
Semester Total		15
Total Units		60

⁵

See approved General Education list for the AA/AS Degree. (p. 304)

⁶

See program recommendations or requirements.

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>English</i>		3-6
Must include ENG 102 or ENG 114 ¹		
<i>Fine Arts</i>		3
Required:		
ART 270	Women in Art ²	
<i>Humanities</i>		3
<i>Mathematics</i>		3
MATH 120	Fundamentals of College Mathematics (or higher)	
<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>		[3]
Required:		
ART 270	Women in Art ²	
<i>Foreign Language</i> ⁴		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	
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
IMPORTANT: Please see Fine Arts Faculty Adviser for sequencing of emphasis requirements.		
<i>Ceramics Emphasis:</i>		
ART 211	Ceramics I	
ART 212	Ceramics II	

Digital Media Emphasis

ART 245 Digital Media I

Drawing and Painting Emphasis:

ART 102 Drawing II

ART 201 Life Drawing I

ART 231 Painting I

ART 232 Painting II

Photography Emphasis:

ART 135 Darkroom Photography I

ART 142 Introduction to Digital Photography II

ART 235 Photography II - Lighting

Printmaking Emphasis:

ART 124 Introduction to Printmaking

ART 224 Beginning Printmaking: Relief

Sculpture Emphasis:

ART 211 Ceramics I

ART 216 Sculpture I

Elective Requirements

3

Select up to 3 units from the following.

ART 135 Darkroom Photography I

ART 236 Darkroom Photography II

ART 265 Introduction to Contemporary Art

ART 296 Independent Study

ART 299 Special Topics in Studio Art

Any Art class not taken in the emphasis can be counted as an elective.

ART 237, Photography II Color can be taken at UNR as a reverse transfer course for student planning to transfer to UNR

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 Adviser for sequencing of fine arts requirements.

4

Associate of Arts-Fine Arts is designed to transfer to the Bachelor of Fine Arts track at UNR which has no Foreign Language Requirement.

Program Outcomes

Students completing the degree will:

PSLO1: Demonstrate Competence in specific practical fine arts skills related to their area of emphasis.

PSLO2: Acquire the supportive and theoretical information necessary to sustain and forward techniques in the studio arts.

PSLO3: Transfer to a baccalaureate program or become a professional in the studio arts or in a related field.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>). TMCC has agreements with the following institutions towards a bachelor's degree in the same or similar discipline.

- University of Nevada, Reno

Art History, Fine Arts, AA

Program Description

The Associate of Arts, Fine Arts, Art History allows the department of visual and performing arts to serve those students seeking either to transfer into a baccalaureate program in art history and/or to work in an art gallery setting. This program stresses critical analysis of art, knowledge and awareness of a variety of artistic traditions, visual literacy, and oral and written communications skills. Students also graduate with hands-on experience planning and executing an art exhibition in the Introduction to Gallery Practices course.

Recommended Course Schedule

1st semester		Units
ART 100	Visual Foundations	3
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
Foreign Language ⁶		4
Humanities ⁵		3
MATH 120	Fundamentals of College Mathematics ⁵	3
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 and Multilingual Students	
Foreign Language ⁶		4
Studio Art ⁵		3
Social Science/U.S. and Nevada Constitutions ⁵		3
Semester Total		16
3rd semester		
ART 261	Survey of Art History II	3
Foreign Language ⁶		3
Science ⁵		3
Electives ⁵		6
Semester Total		15
4th semester		
ART 209	Introduction to Gallery Practices	1
ART 265	Introduction to Contemporary Art	3
ART 270	Women in Art ⁵	3
Foreign Language ⁶		3
Science ⁴		3
Semester Total		13
Total Units		60

⁴

See approved General Education list for the AA/AS Degree. (p. 304)

⁵

See program recommendations or requirements.

6

See approved Foreign Language list for the AA Degree. (p. 303)

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>English</i>		3-6
Must include ENG 102 or ENG 114 ¹		
<i>Fine Arts</i>		3
Required:		
ART 270	Women in Art	
<i>Humanities</i>		3
<i>Mathematics</i>		3
Required:		
MATH 120	Fundamentals of College Mathematics (or higher)	
<i>Science</i>		6
Recommended:		
ENV 101	Introduction to Environmental Science	
<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>		[3]
Requirement satisfied by ART 270		
<i>Foreign Language</i>		0-14
<i>U.S. and Nevada Constitutions</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 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

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

The following courses are recommended as electives: 6-23

ART 263	Survey of African, Oceanic, & Native American Art
ART 295	Special Topics in Art History
ART 297	Field Study
ART 298	Portfolio Emphasis
PHIL 135	Introduction to Ethics
PHIL 244	Bioethics
PHIL 245	Contemporary Moral Issues
IDS 299	General Internship Program

Any other transferable course.³

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.

Program Outcomes

Students completing the degree will:

PSLO1: Analyze the formal qualities of works of art and various Fine Arts media using art historical terminology.

PSLO2: Interpret and discuss art works orally and in writing in the context of culture, society, and individual identity.

PSLO3: Identify and differentiate the works of diverse artists as well as various styles and art movements.

PSLO4: Draw relationships and compare art works in meaning and style.

PSLO4: Acquire basic practical skills essential to working directly with art works.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>).

TMCC has agreements with the following institutions towards a bachelor's degree in the same of similar discipline.

- University of Nevada, Reno

Dance, Fine Arts, AA

Program Description

The Associate of Arts, Fine Arts, Dance 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.

Recommended Course Schedule

1st semester		Units
Emphasis ⁵		3
ENG 101 or ENG 100 or ENG 113	Composition I or Composition Enhanced or Composition I for International and Multilingual Students	3
DAN 101	Dance Appreciation	3
DAN 188	Choreography I: Improvisation for Composition	2
Foreign Language ⁶		4
Semester Total		15
2nd semester		Units
DAN 288	Choreography II: Elements of Dance Composition	3
ENG 102 or ENG 114	Composition II or Composition II For International and Multilingual Students	3
Emphasis ⁵		2
Foreign Language ⁶		4
Mathematics ⁴		3
Semester Total		15
3rd semester		Units
Elective ⁵		3
Emphasis ⁵		1
Science ⁴		3
Elective ⁵		5
Social Science/U.S. and Nevada Constitutions ⁵		3
Semester Total		15
4th semester		Units
Elective ⁵		3
Science ⁴		3
Elective ⁵		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. 299)

⁵ See program recommendations or requirements.

⁶ See approved Foreign Language list for the AA Degree. (p. 303)

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>English</i>		3-6
Must include ENG 102 or ENG 114 ¹		
<i>Fine Arts</i>		3
Recommended:		
THTR 210	Theatre: a Cultural Context	
<i>Humanities</i>		3
Recommended:		
THTR 100	Introduction to Theatre	
<i>Mathematics</i>		3
MATH 120	Fundamentals of College Mathematics (or higher)	
<i>Science</i>		6
<i>Social Science</i>		3
Recommended:		
CH 203	American Experiences and Constitutional Change	
Additional College Requirements		
<i>Diversity</i>		[3]
Required:		
DAN 101	Dance Appreciation ²	
<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	3
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 287	Concert Dance Company
Elective Requirements	
Select 14 units from the following: ³	14-25
Foreign Language ⁶	
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 281	Dance Performance
DAN 295	Independent Study: Dance
THTR 176	Musical Theatre Workshop I
THTR 276	Musical Theatre Workshop II
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.

6

See Approved List of Foreign Language choices for AA Degree

Program Outcomes

Students completing the degree will:

PSLO1: Articulate the language of dance, including reading, writing, listening, and speaking about dance relating to the knowledge of the historical and cultural dimensions of dance.

PSLO2: Synthesize aspects of dance theory, rehearsal and production.

PSLO3: Apply skills in to demonstrate competency in this art form.

PSLO4: Demonstrate competence as a performing dance student through participation in recitals and productions.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>). TMCC has agreements with the following institutions towards a bachelor's degree in the same of similar discipline.

- University of Nevada, Reno (<https://www.unr.edu/admissions/transfer/credits/transfer-agreements/>)

Music, Fine Arts, AA

Program Description

The Associate of Arts, Fine Arts, Music 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.

Recommended Course Schedule

1st semester		Units
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
Foreign Language ⁶		4
Mathematics ⁴		3
MUS 101	Music Fundamentals	3
MUS 111	Piano Class I	2-3
or	or Piano Class II	
MUS 112		
Select Any MUSE course ⁵		1
Semester Total		16
2nd semester		
ENG 102	Composition II	3
Foreign Language ⁶		4
Fine Arts ⁵		3
Any MUS elective course ⁵		3
Any MUSA course ⁵		1-2
Any MUSE course ⁵		1
Semester Total		15
3rd semester		
Elective ⁶		3
MUS 203	Music Theory I	3
MUS 211	Sight-Singing and Dictation I	1
Select any MUSA course ⁵		1-2
Select any MUSE course ⁵		1
Science ⁴		3
Social Science/U.S. NV Constitutions ⁵		3
Semester Total		15
4th semester		
Elective ⁶		3
MUS 204	Music Theory II	3
MUS 212	Sight-Singing and Dictation II	1
Any MUSA course ⁵		1-2
Diversity/Humanities ⁵		3
Science ⁴		3
Semester Total		14
Total Units		60

4

See approved General Education list for the AA/AS Degree. (p. 299)

5

See program recommendations and requirements. Students transferring to UNR should consult with an advisor.

6

See approved Foreign Language list for the AA Degree. (p. 303)

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>English</i>		3-6
Must include ENG 102 or ENG 114 ¹		
<i>Fine Arts</i>		3
Recommended:		
MUS 121	Music Appreciation	
<i>Foreign Language</i> ³		0-8
<i>Humanities</i>		3
Recommended:		
THTR 210	Theatre: a Cultural Context	
PHIL 210	World Religions ³	
<i>Mathematics</i>		3
MATH 120	Fundamentals of College Mathematics (or higher)	
<i>Science</i>		6
<i>Social Science</i>		3
Recommended:		
CH 203	American Experiences and Constitutional Change	
Additional College Requirements		
<i>Diversity</i>		[3]
Recommended:		
THTR 210	Theatre: a Cultural Context ²	
<i>U.S. and Nevada Constitutions</i>		[3]
Recommended:		
CH 203	American Experiences and Constitutional Change ²	
Degree Requirements		
MUS 101	Music Fundamentals	3
MUS 111	Piano Class I	2
or MUS 112	Piano Class II	
MUS 203	Music Theory I	3
MUS 204	Music Theory II	3

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 9-20 units. ³		9-20
MUS 107	Guitar Class I	
MUS 108	Guitar Class II	
MUS 122	Survey of Jazz	
MUS 125	History of Rock Music	
MUS 207	Music Theory III	
MUS 208	Music Theory IV	
MUS 290	Internship in Music	
MUS 299	Special Topics in Music	
THTR 105	Introduction to Acting I	
THTR 175	Introduction to Musical Theatre Literature	
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

14 units of Foreign Language will be required for students transferring to UNR. Please consult with a faculty advisor regarding recommended and elective course selection.

Program Outcomes

Students completing the degree will:

PSLO1: Articulate the language of music, including reading, writing, listening, and speaking about music.

PSLO2: Synthesize all aspects of music theory, including harmonic and formal analysis, rhythm, as well as the practical application of theoretical concepts in sight-singing and ear training classes.

PSLO3: Apply skills in applied music, whether instrumental or vocal, and a basic understanding of playing piano.

PSLO4: Demonstrate competence as a performing musician through participation in Concert Band, Concert Choir, or Musical Theatre ensembles.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>). TMCC has agreements with the following institutions towards a bachelor's degree in the same of similar discipline.

- University of Nevada, Reno (<https://www.unr.edu/admissions/transfer/credits/transfer-agreements/>)

Theatre, Fine Arts, AA

Program Description

The Associate of Arts, Fine Arts, Theatre 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.

Recommended Course Schedule

1st semester

	Units
ENG 101 Composition I	3
or ENG 100 or Composition Enhanced	
or ENG 113 or Composition I for International and Multilingual Students	
Mathematics ⁴	3
Foreign Language ⁶	4
THTR 100 Introduction to Theatre	3
THTR 105 Introduction to Acting I (Performance Track)	3
or	
THTR 204 Theatre Technology I (Production Track)	3
Semester Total	16

2nd semester

ENG 102 Composition II	3
Foreign Language ⁶	4
THTR 209 Theatre Practicum	1
or or Musical Theatre Workshop I	
THTR 176 or Musical Theatre Workshop II	
or	
THTR 276	
THTR 204 Theatre Technology I (Performance track)	3
or	
THTR 200 Introduction to Design/Technology (Production Track)	3
THTR 205 Introduction to Acting II (Performance track)	3
or	
THTR 105 Introduction to Acting I (Production Track)	3
Semester Total	14

3rd semester

Science ⁴	3
Social Science/U.S and Nevada Constitutions ⁵	3
Foreign Language ⁶	3
THTR 199 Play Structure & Analysis	3
THTR 209 Theatre Practicum	1
or or Musical Theatre Workshop I	
THTR 176 or Musical Theatre Workshop II	
or	
THTR 276	
THTR 240 Acting for the Camera (Performance Track)	3
or	
THTR 235 Design Aesthetics (Production Track)	3
Semester Total	16

4th semester

Foreign Language ⁶	3
Science ⁴	3
THTR 210 Theatre: a Cultural Context	3
THTR 209 Theatre Practicum	2
or or Musical Theatre Workshop I	
THTR 176 or Musical Theatre Workshop II	
or	
THTR 276	
THTR 232 Children's Theatre (Performance track)	3
or	
THTR 301 Drafting & Drawing Studio for the Theatre (Production Track)	3
Semester Total	14
Total Units	60

4

See approved General Education list for the AA/AS Degree. (p. 299)

5

See program recommendations or requirements.

6

See approved Foreign Language list for the AA Degree. (p. 303)

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>English</i>		3-6
Must include ENG 102 or ENG 114 ¹		
<i>Fine Arts</i>		3
Required:		
THTR 210	Theatre: a Cultural Context	
<i>Humanities</i>		3
Required:		
THTR 100	Introduction to Theatre	
<i>Mathematics</i>		3
MATH 120	Fundamentals of College Mathematics (or higher)	
<i>Science</i>		6
<i>Social Science</i>		3
Recommended:		
CH 203	American Experiences and Constitutional Change	

Additional College Requirements

Diversity [3]

Required:

THTR 210 Theatre: a Cultural Context ²

Foreign Language 0-14

U.S. and Nevada Constitutions [3]

Recommended:

CH 203 American Experiences and Constitutional Change ²

Degree Core Requirements

THTR 105 Introduction to Acting I 3

THTR 199 Play Structure & Analysis 3

THTR 204 Theatre Technology I 3

THTR 209 Theatre Practicum 4

or THTR 176 Musical Theatre Workshop I

or THTR 276 Musical Theatre Workshop II

Performance Track 9

THTR 205 Introduction to Acting II

THTR 232 Children's Theatre

THTR 240 Acting for the Camera

Production Track 9

THTR 200 Introduction to Design/Technology

THTR 235 Design Aesthetics

THTR 301 Drafting & Drawing Studio for the Theatre

Elective Requirements ³ 0-14

THTR 175 Introduction to Musical Theatre Literature

THTR 176 Musical Theatre Workshop I

THTR 180 Cinema as Art and Communication

THTR 198 Special Topics in Theatre

THTR 258 Theatre Experience and Travel

THTR 290 Internship in Speech and Theatre

THTR 295 Independent Study: Theatre

MUS 101 Music Fundamentals

MUS 105 Vocal Techniques

DAN 138 Modern Dance, Beginning

DAN 238 Modern Dance Intermediate

DAN 239 Modern Dance, Intermediate/Advanced

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.

PSLO1: Articulate the language of theatre, including reading, writing, listening, and speaking about theatre relating to the knowledge of the historical and cultural dimensions of theatre, encompassing the works of leading playwrights, actors, directors, and designers, both past, and present.

PSLO2: Synthesize all aspects of theatre theory, rehearsal and production.

PSLO3: Apply practical theatre skills including acting, design, technical direction, directing, stage management, playwriting, and research.

PSLO4: Demonstrate competence as a performing theatre student through participation in theatre productions.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>).

TMCC has agreements with the following institutions towards a bachelor's degree in the same of similar discipline.

- University of Nevada, Reno (<https://www.unr.edu/admissions/transfer/credits/transfer-agreements/>)

Program Outcomes

Students completing the degree will:

Graphic Design, Graphic Arts and Media Technology, AA

Program Description

The Associate of Arts, Graphic Arts & Media Technology, Graphic Design Emphasis offers classes that lead to transfer to a four-year institution. Instruction includes the use of industry standard graphics software, and GAMT computer labs are equipped with the latest Apple computers with support scanners, printers, a sound recording facility and a complete prepress/print shop facility.

Recommended Course Schedule

1st semester		Units
ART 101	Drawing I	3
GRC 100	Introduction To Graphic Arts and Media Technologies	3
GRC 116	Introduction to Digital Art & Design	3
English ⁵		3
Mathematics ⁵		3
Semester Total		15
2nd semester		Units
GRC 117	Introduction to Motion Graphics	3
GRC 175	Web Design I	3
GRC 200	Design Thinking & Methodologies	3
English ⁵		3
Fine Art ⁵		3
Semester Total		15
3rd semester		Units
GRC 210	Typography I	3
GRC 275	Web Design II	3
Elective		3
Social Science/U.S. Nevada Constitutions		3
Science		3
Semester Total		15
4th semester		Units
GRC 153	Commercial Printing Processes	3
GRC 220	Graphic Design I	3
Elective		3
Humanities/Diversity		3
Science		3
Semester Total		15
Total Units		60

⁵
See General Education requirements for AA/AS.

⁶
See program recommendations and requirements.

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>English</i>		3-6
Must include ENG 102 or ENG 114 ¹		
<i>Fine Arts</i>		3
Recommended:		
ART 141	Introduction to Digital Photography	
<i>Humanities</i>		3
Recommended:		
AAD 201	History of the Built Environment	
<i>Mathematics</i>		3
MATH 120	Fundamentals of College Mathematics (or higher)	
<i>Science</i>		6
<i>Social Science</i>		3
Recommended:		
PSC 101	Introduction to American Politics	
Additional College Requirements		
<i>Diversity</i>		[3]
Recommended:		
AAD 201	History of the Built Environment	
<i>Foreign Language</i> ²		0
<i>U.S. and Nevada Constitutions</i> ³		[3]
Recommended		
PSC 101	Introduction to American Politics	
Degree Requirements		
ART 101	Drawing I	3
GRC 100	Introduction To Graphic Arts and Media Technologies	3
GRC 116	Introduction to Digital Art & Design	3
GRC 117	Introduction to Motion Graphics	3
GRC 200	Design Thinking & Methodologies	3
Emphasis Requirements ⁴		
IMPORTANT: Please see Graphic Communications Faculty Adviser for sequencing of track requirements.		
GRC 153	Commercial Printing Processes	3
GRC 175	Web Design I	3
GRC 210	Typography I	3
GRC 220	Graphic Design I	3
GRC 275	Web Design II	3
Elective Requirements		6
Choose two courses from the following.		
GRC 135	Storyboarding	

GRC 182	Digital Video Production
GRC 282	Motion Graphics for Video
GRC 284	3D Modeling and Texturing
GRC 294	Portfolio Workshop
VIS 120	Introduction to Animation

Total Units **60**

1

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

2

Associate of Arts - Graphic Arts & Media Technology is designed to transfer to the Bachelor of Fine Arts (BFA) in Graphic Arts at UNR and the Bachelor of Arts (BA) in Visual Media at NSC, which have no Foreign Language Requirements. If transferring to UNR Bachelor of Arts (BA) there is a 0-14 credit Foreign Language requirement. Check with Academic Advisement for the latest information.

3

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

4

See Graphic Communications Faculty Adviser for sequencing of graphic communications requirements.

Program Outcomes

Students completing the degree will:

PSLO1: 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.

PSLO2: 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.

PSLO3: Acquire the skills and knowledge necessary to transfer to a four-year institution.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>).

TMCC has agreements with the following institutions towards a bachelor's degree in the same or similar discipline.

- Great Basin College (<https://www.gbcnv.edu/admissions/articulation/>)
- Nevada State College (<https://nsc.edu/admissions/transfer2state/transfer-agreements/>)
- University of Nevada, Reno (<https://www.unr.edu/admissions/transfer/credits/transfer-agreements/>)

Motion Graphics, Graphic Arts and Media Technology, AA

Program Description

The Associate of Arts, Graphic Arts & Media Technology, offers classes that lead to transfer to a four-year institution, or entry into TMCC's Advanced Certificate program. The Motion Graphics Emphasis develops skills and knowledge in areas of design and time-based media, including storyboarding, video production, sound, 2D animation techniques, and 3D animation. Instruction includes the use of industry standard graphics software, and program computer labs are equipped with the latest Apple computers with support scanners, printers, a sound recording facility, and a stop-motion animation lab.

Recommended Course Schedule

1st semester		Units
ART 101	Drawing I	3
GRC 100	Introduction To Graphic Arts and Media Technologies	3
GRC 116	Introduction to Digital Art & Design	3
English ⁵		3
Mathematics ⁵		3
Semester Total		15
2nd semester		Units
GRC 117	Introduction to Motion Graphics	3
VIS 120	Introduction to Animation	3
GRC 135	Storyboarding	3
English ⁵		3
Fine Art ⁵		3
Semester Total		15
3rd semester		Units
GRC 182	Digital Video Production	3
GRC 200	Design Thinking & Methodologies	3
Emphasis Course		3
Social Science/U.S. Nevada Constitutions ⁵		3
Science ⁵		3
Semester Total		15
4th semester		Units
GRC 282	Motion Graphics for Video	3
GRC 284	3D Modeling and Texturing	3
Emphasis Course		3
Humanities/Diversity ⁵		3
Science ⁵		3
Semester Total		15
Total Units		60

⁵
See general education requirements for AA/AS/

⁶
See program recommendations and requirements.

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>English</i>		3-6
Must include ENG 102 or ENG 114 ¹		
<i>Fine Arts</i>		3
Recommended:		
ART 141	Introduction to Digital Photography	
<i>Humanities</i>		3
Recommended:		
AAD 201	History of the Built Environment	
<i>Mathematics</i>		3
MATH 120	Fundamentals of College Mathematics (or higher)	
<i>Science</i>		6
<i>Social Science</i>		3
Recommended:		
PSC 101	Introduction to American Politics	
Additional College Requirements		
<i>Diversity</i>		[3]
Recommended:		
AAD 201	History of the Built Environment	
<i>Foreign Language</i> ²		0
<i>U.S. and Nevada Constitutions</i> ³		[3]
Recommended		
PSC 101	Introduction to American Politics	
Degree Requirements		
ART 101	Drawing I	3
GRC 100	Introduction To Graphic Arts and Media Technologies	3
GRC 116	Introduction to Digital Art & Design	3
GRC 117	Introduction to Motion Graphics	3
GRC 200	Design Thinking & Methodologies	3
Emphasis Requirements ⁴		
IMPORTANT: Please see Graphic Communications Faculty Adviser for sequencing of emphasis requirements.		
VIS 120	Introduction to Animation	3
GRC 135	Storyboarding	3
GRC 182	Digital Video Production	3
GRC 282	Motion Graphics for Video	3

GRC 284	3D Modeling and Texturing	3
Elective Requirements		6
Choose two courses from the following.		
GRC 132	Drawing for Animation	
GRC 153	Commercial Printing Processes	
GRC 175	Web Design I	
GRC 210	Typography I	
GRC 220	Graphic Design I	
GRC 275	Web Design II	
GRC 294	Portfolio Workshop	
VIS 213	Sound Recording and Design	
ART 201	Life Drawing I	
ART 235	Photography II - Lighting	
Total Units		60

1

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

2

Associate of Arts - Graphic Arts & Media Technology, Motion Graphics Track, is designed to transfer to the Bachelor of Arts (BA) in Visual Media at NSC, which have no Foreign Language Requirements. If transferring to UNR Bachelor of Arts (BA) there is a 0-14 credit Foreign Language requirement. Check with Academic Advisement for the latest information.

3

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

4

See Graphic Communications Faculty Adviser for sequencing of graphic communications requirements.

Program Outcomes

Students completing the degree will:

PSLO1: 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.

PSLO2: 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.

PSLO3: Acquire the skills and knowledge necessary to transfer to a four-year institution.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>). TMCC has agreements with the following institutions towards a bachelor's degree in the same of similar discipline.

- Great Basin College (<https://www.gbcnv.edu/admissions/articulation/>)

Associate of General Studies

This program can be completed 100% online.

Program Description

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.

Recommended Course Schedule

For a detailed program course schedule, please contact the academic advisement office at 775-673-7062

1st semester	Units
English ¹	3
Mathematics ¹	3
Computer Science ¹	3
Electives ²	6
Semester Total	15
2nd semester	
Communications ¹	3
Fine Arts ¹	3
Science ¹	3
Electives ²	6
Semester Total	15
3rd semester	
Communications ¹	3
Humanities/Diversity ¹	3
Social Science ¹	3
Electives ²	6
Semester Total	15
4th semester	
U.S and Nevada Constitutions ¹	3
Human Relations ¹	3
Electives ²	9
Semester Total	15
Total Units	60

¹
See approved General Education list for the AGS Degree. (p. 308)

²
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.

Program Requirements

The AGS degree is generally a non-transfer degree that is designed for students to enter the workforce.

To earn an AGS 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 AGS (p. 308).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements ¹		
	<i>Communications</i>	6
	<i>English</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
Additional College Requirements		
	<i>Diversity ¹</i>	[3]
	<i>U.S. and Nevada Constitutions</i>	3
Degree Requirements		
	<i>Computer Science</i>	3
Choose 3 units from the following:		
IS 101	Introduction to Information Systems	
CIT 112	Network +	
CIT 114	IT Essentials	
CS 135	Computer Science I	
HIT 180	Health Information Management	
Electives		
Choose 27 units from any courses you like. ²		27
Total Units		60

¹
See approved General Education list for the AGS Degree. (p. 308)

²
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.

Program Outcomes

Students completing the degree will:

PSLO1: Be prepared for academic and/or workforce goals.

PSLO2: Complete TMCC's general education requirements.

PSLO3: Acquire the knowledge, skills, and values of their broad academic focus.

Graphic Design , Graphic Communications, AAS

Program Description

The Associate of Applied Science, Graphic Communications, offers classes that lead to the completion of a professional, industry-based AAS degree. The Graphic Design Emphasis develops skills and knowledge in areas of creative problem solving, research and design thinking, design history, typography and layout using technologies for a variety of print and screen-based media. Instruction includes the use of industry standard graphics software, and program computer labs are equipped with the latest Apple computers with support scanners, printers, a sound recording facility and a complete prepress/print shop facility.

Recommended Course Schedule

1st semester		Units
ART 101	Drawing I	3
GRC 100	Introduction To Graphic Arts and Media Technologies	3
GRC 116	Introduction to Digital Art & Design	3
English ¹		3
Math ²		3
Semester Total		15
2nd semester		Units
GRC 117	Introduction to Motion Graphics	3
GRC 200	Design Thinking & Methodologies (GRC/ART/ MKT Elective)	3
GRC/ART/MKT Elective ³		3
Communications ¹		3
Fine Arts-Humanities-Social Science/Diversity ²		3
Semester Total		15
3rd semester		Units
GRC 153	Commercial Printing Processes	3
GRC 175	Web Design I	3
GRC 210	Typography I	3
Science ¹		3
US/NV Constitution ²		3
Semester Total		15
4th semester		Units
GRC 220	Graphic Design I	3
GRC 275	Web Design II	3
GRC 294	Portfolio Workshop	3
GRC/ART/MKT Elective ³		3
Human Relations ²		3
Semester Total		15
Total Units		60

1

See approved General Education list for the AAS Degree. (p. 304)

2

See program recommendations or requirements.

3

See Graphic Communications Faculty Adviser for graphic communications elective requirements.

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
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 100	Composition Enhanced	
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 and Multilingual Students (Communications or English)	
ENG 114	Composition II For International and Multilingual 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	Business Calculations and Methods	
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 Requirements²		
ART 101	Drawing I	3
GRC 100	Introduction To Graphic Arts and Media Technologies	3
GRC 116	Introduction to Digital Art & Design	3
GRC 117	Introduction to Motion Graphics	3
GRC 200	Design Thinking & Methodologies	3
GRC 294	Portfolio Workshop	3
Graphic Design Emphasis Requirements²		
GRC 153	Commercial Printing Processes	3
GRC 175	Web Design I	3
GRC 210	Typography I	3
GRC 220	Graphic Design I	3
GRC 275	Web Design II	3
<i>Electives - choose two classes²</i>		6
ART 141	Introduction to Digital Photography	
GRC 135	Storyboarding	
GRC 182	Digital Video Production	
GRC 282	Motion Graphics for Video	
GRC 284	3D Modeling and Texturing	
VIS 120	Introduction to Animation	
MKT 210	Marketing Principles	
Total Units		60

1

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

2

See Graphic Communications Faculty Adviser for sequencing of graphic communications requirements.

Program Outcomes

Students completing the degree will:

PSLO1: 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.

PSLO2: 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.

PSLO3: Develop and assemble a portfolio of work that will illustrate and communicate their visual design skills at a professional level.

Motion Graphics, Graphic Communications, AAS

Program Description

The Associate of Applied Science, Graphic Communications, offers classes that lead to the completion of a professional, industry-based AAS degree. The Motion Graphics Emphasis develops design skills and knowledge in areas of motion and time-based media, including storyboarding, video production, sound, traditional and 2D animation techniques, and 3D animation. Instruction includes the use of industry standard graphics software, and program computer labs are equipped with the latest Apple computers with support scanners, printers, a sound recording facility and a complete prepress/print shop facility.

Recommended Course Schedule

1st semester		Units
ART 101	Drawing I	3
GRC 100	Introduction To Graphic Arts and Media Technologies	3
GRC 116	Introduction to Digital Art & Design	3
English ¹		3
Math ²		3
Semester Total		15
2nd semester		Units
GRC 117	Introduction to Motion Graphics	3
VIS 120	Introduction to Animation	3
GRC 135	Storyboarding	3
Communications ¹		3
Fine Arts-Humanities-Social Science/Diversity ²		3
Semester Total		15
3rd semester		Units
GRC 182	Digital Video Production	3
GRC 200	Design Thinking & Methodologies	3
Emphasis Course		3
Science ¹		3
US/NV Constitution ²		3
Semester Total		15
4th semester		Units
GRC 282	Motion Graphics for Video	3
GRC 294	Portfolio Workshop	3
Emphasis Course		3
ENG/ART/GRC/VIS Course ³		3
Human Relations ²		3
Semester Total		15
Total Units		60

¹ See approved General Education list for the AAS Degree. (p. 304)

² See program recommendations or requirements.

3

See Graphic Communications Faculty Adviser for graphic communications elective requirements.

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
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 100	Composition Enhanced	
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 and Multilingual Students (Communications or English)	
ENG 114	Composition II For International and Multilingual 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	Business Calculations and Methods	
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 Requirements²		
ART 101	Drawing I	3
GRC 100	Introduction To Graphic Arts and Media Technologies	3
GRC 116	Introduction to Digital Art & Design	3
GRC 117	Introduction to Motion Graphics	3
GRC 200	Design Thinking & Methodologies	3
GRC 294	Portfolio Workshop	3
Motion Graphics Emphasis Requirements²		
VIS 120	Introduction to Animation	3
GRC 135	Storyboarding	3
GRC 282	Motion Graphics for Video	3
GRC 182	Digital Video Production	3
GRC 284	3D Modeling and Texturing	3
<i>Electives - choose two classes²</i>		6
GRC 153	Commercial Printing Processes	
GRC 175	Web Design I	
GRC 210	Typography I	
GRC 220	Graphic Design I	
GRC 275	Web Design II	
VIS 212	Digital Editing	
VIS 213	Sound Recording and Design	
ART 201	Life Drawing I	
ART 235	Photography II - Lighting	
Total Units		60

1

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

2

See Graphic Communications Faculty Adviser for sequencing of graphic communications requirements.

Program Outcomes

Students completing the degree will:

PSLO1: 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.

PSLO2: 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.

PSLO3: Develop and assemble a portfolio of work that will illustrate and communicate their visual design skills at a professional level.

Graphic Arts and Media Technology, Advanced Certificate

Program Description

The Advanced Certificate, Graphic Arts & Media Technology, offers advanced classes that further develop skills for employment, and serves as the third year of an on-site four-year 3+1 degree program. The program instructs in both theory and application of graphic design for print, display-based, and time-based media, including current graphics software and technologies. Students completing the Advanced Certificate will be eligible to enter the fourth year of a Bachelor of Arts program.

Recommended Course Schedule

1st semester		Units
BUS 330	Business Presentations	3
ENT 240	Marketing for Small Business	3
ART 260	Survey of Art History I (or other Core History Course)	3
GRC 300	History of Graphic Arts and Media Technologies	3
GRC 355	Graphic Design II (or other Production Elective)	3
Semester Total		15
2nd semester		Units
GRC 353	Commercial Printing Processes II (or other Production Elective)	3
GRC 310	Typography II (or other Production Elective)	3
GRC 375	Modeling and Animation (or other Production Elective)	3
VIS 310	Digital Cinema II (or other Production Elective)	3
GRC 390	Junior Capstone	3
Semester Total		15
Total Units		30

Special Program Requirements

Admission into the Advanced Certificate Program requires either completion of the Associate of Arts degree in Graphic Arts & Media Technology or completion of the Associate of Applied Science degree in Graphic Communications. Note: students with an AAS may also need to complete Fine Arts/Humanities (3) and Science (3) courses. All students must satisfy General Education Certificate requirements of Communications (3), Mathematics (3), and Human Relations (3) courses. Program Advisement is highly recommended. Please contact the department to make an appointment or for more information.

Program Requirements

To earn the Advanced Certificate, 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
Core Business Course		
BUS 330	Business Presentations	3
ENT 240	Marketing for Small Business	3
Production Elective Courses		
Choose five classes from the following list:		15
GRC 310	Typography II	
GRC 353	Commercial Printing Processes II	
GRC 355	Graphic Design II	
GRC 365	Web & User Interface Design	
GRC 375	Modeling and Animation	
VIS 310	Digital Cinema II	
VIS 330	Digital Animation II	
Any other 200 or 300 level GRC or VIS course ¹		
Core History Courses		
GRC 300	History of Graphic Arts and Media Technologies	3
Choose one from the following list:		3
ART 260	Survey of Art History I	
ART 261	Survey of Art History II	
ART 270	Women in Art	
ART 295	Special Topics in Art History	
Core Capstone Course		
GRC 390	Junior Capstone	3
Total Units		30

¹

Must be courses not used for the AA GAMT 3+1 transfer degree.

Program Outcomes

Students completing the certificate will:

PSLO1: Understand and apply historical and current design theories and concepts in the production of visually engaging media that meets the requirements of the graphics industry.

PSLO2: Acquire a broad skill set in current graphics related technologies, including computer software applications, processes and other production techniques used in the graphics industry.

Transfer Agreements

The Advanced Certificate, Graphic Arts & Media Technology are designed for students who plan to transfer to the BA degree in Visual Media offered by Nevada State College (<https://nsc.edu/admissions/transfer2state/transfer-agreements/>) and taught on the TMCC campus. Please see transfer agreements (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>) for more information.

General Studies, CoA

This program can be completed 100% online.

Program Description

The Certificate of Achievement, General Studies 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 the completion of the Associate of General Studies degree.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

For a detailed program course schedule, please contact the academic advisement office at 775-673-7062

1st semester	Units
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
Semester Total	15
Total Units	30

²

See approved General Education list for the General Studies Degree.
(p. 308)

³

See program recommendations or requirements.

Program Requirements

The Certificate of Achievement, General Studies is a set of courses that can serve as a stepping stone to the Associate of General Studies or allow students to enter the workforce. The Certificate of Achievement, General Studies has 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 Certificate of Achievement, General Studies (p. 308).
4. have no financial or library obligation to the college.

Code	Title	Units
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.

Program Outcomes

Students completing the certificate will:

PSLO1: Demonstrate competencies specific to their choice of career, technical or general courses.

Graphic Communications, CoA

Program Description

The Certificate of Achievement, Graphic Communications prepares students for jobs in areas of graphic communications. This includes graphic design, advertising design, web design, videography, and motion graphics. The program instructs in both theory and application on the latest print and display-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.

Recommended Course Schedule

For a detailed program course schedule, please contact the GRC Program office at 775-673-7291.

1st semester	Units
Communications ¹	3
Mathematics ¹	3
Certificate Requirement ¹	9
Semester Total	15
2nd semester	Units
Human Relations ¹	3
Certificate Requirement ¹	12
Semester Total	15
Total Units	30

¹

See program recommendations or requirements.

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Communications</i>		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 and Multilingual Students	
ENG 102	Composition II	

or ENG 114	Composition II For International and Multilingual 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	
<i>Human Relations</i>		3
Preferred:		
MGT 212	Leadership and Human Relations	
Or select from the following:		
CE 201	Workplace Readiness	
MGT 171	Supervision and Human Relations	
MGT 201	Principles of Management	
MGT 235	Organizational Behavior	
PSY 102	Psychology of Personal and Social Adjustment	
<i>Mathematics</i>		3
Preferred:		
BUS 117	Business Calculations and Methods	
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 100	Introduction To Graphic Arts and Media Technologies	
GRC 116	Introduction to Digital Art & Design	
GRC 117	Introduction to Motion Graphics	
GRC 125	Graphics Software Certification	
GRC 132	Drawing for Animation	
GRC 135	Storyboarding	
GRC 153	Commercial Printing Processes	
GRC 175	Web Design I	
GRC 182	Digital Video Production	
GRC 200	Design Thinking & Methodologies	
GRC 210	Typography I	
GRC 220	Graphic Design I	
GRC 275	Web Design II	
GRC 282	Motion Graphics for Video	
GRC 284	3D Modeling and Texturing	
GRC 294	Portfolio Workshop	
VIS 120	Introduction to Animation	
Total Units		30

Program Outcomes

Students completing the certificate will:

PSLO1: 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.

PSLO2: 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.

Music, CoA

Program Description

The Certificate of Achievement, Music is for students who want to develop practical music skills in a conservatory-type setting, students who may not wish to transfer to a four-year institution, and students who have a vocational interest in music recording.

Recommended Course Schedule

1st semester		Units
Communications ¹		3
MUS 101	Music Fundamentals	3
Elective ²		3
Elective ²		3
Elective ²		3
Semester Total		15
2nd semester		Units
Mathematics ¹		3
Human Relations ¹		3
MUS 121	Music Appreciation	3
Elective ²		3
Elective ²		3
Semester Total		15
Total Units		30

1

See approved General Education list for the AA/AS (p. 299) and the AAS (p. 304) Degree.

2

See program recommendations or requirements. Program advisement is highly recommended.

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
	<i>Communications ¹</i>	3
	<i>Human Relations</i>	3
	<i>Mathematics ²</i>	3
Certificate Requirements		

MUS 101	Music Fundamentals	3
MUS 121	Music Appreciation	3
Elective Requirements		15
Select 15 units from the following:		
MUS 105	Vocal Techniques	
MUS 107	Guitar Class I	
MUS 108	Guitar Class II	
MUS 111	Piano Class I	
MUS 112	Piano Class II	
MUS 122	Survey of Jazz	
MUS 125	History of Rock Music	
MUS 203	Music Theory I	
MUS 204	Music Theory II	
MUS 207	Music Theory III	
MUS 208	Music Theory IV	
MUS 211	Sight-Singing and Dictation I	
MUS 212	Sight-Singing and Dictation II	
MUS 231	Recording Technology I (new course)	
MUS 232	Recording Technology II (new course)	
MUS 239	Virtual Studio Technology I (new course)	
MUS 240	Virtual Studio Technology II (new course)	
MUSE ensemble or MUSA applied music courses, up to 2 units in each area		
Total Units		30

1

ENG 101 is recommended for students who wish to continue to the AA degree.

2

MATH 120 is recommended for students who wish to continue to the AA degree.

Program Outcomes

Students completing the certificate will:

PSLO1: Synthesize specific practical music skills, whether instrumental, vocal, or technical.

PSLO2: Reinforce interest, participation, enjoyment, and a deeper understanding of music.

Theatre, CoA

Program Description

The Associate of Arts, Fine Arts, Theatre 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.

Recommended Course Schedule

1st semester		Units
Communications ¹		3
Human Relations ¹		3
THTR 100	Introduction to Theatre	3
THTR 105	Introduction to Acting I	3
THTR 209	Theatre Practicum	3
or	or Musical Theatre Workshop I	
THTR 176	or Musical Theatre Workshop II	
or		
THTR 276		
Semester Total		15
2nd semester		Units
Mathematics ¹		3
THTR 200	Introduction to Design/Technology	3
THTR 204	Theatre Technology I	3
THTR 209	Theatre Practicum	3
or	or Musical Theatre Workshop I	
THTR 176	or Musical Theatre Workshop II	
or		
THTR 276		
Select 1 elective ²		3
Semester Total		15
Total Units		30

¹

See approved General Education list for the AA/AS Degree. (p. 299)

²

See program recommendations or requirements.

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
Communications		3
Human Relations		3
Mathematics		3
Certificate Requirements		
THTR 100	Introduction to Theatre	3
THTR 105	Introduction to Acting I	3
THTR 200	Introduction to Design/Technology	3
THTR 204	Theatre Technology I	3
THTR 209	Theatre Practicum	6
or THTR 176	Musical Theatre Workshop I	
or THTR 276	Musical Theatre Workshop II	
Elective Requirements		
Select 3 units from the following:		3
THTR 175	Introduction to Musical Theatre Literature	
THTR 176	Musical Theatre Workshop I	
THTR 180	Cinema as Art and Communication	
THTR 199	Play Structure & Analysis (new course submitted)	
THTR 205	Introduction to Acting II	
THTR 210	Theatre: a Cultural Context	
THTR 232	Children's Theatre	
THTR 235	Design Aesthetics (new course submitted)	
THTR 240	Acting for the Camera	
THTR 276	Musical Theatre Workshop II	
THTR 301	Drafting & Drawing Studio for the Theatre (new course submitted)	
THTR 295	Independent Study: Theatre	
Total Units		30

Program Outcomes

Students completing the certificate will:

PSLO1: Demonstrate competency in basic theatre skills.

PSLO2: Apply basic theatre production skills to realized theatre productions.

PSLO3: Describe the process of creating a theatrical production from design to finished product.

Theatre Tech, SC

Program Description

The Skills Certificate, Theatre Tech develops the skills and training necessary to be successful in entry-level theatre tech and other performing arts jobs, and provides a pathway to a career in the theatre or the entertainment industry, or to pursue further education in Theatre.

Recommended Course Schedule

1st semester		Units
THTR 100	Introduction to Theatre	3
THTR 176	Musical Theatre Workshop I	3
THTR 200	Introduction to Design/Technology	3
Semester Total		9
2nd semester		
THTR 204	Theatre Technology I	3
THTR 209	Theatre Practicum	3
Semester Total		6
Total Units		15

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
Certificate Requirement		
THTR 100	Introduction to Theatre	3
THTR 176	Musical Theatre Workshop I	3
THTR 200	Introduction to Design/Technology	3
THTR 204	Theatre Technology I	3
THTR 209	Theatre Practicum	3
Total Units		15

Program Outcomes

Students completing the certificate will:

PSLO1: Students completing the skills certificate will describe the process of creating a theatrical production from design to finished product.

PSLO2: Students completing the skills certificate will demonstrate safe practices and procedures for the use of theatrical spaces and equipment.

PSLO3: Students completing the skills certificate will apply basic theatre production skills to realize theatre productions.

Dental Hygiene, BS

Note: This degree/certificate leads to professional licensure. Licensing requirements vary by state/territory and relocating could impact whether you will meet eligibility requirements for licensure. Please visit our Professional Licensure Programs (<https://www.tmcc.edu/vpaa/professional-licensure-programs/>) page for full details on State Authorization Reciprocity Agreement.

Program Description

The Bachelor of Science, Dental Hygiene Program prepares the graduate to practice as a registered dental hygienist. The TMCC dental hygiene program meets the minimum degree requirements for the Bachelor of Science degree.

The program is fully accredited by the Commission on Dental Accreditation (CODA). The two-year (four-semester) program does not include the general education, college and program core requirements for the Bachelor of Science degree.

It is recommended students complete the general education, college and program core requirements prior to starting the two-year (four-semester) Dental Hygiene program.

IMPORTANT: Due to the considerable time requirements of the Dental Hygiene Program, and to receive full admission points for the cumulative and science GPA categories on the Program Admission Points Worksheet (<http://www.tmcc.edu/dental-hygiene/steps-to-apply/>), it is strongly recommended all general education, additional college requirements, and program admission requirements be completed.

Recommended Course Schedule

1st semester		Units
COM 113	Fundamentals of Speech Communications	3
ENG 101	Composition I	3
or ENG 113	or Composition I for International and Multilingual Students	
Fine Arts/Diversity		3
MATH 126	Pre-Calculus I	3
Semester Total		12
2nd semester		
BIOL 190A & BIOL 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 and Multilingual Students	
STAT 152	Introduction to Statistics	3
or PBH 281	or Introduction to Biostatistics in Public Health	
Semester Total		14
3rd semester		
BIOL 223	Human Anatomy and Physiology I	4
CH 203	American Experiences and Constitutional Change	3
CHEM 220	Introductory Organic Chemistry	4

PSY 101	General Psychology	3
Semester Total		14
4th semester		
BIOL 224	Human Anatomy and Physiology II	4
BIOL 251	General Microbiology	4
NUTR 223	Principles of Nutrition	3
SOC 101	Principles of Sociology	3
Semester Total		14
5th semester		
DH 102	Oral Biology	4
DH 103	Head and Neck Anatomy	2
DH 299	Skills Lab	1
DH 304	Dental Hygiene Theory I	3
DH 305	Pre-Clinical Practice	3
DH 310	Foundations of Dental Hygiene Practice	3
DH 314	Oral Radiology and Interpretation	3
Semester Total		19
6th semester		
DH 209	Pain and Anxiety Control	3
DH 299	Skills Lab	1
DH 311	Pharmacology	2
DH 312	General and Oral Pathology for the Dental Hygienist	3
DH 313	Periodontic Principles I	2
DH 315	Clinical Dental Hygiene I	3
DH 404	Research Methodology	2
Semester Total		16
7th semester		
DH 299	Skills Lab	1
DH 308	Dental Materials	2
DH 403	Periodontic Principles II	2
DH 405	Clinical Dental Hygiene II	4
DH 407	Dental Public Health Concepts	2
DH 410	Foundations of Inter-Professional Collaborative Practice	2
DH 420	Dental Management of Special Patients	2
DH 440	Capstone I	1
Semester Total		16
8th semester		
DH 299	Skills Lab	1
DH 411	Dental Public Health Field Experience	1
DH 409	Ethics, Law, and Business Practices	2
DH 413	Periodontic Principles III	1
DH 415	Clinical Dental Hygiene III	4
DH 416	Inter-Professional Collaborative Practice Field Experience	2
DH 417	Community Dental Health	2
DH 442	Capstone Seminar II	2
Semester Total		15
Total Units		120

Apply

Students must apply for entrance into the Dental Hygiene program. The application is available on the Dental Hygiene (<http://www.tmcc.edu/dental-hygiene/>) website.

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 root planing 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.

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, science prerequisite courses or other program requirements 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. Fourteen students will be admitted each fall. The application is available on the Dental Hygiene (<http://www.tmcc.edu/dental-hygiene/>) homepage under "Steps to Apply" tab. Application's open in January and close in February. See Steps to Apply webpage for application dates.

A minimum GPA of 2.75 (4.0 scale) and a "C" or higher in general education, college and program requirement courses is required.

Applicants not selected will not be carried forward to the next year, and must reapply for consideration. Additional program information is available in the dental clinic office 775- 673-8293, located in the Red

Mountain Building (RDMT) 415-A, Admissions and Records in RDMT 319, and Academic Advisement in RDMT 111.

Student Selection

The final selection of students will be conducted by the dental hygiene program screening committee. Applicants will be ranked using selection criteria including overall general education GPA, pre-requisite science GPA and other criteria established by the screening committee. There are three pre-admission assessment exams required which must be 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 attend a mandatory new student orientation the beginning of June. Once accepted into the program, students will be required to show proof and adherence to the dental hygiene program infectious disease/immunization policy, prior to starting classes. A medical exam is required and medical insurance is recommended.

Licensure

Graduates of the TMCC Dental Hygiene Program will be prepared to complete the written National Board Dental Hygiene Examination, Nevada State Board Clinical Exam and other state/regional clinical examinations in the U.S. All states require dental hygienists be licensed. Graduates from the dental hygiene program are eligible to apply for licensure in other states. Each state has specific criteria for licensure eligibility. It is the students responsibility to contact the state to determine eligibility requirements.

The Nevada Dental Practice Act (NRS 631.290) requires 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).

Program Requirements

This program has special admission requirements. Please visit the program website for specific admission advising.

To earn a Dental Hygiene Bachelor's Degree students must:

1. Maintain a C or better in each course and a minimum cumulative GPA of 2.75 (see requirements for graduation.)
2. Satisfy General Education requirements for Bachelor's degrees (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
3. Complete the 120 units of Degree requirements.
 - 32 units must be completed at TMCC.
 - 40 units must be upper division.
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>English</i>		3-6
Required:		
ENG 102 or ENG 114	Composition II ¹ Composition II For International and Multilingual Students	
<i>Mathematics</i>		
Required:		
MATH 126	Pre-Calculus I (or higher)	3
<i>Science</i>		
Required:		
BIOL 190A & BIOL 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory	4
CHEM 121	General Chemistry I	4
<i>Social Science</i>		
Required:		
PSY 101	General Psychology	3
<i>Humanities</i>		3
Recommended:		
CH 203	American Experiences and Constitutional Change ²	
<i>Fine Arts</i>		3
Recommended:		
THTR 210 or ART 263 or ART 270 or DAN 101	Theatre: a Cultural Context Survey of African, Oceanic, & Native American Art Women in Art Dance Appreciation	
Additional College Requirements		
<i>Diversity</i> ²		[3]
<i>U.S. and Nevada Constitutions</i>		[3]
<i>Capstone</i>		[3]
DH 440	Capstone I	
DH 442	Capstone Seminar II	
Program Admission Requirements		
COM 113	Fundamentals of Speech Communications ³	3
NUTR 223	Principles of Nutrition ³	3
SOC 101	Principles of Sociology ³	3
STAT 152 or PBH 281	Introduction to Statistics ³ Introduction to Biostatistics in Public Health	3
BIOL 223	Human Anatomy and Physiology I ³	4
BIOL 224	Human Anatomy and Physiology II ³	4
BIOL 251	General Microbiology	4
CHEM 220	Introductory Organic Chemistry ³	4
Degree Requirements ⁴		
DH 102	Oral Biology	4
DH 103	Head and Neck Anatomy	2
DH 209	Pain and Anxiety Control	3
DH 299	Skills Lab (4 units are required)	4
DH 304	Dental Hygiene Theory I	3
DH 305	Pre-Clinical Practice	3
DH 308	Dental Materials	2
DH 310	Foundations of Dental Hygiene Practice	3
DH 311	Pharmacology	2
DH 312	General and Oral Pathology for the Dental Hygienist	3
DH 313	Periodontic Principles I	2
DH 314	Oral Radiology and Interpretation	3
DH 315	Clinical Dental Hygiene I	3
DH 403	Periodontic Principles II	2
DH 404	Research Methodology	2
DH 405	Clinical Dental Hygiene II	4
DH 407	Dental Public Health Concepts	2
DH 409	Ethics, Law, and Business Practices	2
DH 410	Foundations of Inter-Professional Collaborative Practice	2
DH 411	Dental Public Health Field Experience	1
DH 413	Periodontic Principles III	1
DH 415	Clinical Dental Hygiene III	4
DH 416	Inter-Professional Collaborative Practice Field Experience	2
DH 417	Community Dental Health	2
DH 420	Dental Management of Special Patients	2
DH 440	Capstone I	1
DH 442	Capstone Seminar II	2
Total Units		120
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.		
3		
These courses are recommended to be completed prior to applying to the program.		
4		
Students will begin these courses upon acceptance into the Dental Hygiene Program. See Program Director for specific GPA requirements for Degree requirement courses.		

Program Outcomes

Students completing the degree will:

PSLO1: Be eligible to take the written National Board Dental Hygiene Examination (NBDHE), apply and take the ethics examination for state licensure, and be eligible to apply and sit for state or regional clinical examination.

PSLO2: Utilize critical thinking skills to investigate and pursue the evolving role of the dental hygienist in career options outside the traditional private practice model such as in education, research, administration, public health, corporate sales, as members of inter-

professional healthcare teams, and in advanced practice pursuing additional skills and education needed to advance their careers.

PSLO3: BSDH graduates will be better prepared to practice within an integrated healthcare system to positively impact the public's oral and overall health by functioning as competent oral healthcare providers who can deliver optimal patient care within a variety of practice settings to meet the needs of diverse populations and the evolving healthcare environment.

RN to BSN, Bachelor of Science in Nursing

This program can be completed 100% online.

Program Description

The Maxine S. Jacobs RN to BSN program is offered in a totally online format. The program is designed to recognize the educational and professional experiences that registered nurses possess and build upon that knowledge to transform their practice and create exceptional nursing leaders in the profession. The RN to BSN can be completed in 12 months and courses are offered in 8 week blocks.

Recommended Course Schedule

4th semester			Units
Possible starting units from prior learning and/or transfer in, including General Education Requirements, Additional College Requirements, Nursing Units, and Electives:			80
Semester Total			80
5th semester			
Program starts in 2nd Summer Term with this class:			
NURS 354	Transition to Baccalaureate Nursing Practice	2	
Semester Total			2
6th semester			
Fall Term			
NURS 330	Biostatistics for Nursing	3	
NURS 394	Holistic Assessment in Professional Nursing	3	
NURS 395	Research & Evidence-Based Practice in Professional Nursing	4	
NURS 396	Dimensions of Professional Nursing	4	
Semester Total			14
7th semester			
Spring Term			
NURS 478	Quality and Safety Education for Professional Nursing Practice	3	
NURS 479	Evolving Concepts in Nursing Leadership and Management	4	
NURS 480	Enhancing Clinical Judgment	4	
NURS 482	Population Care Theory	3	
Semester Total			14
8th semester			
Summer Term			
NURS 489	Information Management and Healthcare Technology	3	
NURS 492	Population Care Capstone	4	
Elective ³		0-3	
Semester Total			10
Total Units			120

3

See program recommendations or requirements.

Special Admission Requirements

This program has special admission requirements. Please visit the program website for specific admission advising.

<https://www.tmcc.edu/nursing/rn-bsn> (<https://www.tmcc.edu/nursing/rn-bsn/>)

Admission to the RN to BSN program is a separate process from admission to Truckee Meadows Community College. In order to be considered for admission to the RN to BSN program, all students must meet the requirements for formal admission to Truckee Meadows Community College.

Official associate degree program transcripts must be submitted.

All students applying for the RN to BSN program must meet the following minimum criteria:

1. An active RN license in the state where currently practicing when coursework begins.
2. Graduated with an Associate Degree in Nursing from a regionally accredited nursing program.

Program Requirements

To earn a Bachelor's Degree students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Satisfy General Education requirements for Bachelor's degrees (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
3. Complete 120 units in total.
 - 30 units of upper-division units must be completed at TMCC.
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>English:</i>		6
Required:		
ENG 102	Composition II	
or ENG 114	Composition II For International and Multilingual Students	
<i>Fine Arts</i>		3
<i>Humanities</i> ²		3
<i>Mathematics</i>		3
Required:		
MATH 124	College Algebra (or higher)	
<i>Science (Lab Required)</i>		6
Recommended:		
BIOL 190A & BIOL 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory	
BIOL 251	General Microbiology	
<i>Social Science</i>		3
Recommended:		
PSY 101	General Psychology	
Additional College Requirements		

Diversity ¹	[3]
Science	6
U.S. and Nevada Constitutions	[3]
Recommended:	
CH 203 American Experiences and Constitutional Change ²	
Degree Requirements	
NURS 354 Transition to Baccalaureate Nursing Practice	2
NURS 330 Biostatistics for Nursing	3
NURS 394 Holistic Assessment in Professional Nursing	3
NURS 395 Research & Evidence-Based Practice in Professional Nursing	4
NURS 396 Dimensions of Professional Nursing	4
NURS 478 Quality and Safety Education for Professional Nursing Practice	3
NURS 479 Evolving Concepts in Nursing Leadership and Management	4
NURS 480 Enhancing Clinical Judgment	4
NURS 482 Population Care Theory	3
NURS 489 Information Management and Healthcare Technology	3
NURS 492 Population Care Capstone	4
Nursing Prior Learning Units	38
Electives Prior Learning units	12
Choose one of the following electives	3
NURS 209 Principles of Pathophysiology	
NURS 212 Cultural Aspects of Nursing Care ¹	
or any transferable courses	
Total Units	120

1

Diversity is satisfied through the completion of NURS 212.

2

CH 203 satisfies both Humanities and U.S. & Nevada Constitutions.

Program Outcomes

Students completing the degree will:

PSLO 1. Integrate principles of leadership, management and continuous quality improvement to promote patient safety and equity across diverse populations.

PSLO 2. Incorporate research findings from nursing and other healthcare disciplines to address community health concerns and ensure optimal patient-centered care using evidence-based nursing practice.

PSLO 3. Cultivate a professional nursing identity that embraces the values of the profession including advancement as a leader and lifelong learning.

PSLO 4. Integrate leadership skills and knowledge of the healthcare, financial, and regulatory systems to advance professional practice.

PSLO 5. Integrate theories and concepts from the natural and social sciences, and arts and humanities in professional practice.

PSLO 6. Examine principles of prevention and health promotion to improve equitable health outcomes for individuals, families, groups, and communities.

PSLO 7. Exhibit effective inter-professional communication and collaboration to provide quality, ethical, holistic patient care.

PSLO 8. Evaluate information management, innovative technology, and systems in an ethical manner to ensure safe care and enhance clinical judgment and decision-making for continuous quality improvement.

Career and Technical Education Leadership, BAS

This program can be completed 100% online.

Program Description

The Bachelor of Applied Science (BAS) in Career and Technical Education Leadership degree is a professional degree program designed for individuals who want to continue their education after completing an Associate of Applied Science degree program with a career emphasis. This multi-disciplined degree will build upon the student's work experience and academic success and offer an avenue to earn a baccalaureate degree in career and technical education. The degree will meet the needs of the student who is in search of job training and leadership/ management skills for personal and professional advancement. The BAS in Career and Technical Education Leadership is a degree that will enable students to gain academic credibility and professional status.

Recommended Course Schedule

1st semester		Units
Career Content and General Education Requirements		15
Semester Total		15
2nd semester		
Career Content and General Education Requirements		15
Semester Total		15
3rd semester		
Career Content and General Education Requirements		15
Semester Total		15
4th semester		
Career Content and General Education Requirements		15
Semester Total		15
5th semester		
EDCT 301	Career and Technical Education and Leadership Foundations	3
EDCT 302	Instructional Facility Design	3
EDCT 304	Assessment and Instruction in Career and Technical Education and Leadership	3
EDCT 447	Curriculum Development in Career and Technical Education	3
Elective: Lower Level		3
Semester Total		15
6th semester		
EDCT 305	The Global Workforce	3
EDCT 306	Teaching Diverse Learners in Career and Technical Education and Leadership	3
EDCT 403	Career and Technical Education and Workforce Leadership	3
EDCT 439	General Methods of Teaching Career and Technical Education	3
MGT 171	Supervision and Human Relations	3
Semester Total		15

7th semester

EDCT 402	Teaching Students with Disabilities or Special Needs	3
EDCT 413	Advanced Program Evaluation and Leadership	3
EDCT 416	Instructional Leadership and Coordination I	3
MGT 201	Principles of Management	3
MGT 212	Leadership and Human Relations	3
Semester Total		15

8th semester

MGT 235	Organizational Behavior	3
EDCT 426	Instructional Leadership and Coordination II	3
EDCT 411	Supervised Classroom Internship in Career Technical and Workforce Education ¹	6
Elective		3
Semester Total		15
Total Units		120

1

If access to a supervised internship is not accessible, 6 units of upper division units electives can be used as a substitution.

Special Admission Requirements

Admission to the BAS, Career and Technical Education Leadership requires an associate's degree from a regionally accredited institution.

Degree Requirements

To earn a Bachelor's Degree students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Satisfy General Education requirements for Bachelor's degrees (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
3. Complete 120 units in total.
 - 30 units of upper-division units must be completed at TMCC.
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>English</i>		3-6
Must include		
ENG 102 or ENG 114	Composition II ¹ Composition II For International and Multilingual Students	
<i>Fine Arts</i>		3
<i>Humanities</i>		3
<i>Mathematics</i>		3
Required:		
MATH 120	Fundamentals of College Mathematics (or higher)	
<i>Science</i>		6
Must include at least 1 lab course.		
<i>Social Science</i>		3

ADDITIONAL COLLEGE REQUIREMENTS

Diversity ²	(3)
U.S. and Nevada Constitutions ²	(3)
Lower level units from Associates Degrees.	42
EDCT 447 Curriulum Development in Career and Technical Education	3
EDCT 301 Career and Technical Education and Leadership Foundations	3
EDCT 302 Instructional Facility Design	3
EDCT 304 Assessment and Instruction in Career and Technical Education and Leadership	3
EDCT 305 The Global Workforce	3
EDCT 306 Teaching Diverse Learners in Career and Technical Education and Leadership	3
EDCT 403 Career and Technical Education and Workforce Leadership	3
EDCT 439 General Methods of Teaching Career and Technical Education	3
EDCT 402 Teaching Students with Disabilities or Special Needs	3
EDCT 411 Supervised Classroom Internship in Career Technical and Workforce Education ³	6
EDCT 413 Advanced Program Evaluation and Leadership	3
EDCT 416 Instructional Leadership and Coordination I	3
EDCT 426 Instructional Leadership and Coordination II	3
MGT 171 Supervision and Human Relations	3
MGT 201 Principles of Management	3
MGT 212 Leadership and Human Relations	3
MGT 235 Organizational Behavior	3
Total Units	120

1

If you place into ENG 102 (<http://catalog.tmcc.edu/search/?P=ENG%20102>) or ENG 114 (<http://catalog.tmcc.edu/search/?P=ENG%20114>), 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

Courses used to satisfy the Diversity and the U.S. and Nevada Constitutions requirements may also apply to a General Education requirement or a degree requirement.

3

If access to a supervised internship is not accessible, 6 units of upper division units electives can be used as a substitution.

Program Outcomes

Students completing the degree will:

PSLO1: Program Outcome: Students will apply curriculum design skills to develop and deliver curriculum specific post-secondary career education and discipline-specific industry training.

PSLO2: Program Outcome: Students will utilize critical thinking, problem-solving skills to direct policy and action while exercising leadership techniques to guide students and industry personnel.

PSLO3: Program Outcome: Students will synthesize and implement curriculum and leadership techniques to meet the education, industry, legal and ethical standards required to meet the needs of a diverse and global workforce.

Emergency Management and Homeland Security, BAS

This program can be completed 100% online.

Program Description

The Bachelor of Applied Science in Emergency Management and Homeland Security (BAS-EMHS) provides students with a well-rounded foundation in the history, politics, defense and preparedness aspects of terrorism. It will also provide students with the management principles of planning, mitigation, response and recovery from natural and man made disasters in emergency management roles. Graduates of the program will be able to conduct planning analysis, write, and implement emergency plans for public and private entities while addressing the issues of homeland security within the emergency management role. Emergency management and homeland security is one of the fastest growing disciplines in the United States today with excellent employment prospects for graduates in both the public and the private sector.

Recommended Course Schedule

This recommended course schedule is contingent on the student starting the program in the fall semester and taking 5 classes each semester. If a student starts the program in the spring semester and/or takes less than 5 classes per semester, they will need to adjust their classes accordingly, as most EMHS courses are only offered once per year.

4th semester		Units
Prior Learning from Associate's degree.		60
Semester Total		60
5th semester		
Electives ²		6
EMHS 300	Principles, Practices Philosophy & Doctrine of Emergency Management	3
EMHS 302	Principles and Practices of Mitigation and Recovery in Emergency Management	3
EMHS 313	Homeland Security: Preparedness, Prevention, Deterrence & Emergency Management	3
Semester Total		15
6th semester		
Electives ²		3
EMHS 304	Hazard Risk Management: Vulnerability and Risk	3
EMHS 311	International and Domestic Terrorism	3
EMHS 321	Homeland Security Policy, Ethics and Civil Liberties	3
EMHS 410	Social Dimensions, Lifecycle and Ethics of Disaster	3
Semester Total		15
7th semester		
EMHS 414	Organizational Crisis & Continuity Management	3
EMHS 416	Introduction to Exercise Design and Evaluation	3
EMHS 422	Public Health and Disasters	3
EMHS 423	Critical Infrastructure and Resource Protection	3

EMHS 425	Emergency Management/Homeland Security Leadership & Communication	3
Semester Total		15
8th semester		
Electives ²		6
EMHS 412	Emergency Management Fiscal Administration	3
EMHS 421	Critical Thinking and Strategic Intelligence	3
EMHS 490	Emergency Management Homeland Security Capstone	3
Semester Total		15
Total Units		120

²

See Program Requirements.

Special Admission Requirements

Code	Title	Units
DEGREE ENTRY PREREQUISITE INFORMATION		
Students entering the BAS will start from one of several prerequisite options. Please contact the program advisor for more details on transfer articulation.		
AAS, Prehospital Emergency Medicine		72
Follow the program worksheet for AAS, Prehospital Emergency Medicine with the addtional prerequisite:		
EMHS 200	ICS/NIMS/EOC	
AAS, Fire Technology, Fire Suppression		60
Follow the program worksheet for AAS, Fire Technology, Fire Suppression		

Program Requirements

To earn a Bachelor's Degree students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Satisfy General Education requirements for Bachelor's degrees (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
3. Complete 120 units in total.
 - 30 units of upper-division units must be completed at TMCC.
4. Have no financial or library obligation to the college.

Code	Title	Units
Units from AA, AS, or AAS Degree.		60
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.		
<i>Natural Science</i>		
Required:		
GEOL 100	Earthquakes, Volcanoes and Natural Disasters	
Degree Requirements		
EMHS 300	Principles, Practices Philosophy & Doctrine of Emergency Management	3
EMHS 302	Principles and Practices of Mitigation and Recovery in Emergency Management	3

EMHS 304	Hazard Risk Management: Vulnerability and Risk	3	PSLO2: Apply the concepts of professional skills and competencies in Emergency Management and Homeland Security planning, mitigation, response, and recovery.
EMHS 311	International and Domestic Terrorism	3	
EMHS 313	Homeland Security: Preparedness, Prevention, Deterrence & Emergency Management	3	
EMHS 321	Homeland Security Policy, Ethics and Civil Liberties	3	
EMHS 410	Social Dimensions, Lifecycle and Ethics of Disaster	3	
EMHS 412	Emergency Management Fiscal Administration	3	
EMHS 414	Organizational Crisis & Continuity Management	3	
EMHS 416	Introduction to Exercise Design and Evaluation	3	
EMHS 421	Critical Thinking and Strategic Intelligence	3	
EMHS 422	Public Health and Disasters	3	
EMHS 423	Critical Infrastructure and Resource Protection	3	
EMHS 425	Emergency Management/Homeland Security Leadership & Communication	3	
EMHS 490	Emergency Management Homeland Security Capstone	3	

Elective Requirements

Select 15 upper-division elective credits. ¹ 15

EMHS 306	Advanced ICS-EOC Interface
EMHS 320	History of United States Hazards and Disasters
EMHS 322	Trauma Treatment in an age of disaster and terrorism
EMHS 323	Physical Security and Deterrents to Terrorism
EMHS 325	Terrorism, Weapons of Mass Destruction and Homeland Security
EMHS 420	Advanced Disaster Case Study
EMHS 427	Critical Incident Management for Public Safety
EMHS 429	Transportation Systems: Security and multi-modal transportation
EMHS 470	Emergency Management Homeland Security Internship

Total Units 120

¹

Electives are designed to address the student's emphasis within the degree program, whether Emergency Management, Public Health or Homeland Security.

Program Outcomes

Students completing this degree will:

PSLO1: Identify the underlying principles and roles of Emergency Management and Homeland Security within the public organizations and private sector business.

Criminal Justice, AA

This program can be completed 100% online.

Program Description

TMCC's Associate of Arts, 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.

Recommended Course Schedule

1st semester	Units
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	Units
Select 2 Degree courses ⁴	6
Foreign Language ⁵	4
ENG 102 Composition II or ENG 114 or Composition II For International and Multilingual Students	3
Mathematics ⁴	3
Semester Total	16
3rd semester	Units
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	Units
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. 299)

⁴

See program recommendations or requirements.

5

See approved Foreign Language list for the AA Degree. (p. 303)

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
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>		3
<i>Science</i>		6
<i>Social Science</i>		3
	Recommended:	
	Select a course that satisfies both Social Science and U.S. and Nevada Constitutions requirement.	
Additional Degree Requirements		
<i>Diversity</i> ¹		[3]
	Recommended:	
AAD 201	History of the Built Environment	
<i>Foreign Language</i> ²		0-14
<i>U.S. and Nevada Constitutions</i> ¹		[3]
Degree Requirements		
<i>Core:</i>		
CRJ 104	Introduction to Administration of Justice	3
CRJ 222	Criminal Law and Procedure	3
<i>Emphasis</i>		
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 234	Introduction to the Courts and American Legal System	
Elective Requirements		
Select 7 units of transferable electives:		7-24
<i>Recommended:</i>		
PHIL 102	Critical Thinking and Reasoning ²	

STAT 152	Introduction to Statistics ²
CRJ 289	Law and Justice
Any other electives of choice.	
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.

Program Outcomes

Students completing the degree will:

PSLO1: Describe the rights and protections granted under the US Constitution, particularly the Bill of Rights, to individuals involved in the criminal justice system.

PSLO2: 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.

PSLO3: 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.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>). TMCC has agreements with the following institutions towards a bachelor's degree in the same of similar discipline.

- University of Nevada, Reno (<https://www.unr.edu/admissions/transfer/credits/transfer-agreements/>)

Biology, AS

Program Description

The Associate of Science, Biology is a two-year transferable program. 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.

Recommended Course Schedule

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

1st semester		Units
CHEM 121	General Chemistry I	4
English ⁷		3
MATH 127	Pre-Calculus II	3
STAT 152	Introduction to Statistics	3
Diversity/Fine Arts ⁶		3
Semester Total		16
2nd semester		Units
BIOL 190A & BIOL 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory	4
CHEM 122	General Chemistry II	4
Elective ³		3
English ⁷		3
Semester Total		14
3rd semester		Units
BIOL 191A & BIOL 191L	Introduction to Organismal Biology and Intro to Organismal Biology Lab	4
CHEM 341	Organic Chemistry for Scientists and Professionals I	3
Elective ⁷		5
Social Science/U.S. Nevada Constitutions ⁶		3
Semester Total		15
4th semester		Units
Elective ⁷		5
CHEM 342	Organic Chemistry for Scientists and Professionals II	3
Humanities ⁶		3
PHYS 151 or PHYS 180 and PHYS 180L	General Physics I or Physics for Scientists and Engineers I and Physics for Scientists/Engineers Lab I	4
Semester Total		15
Total Units		60

⁶

See approved General Education list for the AA/AS Degree. (p. 299)

⁷

See program recommendations or requirements.

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
English		3-6
Must include ENG 102 or ENG 114 ¹		
Fine Arts		3
Humanities		3
Recommended:		
PHIL 210	World Religions	
Mathematics		3
Required:		
MATH 127	Pre-Calculus II ³	
Science		[6]
Required: ²		
CHEM 121 & CHEM 122	General Chemistry I and General Chemistry II	8
Social Science		3
Recommended: PSC 101, CH 203, or HIST 111		
Additional College Requirements		
Diversity ²		[3]
Recommended:		
PHIL 210	World Religions	
Science		[6]
U.S. and Nevada Constitutions courses ²		[3]
Recommended: PSC 101, CH 203, or HIST 111		
Degree Requirements		
BIOL 190A & BIOL 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory	4
BIOL 191A & BIOL 191L	Introduction to Organismal Biology and Intro to Organismal Biology Lab	4
Chemistry: Choose from one of the following options:		4-6
CHEM 220	Introductory Organic Chemistry	
OR		
CHEM 341	Organic Chemistry for Scientists and Professionals I	
AND		
CHEM 342	Organic Chemistry for Scientists and Professionals II	
PHYS 151	General Physics I	4

or PHYS 180 & 180L	Physics for Scientists and Engineers I and Physics for Scientists/Engineers Lab I	
Science GE Units (from CHEM 121 & CHEM 122)		[2]
STAT 152	Introduction to Statistics	3
Elective Requirements		
Select 11-15 units of the following:		11-15
BIOL 100	General Biology for Non-Majors ⁵	
BIOL 105	Introduction to Neuroscience ⁵	
BIOL 106	Introduction to Evolution and Adaptation ⁵	
BIOL 112	Introduction to Animal Behavior ⁵	
BIOL 113	Life in the Ocean ⁵	
BIOL 202	General Botany	
BIOL 223	Human Anatomy and Physiology I	
BIOL 224	Human Anatomy and Physiology II	
BIOL 251	General Microbiology	
BIOL 298	Independent Study in Biology	
CHEM 241L	Organic Chemistry for Life Sciences Lab I	
CHEM 242L	Organic Chemistry for Life Sciences Lab II	
CHS 200		
MATH 126	Pre-Calculus I	
MATH 181	Calculus I ³	
NUTR 223	Principles of Nutrition	
NUTR 233	Community and Lifecycle Nutrition	
PHYS 152	General Physics II ⁴	
PHYS 181 & 181L	Physics for Scientists and Engineers II and Physics for Scientists/Engineers Lab II ⁴	
Or any transferable college level units. ⁵		
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.

3

MATH 181 is required for B.S. in Biology at UNR.

4

PHYS 152 or PHYS 180L and PHYS 181L are required for a B.S. in Biology at UNR.

5

This course does not count toward required Biology courses for B.S. in Biology Degree at UNR.

Program Outcomes

Students completing the degree will:

PSLO1: Explain biological concepts as they relate to molecular structure and function, cellular processes, genetics, anatomical structural and physiological function of organisms, and evolutionary processes.

PSLO2: Apply the method of scientific inquiry by designing a controlled experiment, collecting, analyzing, and interpreting data, and presenting findings in written and oral formats.

PSLO3: Critically evaluate the scientific merits and claims of biological information from various sources and develop arguments based on biological facts and evidence.

PSLO4: Employ quantitative reasoning skills to data analysis and interpretation.

PSLO5: Use standard laboratory equipment and follow safe laboratory practices.

PSLO6: Apply standard scientific format with accurate use of citations, graphs, and statistics.

PSLO7: Analyze community and global issues from a biological perspective.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>). TMCC has agreements with the following institutions towards a bachelor's degree in the same of similar discipline.

- Great Basin College (<https://www.gbcnv.edu/admissions/transfer-to.html>)
- University of Nevada, Reno (<https://www.unr.edu/admissions/transfer/credits/transfer-agreements/>)

Dietetic, AS

Note: This degree/certificate leads to professional licensure. Licensure requirements vary by state/territory and relocating could impact whether you will meet eligibility requirements for licensure. Please visit our Professional Licensure Programs (<https://www.tmcc.edu/vpaa/professional-licensure-programs/>) page for full details on State Authorization Reciprocity Agreement.

Program Description

The Associate of Science, Dietetic is a two-year transferable program. 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 Nutrition and Dietetic Technician, Registered (NDTR), the following courses should be added, from the AAS dietetic technician degree:

Code	Title	Units
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

Accreditation information can be found on the Dietetic Technician Program website (<http://www.tmcc.edu/dietetic-technician/>).

Recommended Course Sequence

1st semester		Units
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
Fine Arts ⁴		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		Units
BIOL 190A	Introduction to Cell and Molecular Biology	4
& BIOL 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 and Multilingual Students	
NUTR 221	Quantity Food Purchasing	3
Semester Total		14
3rd semester		Units
BIOL 223	Human Anatomy and Physiology I	4

CHEM 122	General Chemistry II	4
Humanities ⁴		3
NUTR 223	Principles of Nutrition	3
Semester Total		14
4th semester		Units
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 ⁴		3
NUTR 253	Cultural Considerations in Nutrition and Health Care	3
Semester Total		17
Total Units		60

4

See approved General Education list for the AA/AS Degree. (p. 299)

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
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>		[6]
Required:		
CHEM 121	General Chemistry I	8
& CHEM 122	and General Chemistry II	
<i>Social Science</i>		[3]
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> ³		[6]
BIOL 190A	Introduction to Cell and Molecular Biology	4
& BIOL 190L	and Introduction to Cell and Molecular Biology Laboratory	
<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.

3

2 units from GE count toward fulfilling the Science requirement.

Program Outcomes

Students completing the degree will:

PSLO1: Demonstrate a basic knowledge of nutrition, science, and math that comprise the integral foundation applicable to a four-year degree.

PSLO2: Synthesize and apply nutrition principles in a variety of settings.

PSLO3: Demonstrate academic and practical knowledge of standards appropriate to dietetic practice.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>).

TMCC has agreements with the following institutions towards a bachelor's degree in the same or similar discipline.

- University of Nevada, Reno (<https://catalog.unr.edu/content.php?catoid=47&navoid=64749>)

Nursing, AS

Note: This degree/certificate leads to professional licensure. Licensure requirements vary by state/territory and relocating could impact whether you will meet eligibility requirements for licensure. Please visit our Professional Licensure Programs (<https://www.tmcc.edu/vpaa/professional-licensure-programs/>) page for full details on State Authorization Reciprocity Agreement.

Program Description

The Associate of Science, Nursing 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 NCLEX-RN examination leading to licensure as a Registered Nurse.

Recommended Course Schedule

1st semester		Units
BIOL 190A & BIOL 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory (Fast-Track) ³	4
BIOL 251	General Microbiology (Fast-Track) ³	4
ENG 101	Composition I ³	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
MATH 124	College Algebra (or higher)	3
Semester Total		14
2nd semester		
BIOL 223	Human Anatomy and Physiology I (Fast Track) ³	4
BIOL 224	Human Anatomy and Physiology II (Fast-Track) ³	4
ENG 102	Composition II	3
or ENG 114	or Composition II For International and Multilingual Students	
PSY 101	General Psychology	3
Semester Total		14
3rd semester		
NURS 138	Nursing Care I	7
NURS 142	Fundamentals of Pharmacology	2
NURS 212	Cultural Aspects of Nursing Care	3
Semester Total		12
4th semester		
NURS 170	Nursing Care 2	7
NURS 209	Principles of Pathophysiology	3
Semester Total		10
5th semester		
Humanities ⁵		3
NURS 202	Nursing Care 3	7
NURS 102	Professional Behaviors	2
Semester Total		12

6th semester

NURS 274	Nursing Care 4	7
Fine Arts ⁴		3
Semester Total		10
Total Units		72

3

After completion of prerequisite courses, students apply for admission to the Nursing Degree program.

4

See approved General Education list for the AA/AS Degree. (p. 299)

5

See program recommendations or requirements.

Special Admissions Procedures

Program information: 775-850-4054

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 124 (or higher), BIOL 223, BIOL 224, 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.

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Required Courses

Code	Title	Units
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 203	American Experiences and Constitutional Change (Also satisfies U.S. and Nevada Constitution) ²	
<i>Mathematics</i>		3
Required:		
MATH 124	College Algebra (or higher)	
<i>Science</i>		[6]
Required:		

BIOL 190A & BIOL 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory	4
BIOL 251	General Microbiology	4
<i>Social Science</i>		
Required:		
PSY 101	General Psychology	3
Additional College Requirements		
<i>Diversity</i>		[3]
Required:		
NURS 212	Cultural Aspects of Nursing Care ²	
<i>Science</i>		[6]
Required:		
BIOL 223	Human Anatomy and Physiology I	4
BIOL 224	Human Anatomy and Physiology II	4
<i>U.S. and Nevada Constitutions</i>		[3]
Recommended:		
CH 203	American Experiences and Constitutional Change ²	
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 you will graduate with 69 credits.

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.

Program Outcomes

Students completing the degree will:

PSLO1: Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving professional identity as a nurse committed to evidence-based practice, caring, advocacy and quality care.

PSLO2: Demonstrate appropriate written, verbal, and nonverbal communication in a variety of clinical contexts.

PSLO3: Integrate social, mathematical, and physical sciences, pharmacology, and pathophysiology in clinical decision-making.

PSLO4: Provide patient centered care by utilizing the nursing process across diverse populations and health care settings.

PSLO5: Minimize risk of harm to patients, members of the healthcare team and self through safe individual performance and participation in system effectiveness.

PSLO6: Collaborate with the multidisciplinary health care team to provide effective patient care throughout the lifespan.

PSLO7: Use information and technology to communicate, manage data, mitigate error, and support decision-making.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>).

TMCC has agreements with the following institutions towards a bachelor's degree in the same or similar discipline.

- University of Nevada, Reno (<https://www.unr.edu/admissions/transfer/credits/transfer-agreements/>)

Kinesiology Track, Public Health, AS

Program Description

The Associate of Science, Public Health, Kinesiology Track provides the lower division coursework towards bachelor degrees in community health, public health, health education, and other related areas and satisfies the lower division major requirements towards the UNR Bachelor of Science in Public Health, Kinesiology Specialization. The B.S. in Public Health Kinesiology prepares students for work in coaching, physical education instruction, and personal training. In addition, it is an excellent preparation for applying to Professional Schools in Physical Therapy, Occupational Therapy, and Physician Assistant Programs.

Recommended Course Schedule

1st semester		Units
English ⁵		3
Fine Arts/Diversity ⁵		3
Mathematics ⁵		3
NUTR 121	Human Nutrition	3
PBH 101	Introduction to Public Health	3
or PBH 120	or Foundations of Personal Health and Wellness	
Semester Total		15
2nd semester		Units
BIOL 190A & BIOL 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory	4
CHEM 121	General Chemistry I (with Lab)	4
English ⁵		3
Elective ⁶		1
PBH 120	Foundations of Personal Health and Wellness	3
or PBH 101	or Introduction to Public Health	
Semester Total		15
3rd semester		Units
BIOL 223	Human Anatomy and Physiology I	4
Electives ⁶		4
Social Science/Diversity ⁵		3
PBH 220	Introduction to Public Health Biology	3
Semester Total		14
4th semester		Units
BIOL 224	Human Anatomy and Physiology II	4
Electives ⁶		6
PBH 281	Introduction to Biostatistics in Public Health	3
U.S. and Nevada Constitutions/Humanities ⁶		3
Semester Total		16
Total Units		60

⁵

See approved General Education list for AA/AS Degree

⁶

See program recommendations or requirements.

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>English</i> ¹		3-6
Required:		
ENG 102	Composition II	
or ENG 114	Composition II For International and Multilingual Students	
<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:		
BIOL 190A & BIOL 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory	4
CHEM 121	General Chemistry I	4
<i>Social Science</i>		3
Recommended:		
PSY 101	General Psychology	
Additional College Requirements		
<i>Diversity</i> ²		[3]
<i>Science</i> ²		[6]
<i>U.S. and Nevada Constitution</i> ²		[3]
Degree Requirements		
BIOL 223	Human Anatomy and Physiology I	4
BIOL 224	Human Anatomy and Physiology II	4
NUTR 121	Human Nutrition	3
PBH 101	Introduction to Public Health	3
PBH 120	Foundations of Personal Health and Wellness	3
PBH 220	Introduction to Public Health Biology	3
PBH 281	Introduction to Biostatistics in Public Health	3
Electives		
Select 11-14 units of the following		11-14
BIOL 251	General Microbiology	
NURS 140	Medical Terminology ⁴	
PBH 234	Introduction to Environmental Health	

PHIL 244	Bioethics
PEX/DAN (up to 2 units)	
Or any transferable college-level units	
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

Will substitute for PBH 334 at UNR.

4

Will substitute for KIN 111 at UNR.

Program Outcomes

Students completing this degree track will:

PSLO1: Recognize how the social, cultural, economic, political, geographical, and biological environments affect personal and community health.

PSLO2: Describe and apply behavioral strategies to promote personal health and wellness, and disease and illness prevention.

PSLO3: 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.

PSLO4: Describe the mechanics and physiology of the human body as it relates to physical health.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>).

TMCC has agreements with the following institutions towards a bachelor's degree in the same or similar discipline.

- University of Nevada, Reno (<https://www.unr.edu/admissions/transfer/credits/transfer-agreements/>)

Pre-Nursing Track, Public Health, AS

Program Description

The Associate of Science, Public Health, Pre-Nursing Track provides the lower division coursework towards potential bachelor degrees in community health, public health, health education, and other related areas and will prepare students to apply for the TMCC Nursing AS degree program.

Recommended Course Schedule

1st semester		Units
English ³		3
BIOL 190A & BIOL 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory	4
MATH 126	Pre-Calculus I	3
NURS 130	Nursing Assistant ⁴	6
Semester Total		16
2nd semester		Units
BIOL 223	Human Anatomy and Physiology I (Fast-track)	4
BIOL 224	Human Anatomy and Physiology II (Fast-track)	4
BIOL 251	General Microbiology	4
English ¹		3
Semester Total		15
3rd semester		Units
CHEM 121	General Chemistry I (includes lab)	4
Fine Arts/Diversity ^{1,2}		3
Humanities ¹		3
Social Science/US-NV Constitution ^{1,2}		3
PBH 101	Introduction to Public Health	3
Semester Total		16
4th semester		Units
NUTR 121	Human Nutrition	3
Electives ²		4
PBH 120	Foundations of Personal Health and Wellness	3
PBH 234	Introduction to Environmental Health	3
Semester Total		13
Total Units		60

¹
See Approved General Education list for AA/AS degree. (p. 299)

²
See program recommendations and requirements.

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

⁴
Not needed if you have current state certification for CNA.

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>English</i> ¹		3-6
Required:		
ENG 102 or ENG 114	Composition II Composition II For International and Multilingual Students	
<i>Fine Arts</i>		3
<i>Humanities</i>		3
<i>Mathematics</i>		
Required:		
MATH 126	Pre-Calculus I (or higher)	3
<i>Science</i>		[6]
Required:		
BIOL 190A & BIOL 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory	4
CHEM 121	General Chemistry I	4
<i>Social Science</i>		3
Additional College Requirements		
<i>Diversity</i> ²		[3]
<i>Science</i> ⁴		[6]
<i>U.S. and Nevada Constitutions</i> ²		[3]
Degree Requirements		
BIOL 223	Human Anatomy and Physiology I	4
BIOL 224	Human Anatomy and Physiology II	4
BIOL 251	General Microbiology	4
NURS 130	Nursing Assistant ³	6
NUTR 121 or NUTR 223	Human Nutrition Principles of Nutrition	3
PBH 101	Introduction to Public Health	3
PBH 120	Foundations of Personal Health and Wellness	3
PBH 220	Introduction to Public Health Biology	3
Electives		
Select 4-7 Units of the following		4-7
CHEM 220	Introductory Organic Chemistry	
PBH 281	Introduction to Biostatistics in Public Health	
or STAT 152	Introduction to Statistics	
HDFS 201	Lifespan Human Development	
PEX/DAN for 2 units		

Or any transferable college-level units.

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 and the Nursing Program.

3

Not needed if you have current state certification for CNA.

4

See Approved General Education list for AA/AS degree. (p. 299)

Program Outcomes

Students completing this degree track will:

PSLO1: Recognize how the social, cultural, economic, political, geographical, and biological environments affect personal and community health.

PSLO2: Describe and apply behavioral strategies to promote personal health and wellness, and disease and illness prevention.

PSLO3: 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.

PSLO4: Describe and apply the fundamental principles of human anatomy and physiology pathways as they relate to human health.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>). TMCC has agreements with the following institutions towards a bachelor's degree in the same or similar discipline.

Public Health Track, Public Health, AS

Program Description

Associate of Science, Public Health, Public Health Track provides the lower division coursework towards bachelor degrees in community health, public health, health education, and other related areas and satisfies the lower division major requirements towards the UNR Bachelor of Science in Public Health. Public health careers include Health Educators, Community Health Workers, and Environmental and Occupational Health Specialists. The B.S. in Public Health is preparation for applying to Masters of Public Health (MPH) Programs, Health Administration Programs, or other graduate programs in Community and Public Health, including in epidemiology, biostatistics, and health policy and management.

Recommended Course Schedule

1st semester		Units
English ²		3
Fine Arts/Diversity ¹		3
Mathematics ²		3
PBH 101	Introduction to Public Health	3
Social Science ¹		3
Semester Total		15
2nd semester		Units
BIOL 190A & BIOL 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory	4
CHEM 121	General Chemistry I	4
Elective ³		3-4
English ²		3
Semester Total		15
3rd semester		Units
Elective ³		6-8
NUTR 223	Principles of Nutrition ⁶	3
PBH 220	Introduction to Public Health Biology	3
U.S. and Nevada Constitutions ¹		3
Semester Total		15
4th semester		Units
Electives ³		3
Electives: Lower level related to discipline ²		3
Humanities ^{1, 4}		3
PBH 234	Introduction to Environmental Health ⁵	3
PBH 281	Introduction to Biostatistics in Public Health	3
Semester Total		15
Total Units		60

¹ See approved General Education list of the AA/AS Degree

² See program recommendations or requirements

3

If transferring to UNR BS Public Health choose electives from UNR with prefixes found in Section IV.B.

4

Recommend PHIL 210 - World Religions for students transferring to UNR.

5

Will substitute for PBH 334 at UNR.

6

Fulfills 3 units of additional college credits towards science.

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>English</i> ¹		3-6
Required:		
ENG 102 or ENG 114	Composition II Composition II For International and Multilingual Students	
<i>Fine Arts</i>		3
<i>Humanities</i> ²		3
<i>Mathematics</i>		3
Recommended:		
MATH 126	Pre-Calculus I (or Higher)	
<i>Science</i>		[6]
Required:		
BIOL 190A & BIOL 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory	4
CHEM 121	General Chemistry I (includes Lab)	4
<i>Social Science</i>		3
Additional College Requirements		
<i>Diversity</i> ³		[3]
<i>Science</i> ³		[6]
<i>U.S. and Nevada Constitutions</i> ³		[3]
Degree Requirements		
NUTR 223	Principles of Nutrition ⁵	3
PBH 101	Introduction to Public Health	3
PBH 220	Introduction to Public Health Biology	3
PBH 234	Introduction to Environmental Health ⁴	3
PBH 281	Introduction to Biostatistics in Public Health	3

Science ⁶	4
Electives	
Select 15-18 transferable units	15-18
Students transferring to UNR should take any BIOL, CHEM, MATH, or PHYS course OR PSY 105	
Total Units	60

1

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

2

Recommend PHIL 210 - World Religions for students transferring to UNR.

3

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

4

Will substitute for PBH 334 at UNR.

5

Fulfills 3 units of additional college credits towards science.

6

If transferring to UNR BS, Public Health choose electives from UNR with prefixes found in Section IV.B.

Program Outcomes

Students completing one of the emphasis tracks will:

PSLO1: Recognize how the social, cultural, economic, political, geographical, and biological environments affect personal and community health.

PLSO2: Describe and apply behavioral strategies to promote personal health and wellness, and disease and illness prevention.

PLSO3: 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.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>).

TMCC has agreements with the following institutions towards a bachelor's degree in the same or similar discipline.

- University of Nevada, Reno (<https://www.unr.edu/admissions/transfer/credits/transfer-agreements/>)

Dental Assisting, AAS

Note: This degree/certificate leads to professional licensure. Licensing requirements vary by state/territory and relocating could impact whether you will meet eligibility requirements for licensure. Please visit our Professional Licensure Programs (<https://www.tmcc.edu/vpaa/professional-licensure-programs/>) page for full details on State Authorization Reciprocity Agreement.

Program Description

The TMCC Dental Assisting Program provides instruction in all facets of:

- Infection Control
- Chairside Procedures
- Practice Management
- Radiography
- Clinical Science

Upon completion of the program, graduates will be qualified to work as dental assistants in both private and public dental facilities. Graduates will be eligible to take the Dental Assisting National Board (<http://www.danb.org/>) exam to become a Certified Dental Assistant.

The Associate of Applied Science degree program includes courses designed to prepare the graduate to work in a variety of positions within the dental field. In addition to an emphasis on dental assisting education, the general education courses in the program provide a foundation on which to build professional skills in communication, problem-solving and leadership.

Accreditation information is available on the Dental Assisting Website (<http://www.tmcc.edu/dental-assisting/accreditation/>).

Recommended Course Schedule

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

1st semester		Units
COM 113	Fundamentals of Speech Communications (Level I - Fall)	3
ENG 101 or ENG 100 or ENG 113	Composition I (Level I - Fall) or Composition Enhanced or Composition I for International and Multilingual Students	3
Social Science		3
Science		3
Semester Total		12
2nd semester		Units
DA 110	Orientation to Dental Assisting	2
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	5
Semester Total		17.5

3rd semester

DA 121	Dental Radiography II	2
DA 122	Clinical Dental Science	2
DA 123	Practice Management and Procedures	2
DA 125	Supervised Clinical I	5
DA 127	Dental Materials and Lab Techniques II	2
U.S. and Nevada Constitution		3
Semester Total		16

4th semester

DA 135	Supervised Clinical II	5
DA 137	Specialized Dental Assisting	1
Semester Total		6

5th semester

Science		3
Diversity		3
Electives EPY 101 Recommended		2.5
Semester Total		8.5
Total Units		60

Special Admission Requirements and Procedures

For program application and admission information, please visit the Dental Assisting Program Admissions Procedures page. (<http://www.tmcc.edu/dental-assisting/admission-procedures/>)

Program completion time varies and depends on number of units taken per semester. Please contact the Academic Program Director 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.

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.

For additional program information please contact the program coordinator at 775-673-7125, or visit the Dental Assisting Program web site. (<http://www.tmcc.edu/dental-assisting/>)

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Communications/English</i>		6
Required for English:		
ENG 101	Composition I	
or ENG 100	Composition Enhanced	
or ENG 113	Composition I for International and Multilingual Students	
Required for Communications:		
COM 113	Fundamentals of Speech Communications (Recommended) ³	
or ENG 102	Composition II	
or ENG 114	Composition II For International and Multilingual Students	
<i>Fine Arts/Humanities/Social Science</i>		3
Recommended:		
PSY 101	General Psychology	
<i>Human Relations</i>		[3]
Satisfied through Degree Requirements (DA 110, DA 112, DA 125)		
<i>Mathematics</i>		[3]
Mathematics requirement is satisfied through embedded curriculum in the following: DA 111, DA 117, DA 119 DA 121, DA 123, DA 127.		
<i>Science</i>		6
Select 2 courses from the following, one must be a biology course: BIOL 100, BIOL 190, BIOL 223, BIOL 224, NUTR 121, NUTR 223		
Recommended:		
BIOL 100 & NUTR 121	General Biology for Non-Majors and Human Nutrition	
Additional College Requirements		
<i>Diversity</i> ¹		3
<i>U.S. and Nevada Constitutions</i>		3
Degree Requirements ²		
DA 110	Orientation to Dental Assisting	2
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	5
DA 121	Dental Radiography II	2
DA 122	Clinical Dental Science	2
DA 123	Practice Management and Procedures	2
DA 125	Supervised Clinical I	5
DA 127	Dental Materials and Lab Techniques II	2
DA 135	Supervised Clinical II	5
DA 137	Specialized Dental Assisting	1
Electives Recommend EPY 101		2.5
Total Units		60

1

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

2

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

3

Some Science courses will have additional Math or Science prerequisites, please check the specific course for prerequisites.

Program Outcomes

Students completing the degree will:

PSLO1: Perform basic side chair functions to facilitate completion of restorative and advanced operative procedures as allowed by the state dental act.

PSLO2: Demonstrate knowledge of radiation safety and proficiency in exposing, processing, and mounting dental radiographs.

PSLO4: Demonstrate knowledge of infection and hazard control in the lab/workplace.

PSLO5: Perform basic office procedures necessary to assist in managing the dental practice.

Prehospital Emergency Medicine, AAS

Program Description

Associate of Applied Science, Prehospital Emergency Medicine program is designed to provide students with the necessary training in 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

Recommended Course Schedule

Paramedic Traditional Program

1st semester		Units
Fine Arts/Humanities/Social Science/Diversity		3
US and Nevada Constitution		3
Communications		3
Semester Total		9
2nd semester		
English		3
EMS 204	Principles of Anatomy & Physiology for Paramedicine	4
Semester Total		7
3rd semester		
EMS 200	Fundamentals of Paramedic Medicine	4
EMS 205	Principles of Pathophysiology	4
EMS 206	Prin Pharmacology/Medication Admin/Venous Access	4
EMS 207	Airway Management and Ventilation for Paramedics	4
EMS 209	Patient Assessment for Paramedics	4
EMS 210	Principles of Cardiology for the Paramedic	4
Semester Total		24
4th semester		
EMS 202	Advanced Cardiology for Paramedics	3
EMS 203	Paramedic Skills	3
EMS 208	Paramedic Practicum (Required for traditional paramedic program students.)	2
EMS 211	Paramedic Care for Medical Emergencies	4
EMS 212	Paramedic Trauma Emergencies	3

EMS 214	Special Populations in Paramedicine	3
EMS 215	EMS Incident Management and Operations	3
EMS 216	Hospital Clinical Experience for the Paramedic	4
EMS 217	Field Internship for the Paramedic	4
Semester Total		29
Total Units		69

Paramedic Hybrid Program

1st semester		Units
Fine Arts/Humanities/Social Science/Diversity		3
US and Nevada Constitution		3
Communications		3
Elective		2
Semester Total		11
2nd semester		
English		3
EMS 204	Principles of Anatomy & Physiology for Paramedicine	4
Semester Total		7
3rd 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	3
EMS 209	Patient Assessment for Paramedics	3
EMS 210	Principles of Cardiology for the Paramedic	3
Semester Total		18
4th semester		
EMS 202	Advanced Cardiology for Paramedics	3
EMS 203	Paramedic Skills	3
EMS 211	Paramedic Care for Medical Emergencies	3
EMS 212	Paramedic Trauma Emergencies	3
EMS 214	Special Populations in Paramedicine	3
EMS 215	EMS Incident Management and Operations	3
EMS 216	Hospital Clinical Experience for the Paramedic	4
EMS 217	Field Internship for the Paramedic	4
Semester Total		26
Total Units		62

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 receipt from www.mystudentcheck.com (<https://weborder.precheck.net/StudentCheck/studentmain.aspx>), 5 panel drug testing from ARC and current drivers license or state identification.

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
Communications		3
Recommended:		
ENG 101	Composition I	
or ENG 100	Composition Enhanced	
or ENG 113	Composition I for International and Multilingual Students	
English ¹		3
Recommended:		
ENG 102	Composition II	
or ENG 114	Composition II For International and Multilingual Students	
or ENG 107	Technical Communications I	
Fine Arts/Humanities/Social Science		3
Recommended:		
SOC 205	Ethnic Groups in Contemporary Societies	
or ANTH 201	Peoples and Cultures of the World	
or any course that satisfies Diversity.		
Mathematics		(3)
Requirement is satisfied through embedded curriculum in the following courses: EMS 206, EMS 209, EMS 211		
Science		(3)
EMS 204	Principles of Anatomy & Physiology for Paramedicine ⁴	4
Diversity		(3)
Human Relations		(3)
Requirement is satisfied through embedded curriculum in the following courses: EMS 200, EMS 209, EMS 211, EMS 212, EMS 214, EMS 216, EMS 217		
U.S. and Nevada Constitutions		3
Degree Requirements ²		46-53
Paramedic Traditional Program Track		53
EMS 200	Fundamentals of Paramedic Medicine	4
EMS 202	Advanced Cardiology for Paramedics	3
EMS 203	Paramedic Skills	3
EMS 205	Principles of Pathophysiology	4
EMS 206	Prin Pharmacology/Medication Admin/ Venous Access	4
EMS 207	Airway Management and Ventilation for Paramedics	4
EMS 209	Patient Assessment for Paramedics	4

EMS 210	Principles of Cardiology for the Paramedic	4
EMS 211	Paramedic Care for Medical Emergencies	4
EMS 212	Paramedic Trauma Emergencies	3
EMS 214	Special Populations in Paramedicine	3
EMS 215	EMS Incident Management and Operations	3
EMS 217	Field Internship for the Paramedic	4
EMS 216	Hospital Clinical Experience for the Paramedic	4
EMS 208	Paramedic Practicum ³	2
<i>Paramedic Hybrid Program Tack</i>		46
EMS 200	Fundamentals of Paramedic Medicine	3
EMS 202	Advanced Cardiology for Paramedics	3
EMS 203	Paramedic Skills	3
EMS 205	Principles of Pathophysiology	3
EMS 206	Prin Pharmacology/Medication Admin/Venous Access	3
EMS 207	Airway Management and Ventilation for Paramedics	3
EMS 209	Patient Assessment for Paramedics	3
EMS 210	Principles of Cardiology for the Paramedic	3
EMS 211	Paramedic Care for Medical Emergencies	3
EMS 212	Paramedic Trauma Emergencies	3
EMS 214	Special Populations in Paramedicine	3
EMS 215	EMS Incident Management and Operations	3
EMS 216	Hospital Clinical Experience for the Paramedic	4
EMS 217	Field Internship for the Paramedic	4
Electives		2
Any other EMS, FT, or EMHS course		
Total Units		62-69

1

ENG 102 is required for completion of a Bachelor's degree.

2

Completion of the AAS degree requires acceptance and successful completion of all EMS 200 level courses. You must have an EMT or higher certification to enter into the program.

3

This course is required for students only in the traditional paramedic program.

4

EMS 204 is required to complete the paramedic program, but is now a pre-requisite to to enter into the program.

Program Outcomes

Students completing the degree will:

PSLO1: Describe, interpret, and apply EMS and general medical knowledge necessary to function in a healthcare setting by demonstrating competency in all areas outlined in the National Registry of Emergency Medical Technician's cognitive and psychomotor examinations.

PSLO2: Formulate treatment plans for diverse patient populations using principles in pathophysiology and pharmacology, patient assessment techniques, and scene management in both medical and trauma patients.

PSLO3: Demonstrate professionalism, integrity, and proper ethics and show proficiency in interpersonal relations, communication, and documentation with diverse patient populations, peers, and other professionals amongst different agencies.

PSLO4: Applying leadership principles to manage various types of scenes and transport patients using appropriate techniques that are safe and timely.

Radiologic Technology, AAS

Program Description

Associate of Applied Science, Radiologic Technology: The mission of this 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 needs of the students. This is evidenced by a competency-based program employing various teaching methodologies and technologies delivered through quality instruction. Graduates will have the knowledge and skills necessary to successfully take the American Registry of Radiologic Technologist's Examination for Radiographers and become a member of the health care team. Once selected for the Program, students complete 21 months of educational experiences. As part of the curriculum, students spend 1,680 hours in clinical education experiences conducted in cooperation with departments of radiology in Reno, Sparks and Carson City.

Accreditation information can be found on the Radiologic Technology Website. (<http://www.tmcc.edu/radiologic-technology/>)

Recommended Course Schedule

Code	Title	Units
PREREQUISITES FOR ACCEPTANCE INTO RADIOLOGIC TECHNOLOGY PROGRAM.		
BIOL 190A & BIOL 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory	4
BIOL 223	Human Anatomy and Physiology I	4
BIOL 224	Human Anatomy and Physiology II	4
ENG 101	Composition I	3
or ENG 100	Composition Enhanced	
or ENG 113	Composition I for International and Multilingual Students	
MATH 120	Fundamentals of College Mathematics	3
RAD 101	Exploration of Radiology	0.5-1
Total Units		19

All radiologic courses must be taken in the sequence listed and completed with a grade of "C" or better.

1st semester		Units
Prerequisite Units Satisfied for Acceptance.		19
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		33
2nd semester		
RAD 124	Radiographic Photography 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, 7}		3
Semester Total		14
3rd semester		
RAD 220	Clinical Radiography II	3
Semester Total		3
4th semester		
Communications/English ⁵		3
RAD 230	Clinical Radiography III	3
RAD 236	Radiographic Contrast-Routine Exams	2
RAD 238	Radiation Safety and Protection	2
RAD 244	Diagnostic and Therapeutic Radiation	2
RAD 247	Radiography Quality Control	1
Semester Total		13
5th semester		
Fine Arts/Humanities/Social Science (Take a course that is also a Diversity) ⁶		3
Human Relations ^{6, 7}		3
RAD 242	Radiography Quality Management	1
RAD 245	Clinical Radiography IV	3
RAD 259	Seminar in Radiography	2
Semester Total		12
Total Units		75

5

After completing prerequisites, students apply for admission to the Radiologic program.

6

See approved General Education list for the AAS Degree. (p. 304)

7

See program recommendations or requirements.

Radiologic Technology Program Information

The TMCC Radiologic Technology Program prepares the graduate to practice as a registered radiologic technologist. The program meets the minimum degree requirements for the Associates of Applied Sciences (AAS) degree. The AAS degree in radiologic technology is awarded upon completion of the curriculum and the student will be eligible to apply to take the national certification examination administered by the American Registry of Radiologic Technologists (ARRT) in radiography.

After passing the ARRT certification examination the 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 and passing the ARRT certification examination may not be the only requirements of certain states and does not mean automatic licensure. The State of Nevada does not currently have licensure requirements for technologists however, most hospitals and clinics where radiography is performed requires employees to be ARRT certified.

The ARRT adheres to a strict code of ethics. The purpose of the ethics requirement is to identify individuals who have internalized a set of professional values that causes one to act in the best interests of the

patient. The ARRT *Standards of Ethics* provides proactive guidance on what it means to be a qualified radiographer and to motivate and promote a culture of ethical behavior with the profession. The ethics requirements support the ARRT's mission of promoting high standards of patient care by removing or restricting the use of the credential by those who exhibit behavior inconsistent with the ethics requirements.

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 due to the ethics requirements. 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 director after being selected for admission to the Radiologic Technology Program). If a student background check is unsatisfactory to the facility they are assigned or has an unsatisfactory drug test, the student will not be permitted to participate in the clinical portion of the program. Students will be withdrawn from the program if clinical requirements are not able to be met for any reason. TMCC will not be responsible for students obtaining background checks and will not receive the results of any background investigations.

Accreditation

Truckee Meadows Community College is fully accredited by Northwestern Commission on Colleges and Universities (NWCCU) and the Joint Review Committee on Education in Radiologic Technology (JRCERT). NWCCU is an institutional accrediting body recognized by the Council for Higher Education Accreditation and the United States Department of Education (USDE). The JRCERT is a programmatic accrediting body recognized by the USDE to accredit radiography programs. Both accrediting agencies are acceptable to the ARRT which allows students to sit for the national certification examination in radiography.

Admission to the Radiologic Technology Program

The Radiologic Technology Program begins each fall semester. Admission to the program is limited and requires specific admission requirements and procedures. Students are selected by means of a formal program application and the calculation of assigned points. Applicants must be at least 18 years of age at the beginning of the program.

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.

Code	Title	Units
BIOL 190A	Introduction to Cell and Molecular Biology	3

BIOL 190L	Introduction to Cell and Molecular Biology Laboratory	1
BIOL 223 & BIOL 224	Human Anatomy and Physiology I and Human Anatomy and Physiology II ¹	8
ENG 100 or ENG 101 or ENG 113	Composition Enhanced Composition I Composition I for International and Multilingual Students	3
MATH 120	Fundamentals of College Mathematics (or higher)	3
RAD 101	Exploration of Radiology ¹	1
Total Units		19

1

Must have been completed in the past five years with no more than two attempts including Audits and Withdrawals

- Document completion of Certified Nursing Assistant Training (CNA) within 5 years with no more than two attempts within the same 5 years including Audits and Withdrawals.
- Submit official transcripts of all previous college education to the 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).
- Schedule and complete the HESI pre-admission entrance exam. Information regarding the HESI Entrance Exam as well as the online registration for the exam can be found at www.tmcc.edu/radiologic-technology-application-information/pre-admission-testing/. (<http://www.tmcc.edu/radiologic-technology-application-information/pre-admission-testing/>). (<http://www.tmcc.edu/radiologic-technology/>)
- Complete and submit the online Radiologic Technology Program application. The application can be found on the radiologic technology website at www.tmcc.edu/radiologic-technology-application-information/application/. (<http://www.tmcc.edu/radiologic-technology-application-information/application/>)

All application requirements must be submitted online by May 28th 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/radiologic-technology/. 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 CNA

- Completion of a radiography program that is not ARRT certified.
- Completion of a registered nursing program
- Completion of the EMT, Paramedic or Medical Assistant programs is no longer acceptable.

Note: CNA or nursing courses from other accredited colleges may be acceptable, but must be approved by TMCC. These courses must be documented through official transcripts on file with TMCC's records office before applying to the program. Certification is not required however the courses must be eligible to take the state licensure examination. Any alternative documentation for CNA must be approved by the radiologic technology program director before it is submitted with the application.

After Acceptance to the Program

After selection for admission, in response to a letter from the program director, 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 director).
- Evidence of required immunization status for hepatitis B, Varicella, MMR, TDAP or TD, influenza, and Covid-19 vaccination.
- 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 director).
- A drug test (instructions to be provided by the program director).

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
Prerequisites for Acceptance		
BIOL 190A/190L	Introduction to Cell and Molecular Biology	4
BIOL 223	Human Anatomy and Physiology I	4
BIOL 224	Human Anatomy and Physiology II	4
ENG 100	Composition Enhanced	3
or ENG 101	Composition I	
or ENG 113	Composition I for International and Multilingual Students	

MATH 120	Fundamentals of College Mathematics (or higher, and is a prerequisite for the program)	3
RAD 101	Exploration of Radiology	1
General Education Requirements ²		
Communications		3
English		[3]
Fine Arts/Humanities/Social Science		3
Recommended:		
Take a course that also satisfies Diversity		
Mathematics		[3]
Science		[3]
Additional College Requirements ²		
Diversity ³		[3]
Recommended:		
Take a course that also satisfies Fine Arts/Social Science/Humanities		
Human Relations		3
Recommended:		
EPY 101	Educational, Career, and Personal Development	
U.S. and Nevada Constitutions		3
Recommended:		
PSC 101	Introduction to American Politics	
Degree Requirements ⁴		
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 Photography 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 (Take before entry into program or in first semester of program)	3
Total Units		75

2

General Education/Additional College degree requirements may be taken prior to program or in the sequence listed below. A grade of "C" or better is required.

3

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

4

A grade of "C" or better is required.

Program Outcomes

Students completing the degree will:

PSLO1: Demonstrate a working knowledge of positioning, technical factors, and imaging critique.

PSLO2: Practice radiation safety in accordance with the ALARA principle.

PSLO2: Prepare a written communication project.

PSLO3: Apply effective oral communication skills.

PSLO4: Determine necessary adjustments for trauma examinations.

PSLO5: Evaluate radiographic images for diagnostic quality.

PSLO6: Apply the ARRT Code of Ethics.

PSLO7: Demonstrate Professionalism in the clinical setting.

Veterinary Nursing, AAS

Note: This degree/certificate leads to professional licensure. Licensure requirements vary by state/territory and relocating could impact whether you will meet eligibility requirements for licensure. Please visit our Professional Licensure Programs (<https://www.tmcc.edu/vpaa/professional-licensure-programs/>) page for full details on State Authorization Reciprocity Agreement.

Program Description

The Associate of Applied Science, Veterinary Nursing program prepares the student to practice as a licensed veterinary technician (Vet Tech). 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 & analgesia, emergency & critical care, behavior, dermatology, dentistry, equine practice, nutrition, ophthalmology, zoo medicine, and surgical nursing.

Recommended Course Schedule

1st semester		Units
Human Relations ³		3
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
MATH 120	Fundamentals of College Mathematics (or higher)	3
Semester Total		9
2nd semester		
BIOL 190A & BIOL 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory	4
ENG 102	Composition II	3
or ENG 114	or Composition II For International and Multilingual Students	
Diversity/Fine Arts/Humanities/Social Science ⁴		3
U.S. and Nevada Constitutions ⁴		3
Semester Total		13
3rd semester		
VETN 101	Introduction to Veterinary Nursing	4
VETN 105	Veterinary Medical Terminology	1
VETN 110	Clinical Anatomy and Physiology I	4
VETN 125	Veterinary Office and Clinical Procedures	1
VETN 211	Animal Nutrition	2
Semester Total		12
4th semester		
VETN 112	Clinical Anatomy and Physiology II	4
VETN 128	Animal Nursing	4
VETN 203	Veterinary Clinical and General Pathology	4
VETN 205	Diagnostic Imaging	2
Semester Total		14
5th semester		
VETN 209	Parasitology	2

VETN 225	Pharmacology and Toxicology	2
VETN 235	Surgical Anesthesia, Nursing & Dental Procedures	4
VETN 240	Large Animal Procedures	4
VETN 266	Directed Veterinary Nursing Practical	2
Semester Total		14
6th semester		
VETN 208	Lab Animal Science and Exotics	2
VETN 227	Advanced Animal Nursing	4
VETN 250	Critical Care	3
VETN 267	Advanced Clinical Practices	2
Semester Total		11
Total Units		73

3

See approved General Education list for the AAS Degree. (p. 304)

4

See program recommendations or requirements.

Special Admission Requirements

Please visit the Veterinary Technician Program website (<http://www.tmcc.edu/veterinary-technician/>) for the most current information program 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 (<http://www.tmcc.edu/vettech/application-procedures/>) student at TMCC.
- Must have completed the following or equivalent courses:

Code	Title	Units
BIOL 190A & BIOL 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory	4
ENG 101	Composition I	3
or ENG 100	Composition Enhanced	
or ENG 113	Composition I for International and Multilingual Students	
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 coursework has not been posted to your transcript, a letter from the College's registrar documenting coursework 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 coursework 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 coursework. 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.

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Communications/English</i>		
Required:		
ENG 101 or ENG 100	Composition I Composition Enhanced	3

or ENG 113	Composition I for International and Multilingual Students	
ENG 102 or ENG 114	Composition II Composition II For International and Multilingual Students	3
<i>Fine Arts/Humanities/Social Science</i> ¹		3
Recommended: Select a course which also fulfills Diversity		
<i>Mathematics</i>		[3]
Required:		
MATH 120	Fundamentals of College Mathematics (or higher)	3
<i>Science</i>		[6]
Required:		
BIOL 190A & BIOL 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory	4
Additional College Requirements		
<i>Diversity</i> ¹		[3]
<i>Human Relations</i>		3
Recommended:		
CE 201	Workplace Readiness	
EPY 101	Educational, Career, and Personal Development	
MGT 171	Supervision and Human Relations	
MGT 201	Principles of Management	
<i>U.S. and Nevada Constitutions</i>		3
Recommended:		
PSC 101	Introduction to American Politics	
Degree Requirements ²		
VETN 101	Introduction to Veterinary Nursing	4
VETN 105	Veterinary Medical Terminology	1
VETN 110	Clinical Anatomy and Physiology I	4
VETN 112	Clinical Anatomy and Physiology II	4
VETN 125	Veterinary Office and Clinical Procedures	1
VETN 128	Animal Nursing	4
VETN 203	Veterinary Clinical and General Pathology	4
VETN 205	Diagnostic Imaging	2
VETN 208	Lab Animal Science and Exotics	2
VETN 209	Parasitology	2
VETN 211	Animal Nutrition	2
VETN 225	Pharmacology and Toxicology	2
VETN 227	Advanced Animal Nursing	4
VETN 235	Surgical Anesthesia, Nursing & Dental Procedures	4
VETN 240	Large Animal Procedures	4
VETN 250	Critical Care	3
VETN 266	Directed Veterinary Nursing Practical	2
VETN 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.

Program Outcomes

Students completing the degree will:

PSLO1: 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.

PSLO2: 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.

Law Enforcement, Criminal Justice, AAS

This program can be completed 100% online.

Program Description

TMCC's Associate of Applied Science, Criminal Justice, Law Enforcement 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.

Recommended Course Schedule

1st semester		Units
CRJ 104	Introduction to Administration of Justice	3
CRJ 211	Police in America: An Introduction	3
English ^{3,4}		3
Elective ⁴		3
Mathematics ³		3
Semester Total		15
2nd semester		Units
ENG 102 or ENG 114	Composition II or Composition II For International and Multilingual Students	3
Electives ⁴		6
Human Relations ³		3
Science ³		3
Semester Total		15
3rd semester		Units
CRJ 222	Criminal Law and Procedure	3
Electives ⁴		9
Fine Arts/Humanities/Social Science ³		3
Semester Total		15
4th semester		Units
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. (p. 304)

4

See program recommendations or requirements.

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Communications/English</i>		6
Recommended:		
ENG 101 or ENG 100 or ENG 113	Composition I Composition Enhanced Composition I for International and Multilingual Students	
Required:		
ENG 102 or ENG 114	Composition II Composition II For International and Multilingual Students	
<i>Fine Arts/Humanities/Social Science</i>		3
<i>Mathematics</i>		3
<i>Science</i>		3
Additional College Requirements		
<i>Diversity</i> ²		[3]
<i>Human Relations</i>		3
<i>U.S. and Nevada Constitutions</i>		3
Degree Requirements		
Core:		
CRJ 104	Introduction to Administration of Justice	3
CRJ 211	Police in America: An Introduction	3
CRJ 222	Criminal Law and Procedure	3
<i>Elective Requirements:</i>		
Select 30 units of CRJ or EMHS courses from this list.		30
CRJ 125	Legal Careers and Law Schools	
CRJ 126	Legal Research and Methods	
CRJ 127	Legal Writing	
CRJ 155	The Juvenile Justice System	
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 290	Internship in Criminal Justice	

EMHS 200	ICS/NIMS/EOC
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.

Program Outcomes

- Students completing the degree will:
- PSLO1: Describe the rights and protections granted under the US Constitution, particularly the Bill of Rights, to individuals involved in the criminal justice system.
- PSLO2: 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.
- PSLO3: Describe ethics adhered to by individuals involved in the various professions in the criminal justice system.

Fire Suppression, Fire Technology, AAS

Note: This degree/certificate leads to professional licensure. Licensing requirements vary by state/territory and relocating could impact whether you will meet eligibility requirements for licensure. Please visit our Professional Licensure Programs (<https://www.tmcc.edu/vpaa/professional-licensure-programs/>) page for full details on State Authorization Reciprocity Agreement.

Program Description

The Associate of Applied Science, Fire Technology, Fire Suppression is designed for individuals who wish to advance their careers in fire fighting or fire prevention. Students completing the Fire and Rescue Academy may apply their Fire 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 elective courses in fire suppression. This degree is a pathway to the Bachelor of Applied Science, Emergency Management and Homeland Security for those interested in management and leadership.

Recommended Course Schedule

1st semester		Units
ENG 101 or ENG 100 or ENG 113	Composition I or Composition Enhanced or Composition I for International and Multilingual Students	3
MATH 120	Fundamentals of College Mathematics (Recommended for Mathematics) ²	3
FT 101 or FT 102	Introduction to Fire Protection or Entry Level Firefighter	3
MGT 201 or MGT 212	Principles of Management or Leadership and Human Relations	3
Elective ³		3
Semester Total		15
2nd semester		
ENG 102 or ENG 114	Composition II or Composition II For International and Multilingual Students	3
FT 122	Codes/Ordinances I	3
ENV 101	Introduction to Environmental Science (Science) ²	3
SOC 205 or ANTH 205 or ANTH 208	Ethnic Groups in Contemporary Societies ² or Ethnic Groups in Contemporary Societies or Fundamentals of Cultural Diversity	3
Electives ³		3
Semester Total		15
3rd semester		
FT 131	Hazardous Materials	3
COM 113 or COM 101	Fundamentals of Speech Communications or Oral Communication	3
US and Nevada Constitutions		3

Electives ³		6
EMHS 200	ICS/NIMS/EOC	3
Semester Total		18
4th semester		
FT 125	Build Construction I	3
FT 200	Leadership and Ethics in Emergency Service	3
SOC 110	Conflict Resolution	3
Elective ³		6
Semester Total		15
Total Units		63

2

See program recommendations and approved General Education list for the AAS Degree. (p. 304)

3

See program recommendations or requirements.

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
English/Communications ¹		6
Recommended:		
ENG 101 or ENG 100 or ENG 113	Composition I Composition Enhanced Composition I for International and Multilingual Students	
ENG 102 or ENG 114	Composition II Composition II For International and Multilingual Students	
<i>Human Relations</i>		3
Recommended:		
MGT 201 or MGT 212	Principles of Management Leadership and Human Relations	
<i>Mathematics:</i> ²		3
Recommended:		
MATH 100 or MATH 120	Math for Allied Health and Public Safety Programs (OR HIGHER) ² Fundamentals of College Mathematics	
<i>Science</i>		3
Recommended:		
ENV 101	Introduction to Environmental Science	
<i>Fine Arts/Humanities/Social Science</i> ³		3
Recommended:		

SOC/ANTH 205 or ANTH 208	Ethnic Groups in Contemporary Societies Fundamentals of Cultural Diversity	
<i>U.S. and Nevada Constitutions Diversity</i> ³		3 [3]
Recommended:		
SOC/ANTH 205 or ANTH 208	Ethnic Groups in Contemporary Societies Fundamentals of Cultural Diversity	
Degree Requirements		
EMHS 200	ICS/NIMS/EOC	3
COM 113 or COM 101	Fundamentals of Speech Communications Oral Communication	3
FT 101 or FT 102	Introduction to Fire Protection Entry Level Firefighter	3
FT 122	Codes/Ordinances I	3
FT 125	Build Construction I	3
FT 131	Hazardous Materials	3
FT 200	Leadership and Ethics in Emergency Service	3
SOC 110	Conflict Resolution	3
Elective Requirements		
Select 18 units from the following or any other EMS, EMHS, FS, FT, BUS, or MATH Courses:		18
EMS 108	Emergency Medical Technician Training	
FT 106	Firefighter I Academy	
FT 110	Basic Wildland Firefighting	
FT 121	Fire Prevention I	
FS 150	Physical Fitness and Nutrition for Fire Service	
FT 151	Fire Protection Hydraulics and Water Supply	
BUS 107	Business Speech Communications	
Total Units		63

1

ENG 102 required for completion of the bachelor's degree.

2

MATH 120 or higher is required for completion of a bachelor's degree.

3

SOC/ANTH 205 or ANTH 208 counts as both Social Sciences and Diversity credits.

Program Outcomes

Students completing the degree will:

PSLO1: Demonstrate, classify, and employ an all-hazards approach to interdisciplinary relationships in the contemporary emergency service environment.

PSLO2: Appraise risk, recognize and employ fire mitigation techniques and operate at a national level in the role of entry-level firefighter.

PSLO3: Identify and apply 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) throughout coursework.

PLS04: Demonstrate, differentiate, and implement a comprehension of the physical, mental, interpersonal and leadership aspects of the emergency services professions and the competence to operate cohesively among people and communities from diverse backgrounds in a professional manner.

Dental Assisting, Full-time/Part-time, CoA

Note: This degree/certificate leads to professional licensure. Licensing requirements vary by state/territory and relocating could impact whether you will meet eligibility requirements for licensure. Please visit our Professional Licensure Programs (<https://www.tmcc.edu/vpaa/professional-licensure-programs/>) page for full details on State Authorization Reciprocity Agreement.

Program Description

The TMCC Dental Assisting Program is a Commission on Dental Accreditation (CODA) approved one-year (three semester) Certificate of Achievement program of classroom/laboratory instruction and clinical experience. The TMCC DA program prepares students to work as a clinical dental assistant and to take the nationally recognized Certified Dental Assisting board examination.

Accreditation information is available on the Dental Assisting Website (<http://www.tmcc.edu/dental-assisting/accreditation/>)

Recommended Course Schedule

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

1st semester		Units
These General Education courses are required to be completed and can be taken before, during or after the dental core courses.		
English ²		3
Communications ²		3
Semester Total		6
2nd semester		
DA 110	Orientation to Dental Assisting	2
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	5
Semester Total		17.5
3rd semester		
DA 121	Dental Radiography II	2
DA 122	Clinical Dental Science	2
DA 123	Practice Management and Procedures	2
DA 125	Supervised Clinical I	5
DA 127	Dental Materials and Lab Techniques II	2
Semester Total		13
4th semester		
IMPORTANT: This is a Summer semester. The courses are only taught in summer.		
DA 135	Supervised Clinical II	5
Semester Total		5

DA 137	Specialized Dental Assisting	1
Semester Total		6
Total Units		42.5

Part-time

1st semester		Units
These General Education courses are required to be completed and can be taken before, during or after the dental core courses.		
Communications		3
English		3
DA 110	Orientation to Dental Assisting	2
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		12.5
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)	5
Semester Total		11
4th semester		
DA 121	Dental Radiography II (Certificate - Level IV - Spring)	2
DA 125	Supervised Clinical I (Certificate - Level IV - Spring)	5
DA 127	Dental Materials and Lab Techniques II (Certificate - Level IV - Spring)	2
Semester Total		9
5th semester		
IMPORTANT: This is a Summer semester. The courses are only taught in summer.		
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

2

See program recommendations or requirements.

Special Admission Requirements and Procedures

For program application and admission information, please visit the Dental Assisting Program Admission Procedures page. (<http://www.tmcc.edu/dental-assisting/admission-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.

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.

For additional program information please contact the program coordinator at 775-673-7125, or visit the Dental Assisting Program web site. (<http://www.tmcc.edu/dental-assisting/>)

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>English</i>		3
Required:		
ENG 101 or ENG 100 or ENG 113	Composition I ¹ Composition Enhanced Composition I for International and Multilingual Students	
<i>Communications</i>		3
Required:		
COM 113	Fundamentals of Speech Communications (This is the preferred communication course for the interpersonal aspect.)	
or		
ENG 102 or ENG 114	Composition II Composition II For International and Multilingual Students	

Human Relations [3]

satisfied through embedded curriculum in the following:
DA 110, DA 112, DA 125

Mathematics [3]

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

Certificate Requirements

DA 110	Orientation to Dental Assisting	2
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	5
DA 121	Dental Radiography II	2
DA 122	Clinical Dental Science	2
DA 123	Practice Management and Procedures	2
DA 125	Supervised Clinical I	5
DA 127	Dental Materials and Lab Techniques II	2
DA 135	Supervised Clinical II	5
DA 137	Specialized Dental Assisting	1

Total Units 42.5

1

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

Program Outcomes

Students completing the certificate will:

PSLO1: Perform basic side chair functions to facilitate completion of restorative and advanced operative procedures as allowed by the state dental act.

PSLO2: Demonstrate knowledge of radiation safety and proficiency in exposing, processing, and mounting dental radiographs.

PSLO3: Demonstrate knowledge of infection and hazard control in the lab/workplace.

PSLO4: Perform basic office procedures necessary to assist in managing the dental practice.

Fire Science Technology, CoA

Note: This degree/certificate leads to professional licensure. Licensing requirements vary by state/territory and relocating could impact whether you will meet eligibility requirements for licensure. Please visit our Professional Licensure Programs (<https://www.tmcc.edu/vpaa/professional-licensure-programs/>) page for full details on State Authorization Reciprocity Agreement.

Program Description

The Certificate of Achievement, Fire Science Technology is designed to give individuals the background knowledge to work within a fire service organization and may lead to certification in basic wildland firefighting. Students interested in acquiring the Certificate of Achievement, Fire Science Technology must complete the general education and emphasis requirements.

Recommended Course Schedule

1st semester		Units
Communications ³		3
FT 101	Introduction to Fire Protection	3
or FT 102	or Entry Level Firefighter	
FT 131	Hazardous Materials	3
FT 110	Basic Wildland Firefighting	3
Electives ³		3
Semester Total		15
2nd semester		Units
Mathematics ³		3
Human Relations ³		3
Electives ³		9
Semester Total		15
Total Units		30

³

See program recommendations.

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
Communications		3
Recommended:		

BUS 107	Business Speech Communications	
ENG 100	Composition Enhanced ¹	
ENG 101	Composition I ¹	
Human Relations		3
Recommended:		
MGT 201	Principles of Management	
MGT 212	Leadership and Human Relations	
Mathematics ²		3
Recommended:		
MATH 100	Math for Allied Health and Public Safety Programs	
MATH 120	Fundamentals of College Mathematics ²	
Certificate Requirements		
FT 101	Introduction to Fire Protection	3
or FT 102	Entry Level Firefighter	
FT 110	Basic Wildland Firefighting	3
FT 131	Hazardous Materials	3
Elective Requirements		12
12 additional credits, select from the following or any other EMS, EMHS, FS, FT, or MATH credits:		
EMHS 200	ICS/NIMS/EOC	
EMS 108	Emergency Medical Technician Training ³	
FT 121	Fire Prevention I	
FT 122	Codes/Ordinances I	
FT 125	Build Construction I	
FT 200	Leadership and Ethics in Emergency Service	
Total Units		30

¹

ENG 100 or ENG 101 is required to complete the BAS, Emergency Management & Homeland Security unless you place directly in to ENG 102.

²

MATH 120 or higher is required to complete the BAS, Emergency Management & Homeland Security.

³

EMS 108 or equivalent strongly recommended.

The curriculum follows National Wildland Cooperation Group standards.

FT 101 or 102 or 6 months fire experience needed to enter Fire Academy.

Program Outcomes

Students completing the certificate will:

PSLO1: Demonstrate understanding of the different theaters of firefighting and prevention.

PSLO2: Identify and properly use the different equipment needed in the different theaters of firefighting.

Health Sciences, CoA

Program Description

The Health Sciences, 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.

Recommended Course Schedule

1st semester		Units
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
Elective ⁶		3
Human Relations ⁵		3
Mathematics ⁶		3
Semester Total		12
2nd semester		Units
BIOL 190A	Introduction to Cell and Molecular Biology	3
BIOL 190L	Introduction to Cell and Molecular Biology Laboratory	1
Elective ⁶		6
Semester Total		10
3rd semester		Units
BIOL 223	Human Anatomy and Physiology I (Fast track)	4
BIOL 224	Human Anatomy and Physiology II (Fast Track)	4
Semester Total		8
Total Units		30

⁵
See approved General Education list for the AAS Degree. (p. 304)

⁶
See program recommendation or requirements

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
GENERAL EDUCATION REQUIREMENTS		
Communications		

Required:		
ENG 101	Composition I	3
or ENG 100	Composition Enhanced	
or ENG 113	Composition I for International and Multilingual Students	
Human Relations		3
Mathematics		3
Required:		
MATH 120	Fundamentals of College Mathematics (or higher)	
Recommended:		
MATH 126	Pre-Calculus I	
CERTIFICATE REQUIREMENTS		
BIOL 190A	Introduction to Cell and Molecular Biology	3
BIOL 190L	Introduction to Cell and Molecular Biology Laboratory	1
BIOL 223	Human Anatomy and Physiology I	4
BIOL 224	Human Anatomy and Physiology II	4
ELECTIVE REQUIREMENTS		
Select 9 of the following:		9
BIOL 251	General Microbiology ¹	
CHEM 121	General Chemistry I ¹	
CHS 200	¹	
CLS 151	Phlebotomy ²	
CLS 152	Applied Phlebotomy ²	
CLS 153	Phlebotomy Clinical Practicum ²	
HIT 180	Health Information Management ¹	
NURS 130	Nursing Assistant ³	
NURS 140	Medical Terminology ⁴	
PHYS 100	Introductory Physics ¹	
RAD 101	Exploration of Radiology (RAD 101 from .5 to 1 credit) ³	
SRGT 101	Introduction to Surgical Technology ⁴	
Or any of the following subjects: BIOL, CHS, CHEM, PHYS, NUTR		
Total Units		30

¹
Will count towards the Admission Criteria Point System for the Radiologic Technology, AAS. Please consult with Academic Advising.

²
Will count towards the Phlebotomy Skills Certificate.

³
Required for application and admission into the Radiologic Technology, AAS. Please consult with Academic Advising.

⁴
Required for College of Southern Nevada's Surgical Technology, AAS. Please consult with Academic Advising.

Program Outcomes

Students completing the certificate will:

PS01: Apply the scientific method, describe cell and tissue structure, and describe skeletal, muscular, digestive and lymphatic systems and their interrelationships.

PSL02: Identify the components of the circulatory, nervous, integumentary, respiratory, endocrine, urinary, reproductive and immune systems and describe their interrelationships

Paramedic, CoA

Note: This degree/certificate leads to professional licensure. Licensure requirements vary by state/territory and relocating could impact whether you will meet eligibility requirements for licensure. Please visit our Professional Licensure Programs (<https://www.tmcc.edu/vpaa/professional-licensure-programs/>) page for full details on State Authorization Reciprocity Agreement.

Program Description

The paramedic program is designed for the student who desires education and training with a career goal to become a Paramedic. The certificate of achievement from TMCC will be awarded after the student has completed all program and certificate requirements. This is a 12-15 month continuous program.

Recommended Course Schedule

1st semester		Units
Communications ¹		3
EMS 204	Principles of Anatomy & Physiology for Paramedicine	4
Semester Total		7
2nd 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	3
EMS 209	Patient Assessment for Paramedics	3
EMS 210	Principles of Cardiology for the Paramedic	3
Semester Total		18
3rd semester		
EMS 202	Advanced Cardiology for Paramedics	3
EMS 203	Paramedic Skills	3
EMS 211	Paramedic Care for Medical Emergencies	4
EMS 212	Paramedic Trauma Emergencies	3
EMS 214	Special Populations in Paramedicine	3
EMS 215	EMS Incident Management and Operations	3
EMS 216	Hospital Clinical Experience for the Paramedic	4
EMS 217	Field Internship for the Paramedic	4
Semester Total		27
Total Units		52

Footnotes

¹ Choose one of the courses listed as recommended or from the list noted in the AAS general education requirements.

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 receipt from www.mystudentcheck.com (<https://weborder.precheck.net/StudentCheck/studentmain.aspx>), 5 panel drug testing from ARC and current drivers license or state identification.

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Communications</i>		3
Recommended:		
ENG 101	Composition I	
or ENG 100	Composition Enhanced	
<i>Human Relations</i> ³		(3)
Requirement is satisfied through embedded curriculum in the following courses: EMS 216 and EMS 217		
<i>Mathematics</i> ^{2,3}		(3)
Requirement is satisfied through embedded curriculum in the following courses: EMS 206, EMS 209, EMS 211		
Certificate Requirements ¹		
EMS 200	Fundamentals of Paramedic Medicine	3
EMS 202	Advanced Cardiology for Paramedics	3
EMS 203	Paramedic Skills	3
EMS 204	Principles of Anatomy & Physiology for Paramedicine	4
EMS 205	Principles of Pathophysiology	3
EMS 206	Prin Pharmacology/Medication Admin/Venous Access	3
EMS 207	Airway Management and Ventilation for Paramedics	3
EMS 209	Patient Assessment for Paramedics	3
EMS 210	Principles of Cardiology for the Paramedic	3
EMS 211	Paramedic Care for Medical Emergencies	4
EMS 212	Paramedic Trauma Emergencies	3
EMS 214	Special Populations in Paramedicine	3
EMS 215	EMS Incident Management and Operations	3
EMS 216	Hospital Clinical Experience for the Paramedic	4
EMS 217	Field Internship for the Paramedic	4
Total Units		52

1

All paramedic courses are taken in the sequence indicated in the course sequence section and a student must receive a grade of 80% or better in order to have completed the courses successfully. Certificate Requirement courses are required for the certificate of achievement.

2

In order to graduate with a Bachelor's degree, you will need MATH 120 or higher. Please see Bachelor's General Education Degree Requirements here: <http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>

3

Embedded courses satisfy both the general education and degree requirements.

Program Outcomes

Students completing the certificate will::

PSLO1: Explain and demonstrate the role and responsibilities of an EMS provider within an EMS system, effectively communicate with patients, peers, and other healthcare professionals, and manage a scene of an emergency, safely, with the understanding of the emergency medical system.

PSLO2: Assess and demonstrate how to manage the airway of a diverse population including how to maintain proper ventilation and oxygenation of each of those patients in both a medical and trauma condition.

PSLO3: Determine and manage a diverse patient population based on their presenting clinical signs and symptoms using appropriate patient assessment techniques, by formulating impressions and implementing a treatment plan in both a medical and trauma situation.

PSLO4: Analyze patient medical and trauma conditions and manage those patients using pathophysiological principles and pharmacological interventions.

PSLO5: Identify and demonstrate how to safely drive an emergency vehicle, identify and apply an incident command system in a disaster, and recognize the concepts of rescuing a patient, hazardous materials, and crime scene management.

Advanced Emergency Medical Technician, SC

Note: This degree/certificate leads to professional licensure. Licensing requirements vary by state/territory and relocating could impact whether you will meet eligibility requirements for licensure. Please visit our Professional Licensure Programs (<https://www.tmcc.edu/vpaa/professional-licensure-programs/>) page for full details on State Authorization Reciprocity Agreement.

Program Description

This skills certificate will provide training for students to work in a healthcare 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 provide advanced airway management, 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. At the successful completion of this course, the student will have the opportunity to apply and receive certification for NREMT and use that to gain certification at the state or local level.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

Students must have completed ALL requirements noted in the following link in order to be allowed to enroll in the course: <https://www.tmcc.edu/emergency-medical-services/ems-classes/steps-to-apply>

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

1

A hold is placed on the course and a student cannot enroll until ALL requirements are completed as noted in this link: <https://www.tmcc.edu/emergency-medical-services/ems-classes/steps-to-apply> (<https://www.tmcc.edu/emergency-medical-services/ems-classes/steps-to-apply/>)

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 receipt from www.mystudentcheck.com (<https://weborder.precheck.net/StudentCheck/studentmain.aspx>), 5 panel drug testing from ARC and current drivers license or state identification.

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to

declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
Certificate Requirement		
EMS 115	Advanced Emergency Medical Technician ¹	7
Total Units		7

Program Outcomes

Students completing this certificate will:

PSLO1: Demonstrate the ability to understand the roles and responsibilities of an AEMT within an EMS system, methods to stay healthy and to prevent job-related injuries in the field, basic legal and ethical issues as well as learn how to effectively communicate with patients of all ages, cultures, gender, race, and disabilities in the prehospital environment.

PSLO2: Demonstrate how to provide basic and selected advanced assessment, development, and treatment to patients of all ages utilizing fundamental knowledge of anatomy, physiology, and pathophysiology of injuries and illnesses while providing selected advanced emergent care of airway, breathing, and circulation

PSLO3: Demonstrate knowledge of operational roles and responsibilities to ensure safe patient, public, and personal safety.

PSLO4: 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.

Career and Technical Education Leadership, SC

This program can be completed 100% online.

Program Description

The Career and Technical Education (CTE) Skills Certificate provides training for those who are interested in teaching Career and Technical courses at 7th-12th and post-secondary career training. The CTE Skills Certificate courses are designed to provide a foundation of teaching methodology, assessment, and leadership. The courses in the skills certificate meet the Nevada Department of Education CTE and Business and Industry (B&I) training requirements. Program courses apply toward the Bachelor of Applied Science in Career and Technical Education Leadership program.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
EDCT 301	Career and Technical Education and Leadership Foundations	3
EDCT 304	Assessment and Instruction in Career and Technical Education and Leadership	3
Semester Total		6
2nd semester		
EDCT 403	Career and Technical Education and Workforce Leadership	3
EDCT 439	General Methods of Teaching Career and Technical Education	3
Semester Total		6
Total Units		12

Special Admission Requirements

Admission to the SC, Career and Technical Education Leadership requires an associate's degree from a regionally accredited institution.

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
Certificate Requirements		
EDCT 301	Career and Technical Education and Leadership Foundations	3
EDCT 304	Assessment and Instruction in Career and Technical Education and Leadership	3
EDCT 403	Career and Technical Education and Workforce Leadership	3
EDCT 439	General Methods of Teaching Career and Technical Education	3
Total Units		12

Program Outcomes

Students completing the certificate will:

PSLO 1: Correctly define the purpose of career and workforce education in secondary and post-secondary education and industry training programs.

PSLO 2: Develop rubrics designed specifically to assess student performance in the classroom or in the workplace.

PSLO 3: Analyze techniques for conflict resolution and apply them to teaching and workplace situations.

PSLO 4: Select the resources and instructional items for specific learning needs or outcomes to be implemented in the classroom or workplace to promote student learning and success.

Certified Dietary Manager (CDM), SC

Note: This degree/certificate leads to professional licensure. Licensure requirements vary by state/territory and relocating could impact whether you will meet eligibility requirements for licensure. Please visit our Professional Licensure Programs (<https://www.tmcc.edu/vpaa/professional-licensure-programs/>) page for full details on State Authorization Reciprocity Agreement.

Program Description

This certificate would provide eligibility to take the nationally recognized examination to hold the credential as a Certified Dietary Manager (CDM), adding an additional option for students to enter the workforce in the profession of nutrition and dietetics at a quicker pace than that of the requirements for eligibility to earn the credentials Dietetic Technician Registered (DTR) or Registered Dietitian Nutritionist (RDN) tracks at the Associates and Bachelor levels. The Department of Nutrition offers general education courses in nutrition, a well-established nationally accredited Dietetic Technician Program and an Associate of Science transfer degree in Nutrition in Dietetics, in alignment with 4-year institutions. Students in the program are required to take internship courses to gain valuable onsite experiences, with up to 450 hours, preparing them for entry-level practice in the profession. The skills certificate would employ one of the three internship courses to meet the Nutrition & Foodservice Professionals Training Program requirements for 150 hours of field experience, under the Association of Nutrition & Foodservice Professionals (ANFP).

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
CUL 100	Sanitation/HACCP	2
CUL 101	Sanitation/HACCP (CFPM)	1
NUTR 100	Introduction to Dietetic Technician Program	0.5
NUTR 121	Human Nutrition	3
NUTR 220	Food Service Systems Management	3
NUTR 253	Cultural Considerations in Nutrition and Health Care	3
Semester Total		12.5
2nd semester		
NUTR 221	Quantity Food Purchasing	3
NUTR 243	Medical Nutrition Therapy for Dietetic Techs I	3
NUTR 291	Nutrition Internship-Food Service	3
Semester Total		9
Total Units		21.5

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
Certificate Requirement		
CUL 100	Sanitation/HACCP	2
CUL 101	Sanitation/HACCP (CFPM)	1
NUTR 100	Introduction to Dietetic Technician Program	0.5
NUTR 121	Human Nutrition	3
NUTR 220	Food Service Systems Management	3
NUTR 221	Quantity Food Purchasing	3
NUTR 253	Cultural Considerations in Nutrition and Health Care	3
NUTR 243	Medical Nutrition Therapy for Dietetic Techs I	3
NUTR 291	Nutrition Internship-Food Service	3
Total Units		21.5

Program Outcomes

PSLO1: Students completing the certificate will have at least a 70% pass rate on the CDM examination.

PSLO2: Students completing the certificate will earn at least a 70% satisfactory when evaluated to assess learning of given skills using a typical scale ranging from unsatisfactory, satisfactory and excellent.

PSLO3: Students completing the certificate will graduate with 90% being employed in the profession within one year of completion.

Certified Nursing Assistant, SC

Note: This degree/certificate leads to professional licensure. Licensure requirements vary by state/territory and relocating could impact whether you will meet eligibility requirements for licensure. Please visit our Professional Licensure Programs (<https://www.tmcc.edu/vpaa/professional-licensure-programs/>) page for full details on State Authorization Reciprocity Agreement.

Program Description

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 program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

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

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) CPR card 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.

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
Certificate Requirement		
NURS 130	Nursing Assistant	6
Total Units		6

Program Outcomes

Students completing the certificate will:

PSLO1: Demonstrate compliance with standards of practice for nursing assistants.

PSLO2: Demonstrate competence with all skills required for certification.

PSLO3: Demonstrate knowledge of common elements required for certification by the Nevada State Board of Nursing.

Computed Tomography (CAT Scan), SC

This program can be completed 100% online.

Program Description

The Skills Certificate, Computed Tomography (CT or Cat Scan) is a professional certificate designed for those who are registered radiologic technologists (RT) and want to continue their education after completing an associate degree (or higher) in the radiologic sciences. It is further designed to provide well trained and knowledgeable, entry-level CT technologists to meet the needs of the medical imaging community and for those students who are in search of a CT program that will prepare them to take the advanced certification examination in CT administered by the American Registry of Radiologic Technologists (ARRT).

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
AMI 203	Introduction to Computed Tomography Basics, Instrumentation & Safety	2
AMI 216	Computed Tomography Procedures I	3
AMI 218	Computed Tomography Physics & Instrumentation I	3
AMI 236	Cross-Sectional Anatomy and Pathology for Imaging Professionals	3
AMI 290	Internship in Advanced Medical Imaging (Optional - Competencies may be completed through the ARRT. Talk with the program director for more information.)	1
Semester Total		12
2nd semester		Units
AMI 226	Computed Tomography Procedures II	3
AMI 228	Computed Tomography Physics & Instrumentation II	3
AMI 259	Seminar in Computed Tomography (Optional - Competencies may be completed through the ARRT. Talk with the program director for more information.)	1
AMI 290	Internship in Advanced Medical Imaging (Optional - Competencies may be completed through the ARRT. Talk with the program director for more information.)	1
Semester Total		8
Total Units		20

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
Certificate Requirements		
AMI 203	Introduction to Computed Tomography Basics, Instrumentation & Safety	2
AMI 216	Computed Tomography Procedures I	3
AMI 218	Computed Tomography Physics & Instrumentation I	3
AMI 226	Computed Tomography Procedures II	3
AMI 228	Computed Tomography Physics & Instrumentation II	3
AMI 236	Cross-Sectional Anatomy and Pathology for Imaging Professionals	3
AMI 259	Seminar in Computed Tomography (Optional - Competencies may be completed through the ARRT. Talk with the program director for more information.)	1
AMI 290	Internship in Advanced Medical Imaging (Optional - Competencies may be completed through the ARRT. Talk with the program director for more information.)	1-3
Total Units		19-21

Program Outcomes

Students completing the certificate will:

PSLO1: List and describe patient safety issues for CT scanning.

PSLO2: Identify cross-sectional anatomy and pathology to cover the entire human body.

PSLO3: Define and describe imaging techniques for the entire human body to include patient positioning, protocols, scan sequences, advanced imaging, and post processing procedures.

Special Admission Requirements

Students wishing to pursue CT Certification must be ARRT registered, hold an AAS degree (or higher) in Radiologic Technology, or be currently enrolled in the TMCC radiologic technology program. For complete admissions requirements go to the Advanced Medical Imaging website (<https://www.tmcc.edu/radiologic-technology/ami-programs/>).

Dental Assisting Basic Training, SC

Note: This degree/certificate leads to professional licensure. Licensing requirements vary by state/territory and relocating could impact whether you will meet eligibility requirements for licensure. Please visit our Professional Licensure Programs (<https://www.tmcc.edu/vpaa/professional-licensure-programs/>) page for full details on State Authorization Reciprocity Agreement.

Program Description

The Skills Certificate, Dental Assisting Basic Training will provide formal training to students in infection control, radiation health, safety, and dental chairside procedures. Students who successfully complete the Skills Certificate will be eligible to sit for the Dental Assisting National Board Radiation Health and Safety Certification exam and the Infection Control Certification exam.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Completion of the program will earn students three points toward admission to the dental assisting program. Currently, students can earn 2 pts. for completing ENG 100, ENG 101, ENG 113, and one point for completing COM 113, ENG 102, or ENG 114.

Recommended Course Schedule

First Year

1st semester		Units
DA 101	Infection Control in the Dental Office/ Sterilization Technician	4
DA 102	Entry Level Radiation Health and Safety	3
DA 103	Introduction to the Basics of Clinical Dental Assisting	4
Semester Total		11
Total Units		11

Special Admission Requirements

Students must be at least 18 years of age, be a high school graduate, or recognized equivalent. Space is limited and students must complete and submit an application to the program. Students must be current with required vaccinations. Students are selected based on their chronological position on the applicant list.

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
DA 101	Infection Control in the Dental Office/ Sterilization Technician	4
DA 102	Entry Level Radiation Health and Safety	3
DA 103	Introduction to the Basics of Clinical Dental Assisting	4

Program Outcomes

Students completing the certificate will:

PSLO1: Apply infection control techniques to perform disinfection and sterilization procedures in the dental setting.

PSLO2: Apply dental x-ray techniques to correctly expose dental x-rays.

PSLO3: Using critical thinking, determine the correct instrument and materials for selected dental chairside procedures.

Emergency Medical Technician, SC

Note: This degree/certificate leads to professional licensure. Licensing requirements vary by state/territory and relocating could impact whether you will meet eligibility requirements for licensure. Please visit our Professional Licensure Programs (<https://www.tmcc.edu/vpaa/professional-licensure-programs/>) page for full details on State Authorization Reciprocity Agreement.

Program Description

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 have the opportunity to apply and receive certification for NREMT and use that to gain certification at the state or local level.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

Students must have completed ALL requirements noted in the following link in order to be allowed to enroll in the course: <https://www.tmcc.edu/emergency-medical-services/ems-classes/steps-to-apply>

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

1

A hold is placed on the course and a student cannot enroll until ALL requirements are completed as noted in this link: <https://www.tmcc.edu/emergency-medical-services/ems-classes/steps-to-apply> (<https://www.tmcc.edu/emergency-medical-services/ems-classes/steps-to-apply/>)

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>), 5 panel drug testing from ARC.

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
Certificate Requirement		
EMS 108	Emergency Medical Technician Training	6
Total Units		6

Program Outcomes

Students completing the certificate will:

PSLO1: Demonstrate the ability to understand the roles and responsibilities of an EMT within an EMS system, methods to stay healthy and to prevent job-related injuries in the field, basic legal and ethical issues as well as learn how to effectively communicate with patients of all ages, cultures, gender, race, and disabilities in the prehospital environment.

PSLO2: Demonstrate how to provide basic assessment, development, and treatment to patients of all ages utilizing fundamental knowledge of anatomy, physiology, and pathophysiology of injuries and illnesses while providing emergent care of airway, breathing, and circulation.

PSLO3: Demonstrate knowledge of operational roles and responsibilities to ensure safe patient, public, and personal safety.

Fire Suppression, SC

Note: This degree/certificate leads to professional licensure. Licensure requirements vary by state/territory and relocating could impact whether you will meet eligibility requirements for licensure. Please visit our Professional Licensure Programs (<https://www.tmcc.edu/vpaa/professional-licensure-programs/>) page for full details on State Authorization Reciprocity Agreement.

Program Description

The Fire Suppression Skills Certificate prepares a student to fight structure and wildland fires at a basic level and prepares students to become National Fire Protection Association (NFPA) and Nevada certified at the level of Firefighter I. Upon completion student will have met or exceeded all national and state standards for NFPA/IFSA Firefighter I, Hazardous Materials First Responder (Operational/Awareness), Basic Wildland Fire Fighter (S-110, 130, 190, 134, L-180), and Incident Command ICS 100/200, NIMS 700/800.

This program takes place in the classroom and off campus for practical skills.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

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

Recommended Course Schedule

1st semester		Units
Completion of EMS 108 or current State of Nevada EMT certification and FT 101, or FT 102, or 6 months of fire experience required.		
FT 106	Firefighter I Academy	12
FT 131	Hazardous Materials	3
Semester Total		15
Total Units		15

Special Admission Requirements

Prerequisites - EMS 108 or current State of Nevada EMT certification and FT 101 Introduction to Firefighting or FT 102 Entry Level Firefighting or six months of fire experience.

Must show proof of CPR (Basic Life Support/Health Care Provider), health insurance, and be current on all vaccinations. In addition, a drug screening and a background check are required prior to the start of classes and must be 18 years or older.

To receive full NFPA/IFSA Firefighter I students must provide a current State of Nevada EMT certification.

A Fire Academy orientation is mandatory. Students will be notified of specific dates and times with the acceptance email.

Due to the high mental and physical demand of this career, some accommodations that can be made in the classroom may not transfer to employment. Qualified, self-identified students with documented disabilities have the right to free accommodations to ensure equal access to educational opportunities at TMCC. For assistance contact TMCC's Disability Resource Center.

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
Pre-requisites		
EMS 108	Emergency Medical Technician Training	
or		
current State of Nevada EMT certification		
FT 101	Introduction to Fire Protection	
or FT 102	Entry Level Firefighter	
or 6 months of fire experience.		
CERTIFICATE REQUIREMENTS		
FT 106	Firefighter I Academy	12
FT 131	Hazardous Materials	3
Total Units		15

Program Outcomes

Students completing the certificate will:

PSLO1: Demonstrate the knowledge needed to fight structure and wildland fires at a basic level.

PSLO2: Demonstrate the skills needed to fight structure and wildland fires at a basic level.

PSLO3: Demonstrate the knowledge and skills to identify hazardous materials and safely handle and respond to a basic hazardous materials incident at an operational level.

Magnetic Resonance Imaging (MRI) Technology, SC

This program can be completed 100% online.

Program Description

The Skills Certificate, Magnetic Resonance Imaging (MRI) is a professional certificate designed for ARRT registered radiologic technologists who want to continue their education after completing an associate degree (or higher) in the radiologic sciences. It is further designed to provide well trained and knowledgeable, entry-level MRI technologists to meet the needs of the medical imaging community and for those students who are in search of an MRI program that will prepare them to take the advanced certification examination in MRI administered by the American Registry of Radiologic Technologists (ARRT).

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
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 290	Internship in Advanced Medical Imaging (Optional - Competencies may be completed through the ARRT. Talk with the program director for more information.)	1-3
Semester Total		12-14
2nd semester		Units
AMI 248	Advanced MR Techniques and Post Processing	3
AMI 256	MRI Procedures of the Torso and Limbs	3
AMI 290	Internship in Advanced Medical Imaging (Optional - Competencies may be completed through the ARRT. Talk with the program director for more information.)	1-3
Semester Total		7-9
Total Units		19-23

Special Admissions Requirement

Students wishing to pursue MRI Certification must be ARRT registered and hold an AAS degree (or higher) in Radiologic Technology. For complete admissions requirements go to the Advanced Medical Imaging website (<https://www.tmcc.edu/radiologic-technology/ami-programs/>).

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to

declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
Certificate Requirements		
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 248	Advanced MR Techniques and Post Processing	3
AMI 256	MRI Procedures of the Torso and Limbs	3
AMI 290: Optional - Competencies may be completed through the ARRT. Talk with the program director for more information.		0-3
Total Units		17-20

Program Outcomes

Students completing the certificate will:

PSLO1: Learn patient screening procedures, safety issues, and biological considerations, MRI terminology, and imaging principles and physics.

PSLO2: Learn cross-sectional anatomy and pathology to cover the entire human body.

PSLO3: Learn imaging techniques of the entire human body to include patient positioning, protocols, pulse sequences, advanced imaging, and post processing procedures.

Phlebotomy, SC

Note: This degree/certificate leads to professional licensure. Licensing requirements vary by state/territory and relocating could impact whether you will meet eligibility requirements for licensure. Please visit our Professional Licensure Programs (<https://www.tmcc.edu/vpaa/professional-licensure-programs/>) page for full details on State Authorization Reciprocity Agreement.

Program Description

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.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

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

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.

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
Certificate Requirement		
CLS 151	Phlebotomy	2

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

Program Outcomes

Students completing the certificate will:

PSLO1: Perform a minimum of 95 venipunctures.

PSLO2: Perform a minimum of five dermal sticks.

PSLO3: Follow universal safety precautions and procedures. They will be compliant with local, state, and federal requirements while in clinical areas.

Sterile Processing Technician, SC

Program Description

The Sterile Processing Technician Skills Certificate program prepares students to become a certified registered surgical sterilization or central service technician. A surgical sterilization or central service technician ensures that all surgical instruments and some medical equipment used in the healthcare facility are cleaned and/or sterilized. Responsibilities includes assembling instrument trays for the Operating Room, placing instrument trays in the sterilizers, monitoring and recording the use of the sterilizers/autoclaves. Duties may also include ordering of supplies and distribution of supplies throughout the healthcare facility.

This program takes place in the classroom, skills laboratory, and various clinical agencies. This course meets the requirements to be eligible to take the Certified Registered Central Service Technician (CRCST) certification exam.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
SRGT 110	Introduction to Sterile Processing	1
SRGT 111	Sterile Processing	4
SRGT 112	Sterile Processing Clinical	4
Semester Total		9
Total Units		9

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) CPR card prior to enrolling in the Sterile Processing Technician Program. Students will not be allowed to enroll in the Sterile Processing Technician Program classes until all requirements are met (see Steps to Apply at <https://www.tmcc.edu/surgical-technology/sterile-processing> (<https://www.tmcc.edu/surgical-technology/sterile-processing/>)).

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
CERTIFICATE REQUIREMENTS		
SRGT 110	Introduction to Sterile Processing	1

SRGT 111	Sterile Processing	4
SRGT 112	Sterile Processing Clinical	4
Total Units		9

Program Outcomes

Students completing the certificate will:

PSLO1: Demonstrate knowledge of common elements required for CRCST certification.

PSLO2: Demonstrate competence with all skills required for CRCST certification.

PSLO3: Demonstrate compliance with standards of practice for Sterile Processing Technicians.

Veterinary Assistant, SC

Program Description

The Skills Certificate for the Veterinary Assistant Program will allow completers of the program the opportunity to take a credentialing exam from the National Association of Veterinary Technicians in America to become an AVA (approved veterinary assistant). Veterinary assistants are an integral part of the veterinary healthcare team working under the supervision of a veterinarian or licensed veterinary technician. The program is comprised of two semesters of classroom and clinical instruction where students will gain knowledge and experience in a variety of areas appropriate to the veterinary assistant.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
VETN 100	Introduction to Veterinary Assisting	4
VETN 105	Veterinary Medical Terminology	1
VETN 125	Veterinary Office and Clinical Procedures	1
Semester Total		6
2nd semester		Units
VETN 120	Advanced Veterinary Assisting	4
VETN 130	Directed Veterinary Assisting Practical	2
Semester Total		6
Total Units		12

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
VETN 100	Introduction to Veterinary Assisting	4
VETN 105	Veterinary Medical Terminology	1
VETN 120	Advanced Veterinary Assisting	4
VETN 125	Veterinary Office and Clinical Procedures	1
VETN 130	Directed Veterinary Assisting Practical	2
Total Units		12

Program Outcomes

Students competing the certificate will:

PSLO1: Perform common tasks relating to the office/reception area of the veterinary hospital including client communication, appointment

scheduling, and paperwork relating to admission and discharge of patients

PSLO2: Understand the roles and responsibilities of the veterinary health team including professional conduct and recognize common legal concerns

PSLO3: Recognize and explain proper response to veterinary medical emergencies

PSLO4: Explain the process of euthanasia, post mortem care, and understand the animal bond and grief

PSLO5: Utilize basic medical terminology and abbreviations and demonstrate a basic understanding of small animal anatomy

PSLO6: Explain common diseases and medical conditions and learn basic veterinary procedures including vaccination

PSLO7: Identify common animal behaviors and animal breeds and demonstrate common restraint methods and tools relating to these animals

PSLO8: Understand small animal nutritional requirements and animal diets

PSLO9: Explain and demonstrate basic sanitation practices of a veterinary facility including isolation procedures, OSHA safety standards, and recognition of zoonotic concerns

PSLO10: Demonstrate basic husbandry techniques including grooming

PSLO11: Explain and perform common veterinary nursing duties appropriate for the veterinary assistant

PSLO12: Assist in performing surgical preparations and understand surgical nursing including identification of common instruments and proper care and sterilization procedures

PSLO13: Explain and assist with monitoring of recovering surgical patients and understand post-operative end of day routines

PSLO14: Explain and demonstrate restraint, preparation, and positioning of patients for diagnostic imaging and handling of the radiographic record

PSLO15: Explain and demonstrate collection and preparation of various biological samples for laboratory analysis

Wildlife Technician, SC

Program Description

The Skills Certificate, Wildlife Technician prepares students for entry-level employment at State or Federal agencies for wildlife management. Students receive unique hands-on training in the field, acquire desired basic field technician skills, and engage with wildlife professionals. During completion of the required courses, students obtain the necessary background in the natural history of the Great Basin, management, species identification, sampling, and scientific communication. Students completing this certificate may gain an advantage in the competitive selection process of technician programs.

Recommended Course Schedule

1st semester		Units
ENG 101 or ENG 100 or ENG 113	Composition I or Composition Enhanced or Composition I for International and Multilingual Students	3
MATH 126 or MATH 120 or MATH 124	Pre-Calculus I (Recommended) ² or Fundamentals of College Mathematics or College Algebra	3
BIOL 102	Introduction to Wildlife Technician (Intro to Wildlife Technician)	1
BIOL 191A	Introduction to Organismal Biology	3
BIOL 191L	Intro to Organismal Biology Lab	1
Electives		3-4
Semester Total		14-15
2nd semester		
BIOL 137	Introduction to Entomology	3
BIOL 202	General Botany	4
BIOL 234	Natural History of the Great Basin (Natural History of the Great Basin)	4
GEOG 210	Introduction to Geotechnology	3
Semester Total		14
Total Units		28-29

1

ENG 101 or ENG 113 is required in order to take BIOL 191A and BIOL 191L in the same semester.

2

MATH 124 or higher is required to take BIOL 191A and BIOL 191L in the same semester.

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
CERTIFICATE REQUIREMENTS		
ENG 101 or ENG 100 or ENG 113	Composition I Composition Enhanced Composition I for International and Multilingual Students	3
MATH 126 or MATH 120 or MATH 124	Pre-Calculus I Fundamentals of College Mathematics College Algebra	3
BIOL 102	Introduction to Wildlife Technician (Intro to Wildlife Technician)	1
BIOL 137	Introduction to Entomology	3
BIOL 191A & BIOL 191L	Introduction to Organismal Biology and Intro to Organismal Biology Lab	4
BIOL 202	General Botany	4
BIOL 234	Natural History of the Great Basin (Natural History of the Great Basin)	4
GEOG 210	Introduction to Geotechnology	3
ELECTIVE REQUIREMENTS		3-4
Select 3-4 units from of the following courses:		
BIOL 112	Introduction to Animal Behavior	
BIOL 190A & BIOL 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory	
BIOL 273	Research Experience	
BIOL 290	Internship in Biology	
ENV 101	Introduction to Environmental Science	
FT 212	Fire and Ecology	
NRES 100	Prin of Natural Resources & Environmental Sciences	
NRES 217	Natural Resource Ecology	
Total Units		28-29

Program Outcomes

Students completing the certificate will:

PLS01: Perform basic field techniques necessary to work as a wildlife technician.

PLS02: Describe the natural history of and identify common fungi, plant, and animal species in the Great Basin.

PLS03: Utilize GPS and GIS systems to navigate and create and read maps of work areas.

PLS04: Collect, manage, and analyze scientific data to answer questions in wildlife management and conservation.

PLS05: Communicate in a style appropriate for technical or informative publications related to wildlife management and conservation.

Public Safety Dispatch, SC

Program Description

The Skills Certificate, Public Safety Dispatch introduces the necessary skills and knowledge to work in a public safety communications center in a productive and professional manner. The program also prepares each student for the basic roles, responsibilities, and duties of a public safety dispatcher within law enforcement, fire, and emergency services.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

First Year

1st semester		Units
COT 101	Computer Keyboarding I	3
CRJ 260	911 Dispatch Emergency Telecommunicator Academy	12
Semester Total		15
Total Units		15

PSLO4: Students will be able to demonstrate how to effectively utilize dispatcher techniques in call taking, call handling, information dissemination, and prioritization of calls

PSLO5: Students will be able to identify and understand how to manage specialized calls, terrorist events, disasters, and rescue operations and identify possible safety issues for responding units.

PSLO6: Students will be able to identify and explain the relationship between federal, state, and local laws and regulations established for dispatch operations.

PSLO7: Students will be able to prepare for and be able to testify for a deposition and courtroom testimony and understand the validity of legal documents in relation to liability in civil and criminal cases.

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
Certificate Requirements		
COT 101	Computer Keyboarding I	3
CRJ 260	911 Dispatch Emergency Telecommunicator Academy	12
Total Units		15

Program Outcomes

Students completing the certificate will:

PLSO1: Students will be able to identify the development, evolution, and the role of today's dispatcher and understand the ethical principles and standards of being a dispatcher.

PSLO2: Students will be able to identify and use various communication equipment and understand the different components of that equipment.

PSLO3: Students will be able to demonstrate communication and interpersonal skills with officers, customers, EMS, and fire units while maintaining a professional demeanor and understanding cultural differences.

Associate of Science

General

This program can be completed 100% online.

Program Description

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).

Recommended Course Schedule

For a detailed program course schedule, please contact the academic advisement office at 775-673-7062.

1st semester		Units
ENG 101	Composition I (ENG 100)	3
or ENG 113	or Composition I for International and Multilingual Students	
Fine Arts ¹		3
Mathematics ¹		3
Electives: Choose electives that apply toward your bachelor's Degree. ²		6
Semester Total		15
2nd semester		Units
ENG 102	Composition II	3
or ENG 114	or Composition II For International and Multilingual Students	
Humanities/Diversity ¹		3
Science ¹		3
Electives: Choose electives that apply toward your bachelor's Degree. ²		6
Semester Total		15
3rd semester		Units
Science ¹		3
Social Science/U.S. & NV Constitutions ¹		3
Science: Choose a Science course that apply towards your bachelor's degree. ³		3
Electives: Choose electives that apply toward your bachelor's Degree. ²		6
Semester Total		15
4th semester		Units
Science: Choose a Science course that apply towards your bachelor's degree. ³		3

Electives: Choose electives that apply toward your bachelor's Degree. ² 12

Semester Total	15
Total Units	60

1

See the approved General Education (p. 299) page for a complete list of courses.

2

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).

3

Any transferable science course.

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements ²		
<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 (Lab Required)</i>		6
<i>Social Science</i>		3
Additional College Requirements		
<i>Diversity ³</i>		[3]
<i>Science ⁴</i>		6
<i>U.S. and Nevada Constitutions</i>		[3]
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 approved General Education (p. 299) page 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.

Program Outcomes

Students completing the degree will:

PSLO1: Be prepared to transfer to college and university baccalaureate programs with junior standing.

PSLO2: Complete TMCC's general education transfer requirements.

PSLO3: Acquire the knowledge, skills, and values consistent with a science, technology, engineering, or math education.

PSLO4: Acquire the knowledge of the subject matter appropriate to their academic emphasis.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>). TMCC has agreements with the following institutions towards a bachelor's degree in the same of similar discipline.

- Great Basin College (<https://www.gbcnv.edu/admissions/articulation/>)
- University of Nevada, Reno (<https://www.unr.edu/admissions/transfer/credits/transfer-agreements/>)

Chemistry, AS

Program Description

The Associate of Science, Chemistry is a two-year transferable degree. 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.

Recommended Course Schedule

1st semester		Units
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		Units
Diversity/Humanities ³		3
CHEM 122	General Chemistry II	4
English ⁴		3
MATH 182	Calculus II	4
Semester Total		14
3rd semester		Units
Elective ⁴		4-7
CHEM 341	Organic Chemistry for Scientists and Professionals I	3
CHEM 241L	Organic Chemistry for Life Sciences Lab I ⁵	1
PHYS 180 & 180L	Physics for Scientists and Engineers I and Physics for Scientists/Engineers Lab I	4
Social Science/U.S. and Nevada Constitution ⁴		3
Semester Total		15
4th semester		Units
Elective ⁴		6
CHEM 342	Organic Chemistry for Scientists and Professionals II	3
CHEM 242L	Organic Chemistry for Life Sciences Lab II ⁵	1
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. 299)

⁴ See program recommendations or requirements.

⁵ Students who need to complete CHEM 345 at UNR can transfer the two credits from CHEM 345 in place of CHEM 241L and CHEM 242L.

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
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>		[3]
Required:		
MATH 181	Calculus I	4
<i>Science</i>		[6]
Lab required		
Required:		
CHEM 121 & CHEM 122	General Chemistry I and General Chemistry II	8
<i>Social Science</i>		3
Recommended:		
CH 203	American Experiences and Constitutional Change	
PSC 101	Introduction to American Politics	
PSY 101	General Psychology	
Additional College Requirements		
<i>Diversity</i> ²		[3]
<i>Science courses (2 units satisfied through required CHEM 121 & CHEM 122)</i> ²		[6]
<i>U.S. and Nevada Constitutions</i> ²		[3]
Degree Requirements		
CHEM 341	Organic Chemistry for Scientists and Professionals I	3
CHEM 241L	Organic Chemistry for Life Sciences Lab I	1
CHEM 342	Organic Chemistry for Scientists and Professionals II	3
CHEM 242L	Organic Chemistry for Life Sciences Lab II	1
Mathematics: Additional 1 unit from Math 181 in Gen. Ed.		
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:

BIOL 190A	Introduction to Cell and Molecular Biology
BIOL 190L	Introduction to Cell and Molecular Biology Laboratory
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. Course sequence is based on placement into ENG 102.

2

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

Program Outcomes

Students completing the degree will:

PSLO1: Demonstrate a basic knowledge of General Chemistry in topics such as stoichiometry, nomenclature, acids and bases, gas laws, equilibrium, kinetics, thermochemistry, and electrochemistry.

PSLO2: Demonstrate a basic knowledge of Organic Chemistry in topics such as stoichiometry, organic nomenclature, acids and bases, organic synthesis, reaction mechanisms, and spectroscopy.

PSLO3: Demonstrate knowledge of scientific methods and the relationship of theory, experiment, and data analysis.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>). TMCC has agreements with the following institutions towards a bachelor's degree in the same or similar discipline.

- University of Nevada, Reno (<https://www.unr.edu/admissions/transfer/credits/transfer-agreements/>)

Computer Science, AS

Program Description

The Associate of Science, Computer Science is a two-year transferable program. 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.

Recommended Course Schedule

1st semester		Units
Fine Arts ⁵		3
CS 135	Computer Science I	3
ENG 101	Composition I	3
or ENG 113	or Composition I for International and Multilingual Students	
ENGR 100	Introduction to Engineering Design	3
or CS 105	or Introduction to Computing	
Science ⁵		4
Semester Total		16
2nd semester		Units
CS 202	Computer Science II	3
Diversity ⁵		3
ENG 102	Composition II	3
or ENG 114	or Composition II For International and Multilingual Students	
MATH 181	Calculus I ⁵	4
Semester Total		13
3rd semester		Units
CH 201	Ancient and Medieval Cultures ⁵	3
or CH 202	or The Modern World	
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		Units
CH 203	American Experiences and Constitutional Change ⁵	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
Social Science ⁵		3
Semester Total		17
Total Units		60

⁵

See program recommendations or requirements.

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
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 Theatre	
THTR 105	Introduction to Acting I	
THTR 180	Cinema as Art and Communication	
THTR 210	Theatre: a Cultural Context	
<i>Humanities</i>		3
Highly Recommended:		
CH 201	Ancient and Medieval Cultures	
or CH 202	The Modern World	
<i>Mathematics</i>		[3]
Required:		
MATH 181	Calculus I ²	4
<i>Science</i>		6
Required:		
PHYS 180	Physics for Scientists and Engineers I ³	
PHYS 181	Physics for Scientists and Engineers II ³	
<i>Social Science</i>		3
Recommended: Choose from courses that transfer to UNR.		
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>		
PHYS 180L	Physics for Scientists/Engineers Lab I ³	1
	Transferable Science and Lab ³	4
PHYS 181L	Physics for Scientists/Engineers Lab II ³	1
<i>U.S. and Nevada Constitutions</i>		
Highly Recommended:		
CH 203	American Experiences and Constitutional Change	3
Degree Requirements ⁴		
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	Introduction to Engineering Design	3
or CS 105	Introduction to Computing	
MATH 182	Calculus II ³	4
MATH 283	Calculus III ³	4
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 Additional unit used as elective.

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.

Program Outcomes

Students completing the degree will:

PSLO1: 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.

PSLO2: Have the ability to design and implement a computer program to meet the desired specifications for a problem.

PSLO3: Have the ability to communicate and work effectively on a team to achieve a common goal.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>). TMCC has agreements with the following institutions towards a bachelor's degree in the same or similar discipline.

- University of Nevada, Reno (<https://www.unr.edu/admissions/transfer/credits/transfer-agreements/>)

Data Science, AS

Program Description

The Associates of Science in Data Science is a general transfer degree program designed for students who are planning to transfer to a baccalaureate-level institution. This degree will also provide employment opportunities for student upon completion. The Associate of Science degree in Data Science includes skills in mathematics, science, data literacy and analysis, programming, and general education for transfer to a four-year institution.

Recommended Course Schedule

1st semester		Units
DATA 101	Introduction to Data Science	3
MATH 126	Pre-Calculus I	3
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
Fine Arts ³		3
Social Science/US & NV Constitutions ³		3
Semester Total		15
2nd semester		Units
MATH 127	Pre-Calculus II	3
STAT 152	Introduction to Statistics	3
ENG 102	Composition II	3
or ENG 114	or Composition II For International and Multilingual Students	
Humanities ⁴		3
Elective		3
Semester Total		15
3rd semester		Units
DATA 210	Introduction to SQL for Data Science (or)	3
or CIT 180	or Database Concepts and SQL	
CS 135	Computer Science I	3
MATH 181	Calculus I	4
Diversity ³		3
Science ³		3
Semester Total		16
4th semester		Units
DATA 220	Research Methods for Data Science	3
MATH 182	Calculus II	4
CS 202	Computer Science II	3
Science ³		3
Elective		1
Semester Total		14
Total Units		60

³

See approved General Education list for the AA/AS Degree. (p. 299)

⁴

See program recommendations or requirements.

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
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>		3
Recommended: ²		
PHIL 210	World Religions	
<i>Mathematics</i>		3
Required:		
MATH 126	Pre-Calculus I	
<i>Science</i>		6
<i>Social Science</i>		3
Recommended: ²		
PSC 101	Introduction to American Politics	
HIST 111	Survey of U.S. Constitutional History	
ADDITIONAL COLLEGE REQUIREMENTS		
<i>Diversity</i>		[3]
Recommended:		
ENG 231	World Literature I	
PHIL 210	World Religions	
<i>U.S. and Nevada Constitutions</i>		[3]
<i>Science courses (satisfied by degree requirements)</i>		[6]
DEGREE REQUIREMENTS		
CS 135	Computer Science I	3
CS 202	Computer Science II	3
DATA 101	Introduction to Data Science	3
STAT 152	Introduction to Statistics	3
DATA 210	Introduction to SQL for Data Science	3
or CIT 180	Database Concepts and SQL	
DATA 220	Research Methods for Data Science	3
MATH 127	Pre-Calculus II	3
MATH 181	Calculus I	4
MATH 182	Calculus II	4
ELECTIVE REQUIREMENTS		
Select 7 units from transferable electives		7
Recommended:		

BUS 107	Business Speech Communications
COM 113	Fundamentals of Speech Communications
CPE 201	Digital Design
ECON 102	Principles of Microeconomics
MATH 283	Calculus III
MATH 285	Differential Equations
MATH 330	Linear Algebra

Total Units **60**

1

If you place into ENG 102 or ENG 114 the additional 3 required units will become elective units. Course sequence is based on placement into ENG 102.

2

Recommended courses also meet Diversity and U.S. & NV Constitution requirements.

Program Outcomes

Students completing the degree will:

PSLO1: Apply appropriate mathematical and scientific principles to Data Science applications.

PSLO2: Demonstrate proficiency in technical fundamentals to analyze and resolve technology problems.

PSLO3: Apply knowledge and skills to develop, interpret, and select appropriate technological processes.

PSLO4: Demonstrate the ability to assist in research, development, design, production, testing and various other functions associated with Data Science.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>).

TMCC has agreements with the following institutions towards a bachelor's degree in the same or similar discipline.

Engineering, AS

Program Description

The Associate of Science, Engineering is a two-year transferable program leading to an Associate of Science in Engineering. The degree 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.

Recommended Course Schedule

1st semester		Units
ENG 101	Composition I	3
ENGR 100	Introduction to Engineering Design	3
Fine Arts / Diversity ⁵		3
MATH 181	Calculus I	4
Semester Total		13
2nd semester		Units
Electives		3
ENG 102	Composition II	3
CHEM 121	General Chemistry I	4
MATH 182	Calculus II	4
Social Science (ECON 102 Recommended)		3
Semester Total		17
3rd semester		Units
Electives		3
Humanities (Recommend CH 203)		3
MATH 283	Calculus III	4
PHYS 180 & 180L	Physics for Scientists and Engineers I and Physics for Scientists/Engineers Lab I	4
Semester Total		14
4th semester		Units
Electives		9
PHYS 181 & 181L	Physics for Scientists and Engineers II and Physics for Scientists/Engineers Lab II	4
MATH 285	Differential Equations	3
Semester Total		16
Total Units		60

⁵

See program recommendations or requirements.

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>English</i>		3-6
Must include ENG 102 or ENG 114 ¹		
<i>Fine Arts</i>		3
Recommend Diversity		
<i>Humanities</i>		3
Recommend		
CH 203	American Experiences and Constitutional Change	
<i>Mathematics</i>		[3]
Required:		
MATH 181	Calculus I ²	4
<i>Science</i>		[6]
Required:		
CHEM 121	General Chemistry I ²	4
PHYS 180 & 180L	Physics for Scientists and Engineers I and Physics for Scientists/Engineers Lab I ²	4
<i>Social Science</i>		3
Recommended:		
ECON 102	Principles of Microeconomics	
Additional College Requirements		
<i>Diversity</i> ³		[3]
<i>Science</i>		[6]
PHYS 181 & 181L	Physics for Scientists and Engineers II and Physics for Scientists/Engineers Lab II ²	4
<i>U.S. and Nevada Constitutions</i>		[3]
Degree Requirements		
ENGR 100	Introduction to Engineering Design	3
MATH 182	Calculus II ²	4
MATH 283	Calculus III ²	4
MATH 285	Differential Equations ²	3
Elective Requirements		
Select 15 - 18 units from the following based on appropriate engineering specialty. Can include co-admission at UNR. ⁴		15-18
BIOL 190A & BIOL 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory (civil)	
CPE 201	Digital Design (electrical, computer)	
IDS 299	General Internship Program	
ENGR 110	Introduction to Renewable Energy (renewable energy minor)	
ME 241	Statics ²	

Courses in the following disciplines: Chemical Engineering, Civil and Environmental Engineering, Computer Engineering, Computer Science, Electrical Engineering, Geological Engineering, Geology, Materials Science and Engineering, Mechanical Engineering, Metallurgical Engineering, Mining Engineering

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

Consult with Academic Advising for a list of classes for specific engineering specialties and information regarding co-admission at UNR.

Program Outcomes

Students completing the degree will:

PSLO1: Describe and apply the engineering design process.

PSLO2: Demonstrate effective communication skills via writing and presentations, work effectively in teams, and perform basic computational skills appropriate to the engineering field.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>).

TMCC has agreements with the following institutions towards a bachelor's degree in the same or similar discipline.

- University of Nevada, Reno (<https://www.unr.edu/admissions/transfer/credits/transfer-agreements/>)

Environmental Science, AS

Program Description

The Associate of Science, Environmental Science focuses on issues that are of relevance to all citizens of the United States and all countries. With growth and development comes the need for people trained in environmental sciences that can deal with environmental issues. Sustainable development is a local and regional concern, especially as Nevada's growth continues to lead the nation. The Associate of Science 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.

Recommended Course Schedule

1st semester		Units
MATH 127 or MATH 181	Pre-Calculus II or Calculus I	3
Fine Arts ⁶		3
ENG 101 or ENG 113	Composition I or Composition I for International and Multilingual Students	3
NRES 100	Prin of Natural Resources & Environmental Sciences	3
BIOL 190A & BIOL 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory	4
Semester Total		16
2nd semester		Units
CHEM 121	General Chemistry I	4
ENG 102 or ENG 114	Composition II or Composition II For International and Multilingual Students	3
STAT 152	Introduction to Statistics	3
GEOL 101	Geology: Exploring Planet Earth	4
Semester Total		14
3rd semester		Units
CHEM 122	General Chemistry II	4
NRES 210	Environmental Pollution	3
CH 203	American Experiences and Constitutional Change	3
GEOG 210	Introduction to Geotechnology	3
Elective ⁷		3-4
Semester Total		16
4th semester		Units
BIOL 191A & BIOL 191L	Introduction to Organismal Biology and Intro to Organismal Biology Lab	4
GEOG 200	World Regional Geography	3
NRES 217	Natural Resource Ecology	3
Elective ⁷		3-4
Semester Total		14
Total Units		60

6

See approved General Education list for the AA/AS Degree. (p. 299)

7

See program recommendations or requirements.

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
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 203	American Experiences and Constitutional Change ²	
<i>Mathematics</i> ³		
Required:		
MATH 127 or MATH 181	Pre-Calculus II Calculus I	3
<i>Science</i>		
Required:		
CHEM 121	General Chemistry I	4
CHEM 122	General Chemistry II	4
<i>Social Science</i>		3
Recommended:		
GEOG 200	World Regional Geography ⁴	
Additional College Requirements		
<i>Diversity</i>		[3]
Recommended:		
GEOG 200	World Regional Geography	
<i>U.S. and Nevada Constitutions</i>		[3]
Recommended:		
CH 203	American Experiences and Constitutional Change	
Degree Requirements		
BIOL 190A & BIOL 190L	Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory	4
BIOL 191A & BIOL 191L	Introduction to Organismal Biology and Intro to Organismal Biology Lab	4
GEOG 210	Introduction to Geotechnology	3

GEOL 101	Geology: Exploring Planet Earth	4
NRES 100	Prin of Natural Resources & Environmental Sciences	3
NRES 210	Environmental Pollution	3
NRES 217	Natural Resource Ecology	3
STAT 152	Introduction to Statistics	3
Elective requirements		
<i>Select 7 units from the following:</i> ⁵		7
PHYS 180 & 180L or PHYS 151	Physics for Scientists and Engineers I and Physics for Scientists/Engineers Lab I General Physics I	
CHEM 341	Organic Chemistry for Scientists and Professionals I	
GEOL 206	Geology of Geothermal Energy Resources	
BIOL 251	General Microbiology	
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 U.S. and Nevada Constitution requirement. Please consult with Academic Advisement.

3

MATH 181 required if transferring to UNR

4

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

5

For students transferring into a specific program at a university, choose electives appropriate for that program. See Departmental Advisor for details if needed.

Program Outcomes

Students completing the degree will:

PSLO1: Perform both laboratory and field experiments using the scientific method, which requires observation, hypothesis testing, data collection, and the application of basic ecological principles to explain results.

PSLO2: Demonstrate effective oral and written communication, teamwork and collaboration in scientific, mathematical, and other settings.

PSLO3: Describe the fundamental biological and ecological concepts and principles.

PSLO4: Explain major impacts of human activities on environmental quality and identify and assess solutions to current and potential environmental problems, such as global climate change, biodiversity loss, human population growth, and use of natural resources.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>).

TMCC has agreements with the following institutions towards a bachelor's degree in the same of similar discipline.

- University of Nevada, Reno (<https://www.unr.edu/admissions/transfer/credits/transfer-agreements/>)

Mathematics, AS

Program Description

The Associate of Science, Mathematics is a two-year transferable degree. 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.

Recommended Course Schedule

1st semester		Units
CS 135	Computer Science I	3
ENG 101 or ENG 113	Composition I or Composition I for International and Multilingual Students	3
Fine Arts ³		3
Science ³		3
MATH 181	Calculus I	4
Semester Total		16
2nd semester		Units
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 and Multilingual Students	3
Science ³		3
MATH 182	Calculus II	4
Semester Total		16
3rd semester		Units
Humanities ³		3
Science ³		6
MATH 283	Calculus III	4
Elective: Recommend MATH 330 Linear Algebra ⁵		3
Semester Total		16
4th semester		Units
Select 1 electives ⁴		3
Social Science/Diversity ³		3
MATH 285	Differential Equations	3
MATH 295	Proof Writing for Math/Stat Major	3
Semester Total		12
Total Units		60

³ See approved General Education list for the AA/AS Degree. (p. 299)

⁴ See program recommendations or requirements.

⁵ Math 330 is NOT required for AS Math. It is strongly recommended and it is required by UNR Bachelor degrees in Mathematics

Program Requirements

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 (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
4. Have no financial or library obligation to the college.

Code	Title	Units
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>		4
Required:		
MATH 181	Calculus I	
<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
MATH 295	Proof Writing for Math/Stat Major	3
Elective Requirements		
Select 6 to 9 transferable elective units		6-9
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.

Program Outcomes

Students completing the degree will:

PSLO1: Select and apply the appropriate algorithm or methodology to solve mathematical problems.

PSLO2: Use deductive reasoning to construct mathematical proofs.

PSLO3: Communicate mathematical information formally through appropriate notation, terminology, and graphical representation as well as communicate mathematical ideas informally using everyday language.

Transfer Agreements

AA/AS degrees are designed for students who plan to transfer to a four-year college or university. General information about general transfer agreements can be found on the Academic Advisement website (<https://www.tmcc.edu/advisement/transfer-students/transfer-agreements/>).

TMCC has agreements with the following institutions towards a bachelor's degree in the same or similar discipline.

- University of Nevada, Reno (<https://www.unr.edu/admissions/transfer/credits/transfer-agreements/>)

Computer Programming, Computer Information Technology, AAS

Program Description

The AAS, Computer Information Technology, Computer Programming 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.

Recommended Course Schedule

1st semester		Units
CIT 114	IT Essentials	4
CS 105	Introduction to Computing	3
English ³		3
CIT 130 or CIT 134	Beginning Java or Beginning C# Programming	3
Semester Total		13
2nd semester		
CIT 112	Network +	3
CIT 151	Beginning Web Development	3
MATH 126	Pre-Calculus I	3
Social Science/Humanities/Diversity ³		3
CIT 230 or CIT 234	Advanced Java or Advanced C# Programming	3
Semester Total		15
3rd semester		
CIT 180	Database Concepts and SQL	3
Communications ³		3
Science ²		3
CIT 236 or CIT 130 or CIT 134 or CIT 237	Common Programming Patterns or Beginning Java or Beginning C# Programming or Test-Driven Development	3
Electives		3-4
Semester Total		16
4th semester		
CIT 235 or CIT 230 or CIT 234 or CIT 236 or CIT 237	Fluent Entity Framework in C# or Advanced Java or Advanced C# Programming or Common Programming Patterns or Test-Driven Development	3
CIT 263	Project Management	3
Electives		3-4
Human Relations ³		3
U.S. and Nevada Constitutions ²		3
Semester Total		16
Total Units		60

2

See approved General Education list for the AAS Degree. (p. 304)

3

See program recommendations or requirements.

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
GENERAL EDUCATION REQUIREMENTS		
<i>Communications/English</i>		
Highly Recommended:		3
BUS 107 or COM 113 or COM 215	Business Speech Communications Fundamentals of Speech Communications Introduction to Group Communication	
Highly Recommended:		3
ENG 101 or ENG 113 or ENG 100 or ENG 102 or ENG 114 or ENG 107 or ENG 108	Composition I ¹ Composition I for International and Multilingual Students Composition Enhanced Composition II Composition II For International and Multilingual Students Technical Communications I 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>		3
Required:		
MATH 126	Pre-Calculus I	
<i>Science</i>		3
Additional College Requirements		
<i>Diversity</i>		3
<i>U.S. and Nevada Constitutions</i>		3
Degree Requirements		
CIT 112	Network +	3
CIT 114	IT Essentials	4
CIT 151	Beginning Web Development	3
CIT 180	Database Concepts and SQL	3
CIT 263	Project Management	3
CS 105	Introduction to Computing	3
Students must complete the beginning and advanced of one programming language for a total of 6 units:		6
<i>JAVA</i>		

CIT 130	Beginning Java	
CIT 230	Advanced Java	
<i>C#</i>		
CIT 134	Beginning C# Programming	
CIT 234	Advanced C# Programming	
Select 6 units from the following courses or programming language		6
CIT 130	Beginning Java	
CIT 230	Advanced Java	
CIT 134	Beginning C# Programming	
CIT 234	Advanced C# Programming	
CIT 235	Fluent Entity Framework in C#	
CIT 236	Common Programming Patterns	
CIT 237	Test-Driven Development	
<i>Electives</i>		5
CSCO 120	CCNA Internetworking Fundamentals	
CS 135	Computer Science I	
CIT, CS or CSCO		
MATH 127	Pre-Calculus II	
Total Units		60

Program Outcomes

Students completing the degree will:

PSLO1: Have the technical proficiency required to design and program a solution to a stated problem.

PSLO2: Demonstrate an understanding of dynamic data structures and generic methods.

PSLO3: Have the ability to communicate and work effectively with members of a team and members of external groups.

Cybersecurity, Computer Information Technology, AAS

Program Description

The Associate of Applied Science, Computer Information Technology, Cybersecurity will prepare the student to apply security measures in a network setting.

Recommended Course Schedule

1st semester		Units
CIT 114	IT Essentials	4
CIT 173	Introduction to Linux	3
Elective ³		3
English/Communications ²		3
Mathematics ³		3
Semester Total		16
2nd semester		Units
CIT 112	Network +	3
CSCO 120	CCNA Internetworking Fundamentals	4
ENG 102	Composition II (English/Communications)	3
or ENG 114	or Composition II For International and Multilingual Students	
Human Relations		3
Elective		3
Semester Total		16
3rd semester		Units
CIT 174	Linux System Administration	3
CIT 274	Ethical Hacking	3
CSCO 230	Fundamentals of Network Security	4
Diversity ³		3
Fine Arts/Humanities/Social Science		3
Semester Total		16
4th semester		Units
CS 151	Introduction to Cybersecurity	3
CIT 263	Project Management	3
Elective ³		3
Science ²		3
Semester Total		12
Total Units		60

²

See approved General Education List for the AAS Degree (p. 304)

³

See program recommendations or requirements.

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>English/Communications</i>		6
Recommended: BUS 107, ENG 101, ENG 107, ENG 108, COM 113 or COM 215 ¹		
Recommend:		
ENG 102	Composition II	
or ENG 114	Composition II For International and Multilingual Students	
<i>Fine Art/Humanities/Social Science</i> ¹		3
<i>Mathematics</i>		3
Recommended:		
MATH 126	Pre-Calculus I (or higher)	
<i>Science</i> ¹		3
Additional College Requirements		
<i>Diversity</i> ¹		3
<i>Human Relations</i> ¹		3
<i>U.S. and Nevada Constitutions</i> ¹		[3]
Choose a course that satisfies Fine Arts/Humanities/Social Science.		
Degree Requirements		
CIT 112	Network +	3
CIT 114	IT Essentials	4
CS 151	Introduction to Cybersecurity	3
CIT 173	Introduction to Linux	3
CIT 263	Project Management	3
Emphasis Requirements		
CSCO 120	CCNA Internetworking Fundamentals	4
CIT 174	Linux System Administration	3
CSCO 230	Fundamentals of Network Security	4
CIT 274	Ethical Hacking	3
Electives		
Choose 9 units from the following:		9
CIT 130	Beginning Java	
CIT 134	Beginning C# Programming	
CIT 180	Database Concepts and SQL	
CIT 216	Server+	
GRC 175	Web Design I	
Total Units		60

¹

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

Program Outcomes

Students completing this degree will:

PSLO1: Demonstrate the technical proficiency required to recognize short-comings in security.

PSLO2: Illustrate the technical proficiency required to configure and secure a network with the industry recognized Cybersecurity measure.

PSLO3: Communicate and work effectively with other team members in a scenario-type project environment to complete the required tasks which will parallel real-world requirements.

Networking, Computer Information Technology, AAS

Program Description

The Computer Information Technology, AAS, Networking 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.

Recommended Course Schedule

1st semester		Units
CIT 112	Network +	3
CIT 114	IT Essentials	4
English/Communications ²		3
Mathematics ³		3
Semester Total		13
2nd semester		Units
CS 151	Introduction to Cybersecurity	3
CIT 173	Introduction to Linux	3
CIT 180	Database Concepts and SQL	3
English/Communications ³		3
Human Relations ²		3
Semester Total		15
3rd semester		Units
Diversity ²		3
CSCO 120	CCNA Internetworking Fundamentals	4
Fine Arts/Humanities/Social Science ²		3
U.S. and Nevada Constitutions ²		[3]
Elective ³		3-6
CIT 216	Server+	3
Semester Total		16
4th semester		Units
Elective ³		6-7
Science ²		3
CIT 274	Ethical Hacking	3
CIT 263	Project Management	3
Semester Total		16
Total Units		60

²

See Approved General Education List for the AAS Degree. (p. 304)

³

See program recommendations or requirements.

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
GENERAL EDUCATION REQUIREMENTS		
<i>English/Communications</i>		6
Recommended: BUS 107, ENG 101, ENG 107, ENG 108, COM 113 or COM 215 ¹		
Recommend:		
ENG 102	Composition II	
or ENG 114	Composition II For International and Multilingual Students	
<i>Fine Art/Humanities/Social Science</i>		3
Recommended: the following courses also satisfy U.S. Nevada Constitutions		
PSC 101	Introduction to American Politics ¹	
or CH 203	American Experiences and Constitutional Change	
<i>Mathematics</i>		3
Recommended:		
MATH 126	Pre-Calculus I (or higher)	
<i>Science</i>		3
Additional College Requirements.		
<i>Diversity</i>		3
<i>Human Relations</i>		3
<i>U.S. and Nevada Constitutions ¹</i>		[3]
Recommended:		
PSC 101	Introduction to American Politics	
or CH 203	American Experiences and Constitutional Change	
Degree Requirements		
CIT 112	Network +	3
CIT 114	IT Essentials	4
CIT 173	Introduction to Linux	3
CS 151	Introduction to Cybersecurity	3
CIT 263	Project Management	3
Emphasis Requirements		
CIT 180	Database Concepts and SQL	3
CIT 216	Server+	3
CSCO 120	CCNA Internetworking Fundamentals	4
CIT 274	Ethical Hacking	3
Electives		
Choose 10 elective units.		10
CIT 130	Beginning Java	
CIT 134	Beginning C# Programming	
CIT 151	Beginning Web Development	
CIT 174	Linux System Administration	
CSCO 230	Fundamentals of Network Security	
Total Units		60

1

Courses count toward General Education and Additional College requirements. Please consult with Academic Advisement

Program Outcomes

Students completing this degree will:

PSLO1: Demonstrate the technical proficiency required to create and maintain small to medium sized networks.

PLSO2: Illustrate the technical proficiency required to configure and secure a network with the industry recognized Cybersecurity measure, to modify the base programming for webpage troubleshooting process.

PLSO3: Students will communicate and work effectively with other team members in a scenario-type project environment to complete the required tasks which will parallel real-world requirements.

Web Development, Computer Information Technology, AAS

Program Description

The Computer Information Technology, AAS, Web Development will prepare students to implement a business web presence by understanding the "back-end" programming aspect of a web page.

Recommended Course Schedule

1st semester		Units
English/Communications ³		3
Mathematics ³		3
CIT 114	IT Essentials	4
CS 151	Introduction to Cybersecurity	3
CIT 263	Project Management	3
Semester Total		16
2nd semester		
CIT 112	Network +	3
CIT 151	Beginning Web Development	3
CIT 173	Introduction to Linux	3
English/Communications ³		3
Human Relations ²		3
Semester Total		15
3rd semester		
CIT 130	Beginning Java	3
CIT 134	Beginning C# Programming	3
Diversity ²		3
Elective ³		3
Fine Arts/Humanities/Social Studies ²		3
Semester Total		15
4th semester		
CIT 152	Web Script Language Programming	3
CIT 180	Database Concepts and SQL	3
Elective ³		2
Science ²		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. 304)

³

See program recommendations or requirements.

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>English/Communications</i>		6
Recommended: BUS 107, ENG 101, ENG 107, ENG 108, COM 113 or COM 215 ¹		
<i>Fine Art/Humanities/Social Science</i> ¹		3
<i>Human Relations</i> ¹		3
<i>Mathematics</i>		3
Required:		
MATH 126	Pre-Calculus I (or Higher)	
Science ¹		3
Additional College Requirements		
<i>Diversity</i> ¹		3
<i>U.S. and Nevada Constitutions</i> ¹		[3]
Required: Choose one or two courses from the following		
PSC 101 or CH 203	Introduction to American Politics American Experiences and Constitutional Change	
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	
Degree Requirements		
Core		
CIT 112	Network +	3
CIT 114	IT Essentials	4
CIT 173	Introduction to Linux	3
CS 151	Introduction to Cybersecurity	3
CIT 263	Project Management	3
Emphasis		
CIT 130	Beginning Java	3
CIT 134	Beginning C# Programming	3
CIT 151	Beginning Web Development	3
CIT 152	Web Script Language Programming	3
CIT 180	Database Concepts and SQL	3
Electives		
Choose 8 Elective Units		8
CIT 174	Linux System Administration	
CIT 211	MCITP/MCTS Windows Workstation OS	
CIT 215	MCITP Active Directory	
CIT 216	Server+	
CSCO 120	CCNA Internetworking Fundamentals	
CSCO 121	CCNA Routing and Switching Essentials	
CSCO 230	Fundamentals of Network Security	
Total Units		60

1

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

Program Outcomes

Students completing this degree will:

PSLO1: Demonstrate the technical proficiency required to perform background programming.

PSLO2: Illustrate the technical proficiency required to modify the base-programming for webpage troubleshooting process.

PSLO3: Students will communicate and work effectively with other team members in a scenario-type project environment to complete the required tasks which will parallel real-world requirements.

Computer Technologies, CoA

Program Description

The Certificate of Achievement, 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.

Recommended Course Schedule

1st semester		Units
CIT 112	Network +	3
CIT 114	IT Essentials	4
CSCO 120	CCNA Internetworking Fundamentals	4
Mathematics ¹		3
Semester Total		14
2nd semester		Units
CIT 263	Project Management	3
Communications ¹		3
Emphasis Requirement: At least 7 units from CIT, CS, CSCO, or IS course numbered 100 or higher. ¹		7
Human Relations ¹		3
Semester Total		16
Total Units		30

¹

See program recommendations or requirements.

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Communications</i>		3
Highly Recommended:		
BUS 107	Business Speech Communications	
or ENG 107	Technical Communications I	
<i>Human Relations</i>		3
Highly Recommended:		
MGT 212	Leadership and Human Relations	
<i>Mathematics</i>		3
Recommended:		
MATH 126	Pre-Calculus I (or higher)	
Certificate Requirements		
CIT 112	Network +	3
CIT 114	IT Essentials	4

CIT 263	Project Management	3
CSCO 120	CCNA Internetworking Fundamentals	4
Emphasis Requirements		
Select at least 7 units from any CIT, CS, CSCO, or IS course numbered 100 or higher		7
Total Units		30

Program Outcomes

Students completing the certificate will:

PSLO1: Have the technical proficiency required to perform entry level technical support functions to include computer maintenance, basic network design and layout.

PSLO2: Fundamentals of cyber security and program management.

Cisco Certified Network Associate (CCNA) Routing and Switching, SC

Program Description

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.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
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
Semester Total		3
Total Units		11

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
Certificate Requirement		
CSCO 120	CCNA Internetworking Fundamentals	4
CSCO 121	CCNA Routing and Switching Essentials	4
CSCO 220	CCNA Scaling Networks	3
Total Units		11

Program Outcomes

Students completing the certificate will:

PLS01: Perform basic configurations of network devices.

PLS02: Configure and troubleshoot basic operations of routers in a complex routed network for IPv4 and IPv6 using OSPF, EIGRP, and RIP.

PSLO3: Configure and troubleshoot serial and broadband connections.

Cisco Certified Network Associate (CCNA) Security, SC

PSLO3: Identify basic security threats and vulnerabilities for a given network and apply necessary security measures to prevent a possible network compromise.

Program Description

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.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
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

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
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

Program Outcomes

Students completing the certificate will:

PSLO1: Perform basic configurations of network devices.

PSLO2: Configure and troubleshoot routing in a small routed network.

CompTIA Certification Preparation, SC

PSLO3: Acquire the knowledge and skills required to install, configure, troubleshoot and upgrade a PC as an IT technician.

Program Description

The Skills Certificate, 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.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

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

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

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

Program Outcomes

Students completing the certificate will:

PSLO1: 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.

PSLO2: Obtain the necessary competencies required for basic networking, including terminology, components, transmission media and protocols.

IT Basics, SC

Program Description

IT Basics allows students to develop an understanding of computer functions; master basic programming skills; and develop comfort with web page functions. This program provides the foundation for careers and/or further study in computer programming, software development, cybersecurity, web development, and other related technology fields.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

First Year

1st semester		Units
CIT 107	Databases	1
CIT 114	IT Essentials	4
CIT 128	Introduction to Software Development (Introduction to Software Development)	4
CIT 134	Beginning C# Programming	3
CIT 151	Beginning Web Development	3
EPY 100	Transition into College	1
Semester Total		16
Total Units		16

PSLO1: Students will be able to identify computer components, install and troubleshoot hardware components, and demonstrate knowledge of correct installation procedures for an operating system.

PSLO2: Students will be able to design simple software system (prior to coding) and implement a structured solution (program or algorithm) to a small software specification.

PSLO3: Student will be able to design and create simple databases to satisfy pre-determined requirements.

PSLO4: Students will demonstrate an understanding of software coding, including design and analysis of software.

PSLO5: Students will create a well-designed, accessible web site that conforms to web standards, feature interlinked pages, and uses interactive features.

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
CERTIFICATE REQUIREMENTS		
CIT 107	Databases	1
CIT 114	IT Essentials	4
CIT 128	Introduction to Software Development (Introduction to Software Development)	4
CIT 134	Beginning C# Programming	3
CIT 151	Beginning Web Development	3
EPY 100	Transition into College	1
Total Units		16

Program Outcomes

Students completing the certificate will:

IT Specialty – Back End Developer, SC

Program Description

IT Specialty - Back End Developer allows students to develop an understanding of computer functions; master basic web design skills; and develop advanced programming and database development skills. This program provides the foundation for careers and/or further study in computer programming, software development, cybersecurity and other related technology fields.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
CIT 114	IT Essentials	4
CIT 134	Beginning C# Programming	3
CIT 151	Beginning Web Development	3
CIT 180	Database Concepts and SQL	3
CIT 234	Advanced C# Programming	3
CIT 198	Special Topics in CIT	2
Semester Total		18
Total Units		18

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
<i>Certificate Requirement</i>		
CIT 114	IT Essentials	4
CIT 134	Beginning C# Programming	3
CIT 151	Beginning Web Development	3
CIT 180	Database Concepts and SQL	3
CIT 234	Advanced C# Programming	3
CIT 198	Special Topics in CIT	2
Total Units		18

Program Outcomes

Students completing the certificate will:

PSLO1: Students will be able to identify computer components, install and troubleshoot hardware components, and demonstrate knowledge of correct installation procedures for an operating system.

PSLO2: Students will demonstrate an understanding of software coding, including design and analysis of software.

PSLO3: Students will create a well-designed, accessible web site that conforms to web standards, feature interlinked pages, and uses interactive features.

PSLO4: Students will demonstrate an understanding of essential database design skills to include queries and table creation using SQL.

PSLO5: Students will design and implement program problem solutions involving generic methods, sequential access file processing and using dynamic data structures.

IT Specialty – Front End Developer, SC

Program Description

This program is a core component of the Tech Careers FastTrack program, preparing participants for Customer Success and Software Quality Assurance positions. These are the first steps in the career progression toward becoming a Software Developer. The program emphasizes functions of primary computer operating systems, basic coding and web-page development skills, technical communication, project management, and portfolio development. All classes in this certificate program can be applied toward a related Associates Degree.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

PSLO1: Students will be able to identify computer components, install and troubleshoot hardware components, and demonstrate knowledge of correct installation procedures for an operating system.

PSLO2: Students will demonstrate an understanding of software coding, including design and analysis of software.

PSLO3: Students will create a well-designed, accessible web site that conforms to web standards, feature interlinked pages, and uses interactive features.

PSLO4: Students will process web form information, provide dynamic web content and save information with JavaScript.

PSLO5: Students will create scripts to retrieve and use data from a web form, securely store retrieved information in a database and use programming constructs such as conditional statements and repetition structures.

Recommended Course Schedule

1st semester		Units
CIT 114	IT Essentials	4
CIT 134	Beginning C# Programming	3
CIT 151	Beginning Web Development	3
CIT 152	Web Script Language Programming	3
CIT 251	Advanced Web Development	3
CIT 198	Special Topics in CIT	2
Semester Total		18
Total Units		18

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
<i>Certificate Requirement</i>		
CIT 114	IT Essentials	4
CIT 134	Beginning C# Programming	3
CIT 151	Beginning Web Development	3
CIT 152	Web Script Language Programming	3
CIT 251	Advanced Web Development	3
CIT 198	Special Topics in CIT	2
Total Units		18

Program Outcomes

Students completing the certificate will:

IT Specialty – Full Stack Developer, SC

Program Description

IT Specialty - Full Stack Developer allows students to develop an understanding of computer functions; master basic programming skills; develop and design web pages; and develop advanced programming and database development skills. This program provides the foundation for careers and/or further study in computer programming, software development, cybersecurity, web development, and other related technology fields.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
CIT 114	IT Essentials	4
CIT 134	Beginning C# Programming	3
CIT 151	Beginning Web Development	3
CIT 180	Database Concepts and SQL	3
Semester Total		13
2nd semester		Units
CIT 234	Advanced C# Programming	3
CIT 152	Web Script Language Programming	3
CIT 251	Advanced Web Development	3
CIT 198	Special Topics in CIT	2
Semester Total		11
Total Units		24

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
<i>Certificate Requirement</i>		
CIT 114	IT Essentials	4
CIT 134	Beginning C# Programming	3
CIT 151	Beginning Web Development	3
CIT 152	Web Script Language Programming	3
CIT 180	Database Concepts and SQL	3
CIT 198	Special Topics in CIT	2
CIT 234	Advanced C# Programming	3

CIT 251	Advanced Web Development	3
Total Units		24

Program Outcomes

Students completing the certificate will:

PSLO1: Students will be able to identify computer components, install and troubleshoot hardware components, and demonstrate knowledge of correct installation procedures for an operating system.

PSLO2: Students will demonstrate an understanding of software coding, including design and analysis of software.

PSLO3: Students will demonstrate an understanding of essential database design skills to include queries and table creation using SQL.

PSLO4: Students will design and implement program problem solutions involving generic methods, sequential access file processing and using dynamic data structures.

PSLO5: Students will create a well-design, accessible web site that conforms to web standards, uses interactive features, processes and stores form information, and uses programming constructs.

Linux Professional Certification Preparation, SC

This program can be completed 100% online.

Program Description

Completion Skills Certificate, Linux Professional Certification Preparation 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 workplace. 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.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
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

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
Certificate Requirement		
CIT 173	Introduction to Linux	3
CIT 174	Linux System Administration	3
CIT 112	Network +	3
Total Units		9

Program Outcomes

Students completing the certificate will:

PSLO1: Obtain competencies for an entry-level Linux professional

PSLO2: Be able to configure, maintain and troubleshoot a Linux network.

PSLO3: Acquire skills necessary to perform system administrative tasks.

Cybersecurity, SC

Program Description

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.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

PSLO1: List the fundamental concepts of the Information Assurance / Cyber Defense discipline and describe how they can be used to provide system security.

PSLO2: Describe cyber defense tools, methods and components.

PSLO3: Describe and apply cyber defense methods to prepare a system to repel attacks.

Recommended Course Schedule

1st semester		Units
CIT 112	Network +	3
CIT 114	IT Essentials	4
CS 151	Introduction to Cybersecurity	3
Semester Total		10
2nd semester		
CIT 130	Beginning Java	3
CIT 173	Introduction to Linux	3
CS 252	Digital Forensics Fundamentals	3
Semester Total		9
Total Units		19

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
Certificate Requirement		
CIT 112	Network +	3
CIT 114	IT Essentials	4
CIT 130	Beginning Java	3
CIT 173	Introduction to Linux	3
CS 151	Introduction to Cybersecurity	3
CS 252	Digital Forensics Fundamentals	3
Total Units		19

Program Outcomes

Students completing the certificate will:

Bachelor of Architecture

This program has been accepted as eligible for candidacy for accreditation through the National Architecture Accrediting Board (NAAB) as of December 16, 2022.

Note: This degree/certificate leads to professional licensure. Licensing requirements vary by state/territory and relocating could impact whether you will meet eligibility requirements for licensure. Please visit our Professional Licensure Programs (<https://www.tmcc.edu/vpaa/professional-licensure-programs/>) page for full details on State Authorization Reciprocity Agreement.

Program Description

The proposed Bachelor of Architecture Professional degree is designed to highlight the climatic conditions found in Northern Nevada, where most of the precipitation comes in the form of snow. Focus areas of curricular study include, but are not limited to: passive heating and cooling concepts, urban development/wildland fire interfaces, sediment transport, carbon neutrality, and stewardship towards scenic resources.

Recommended Course Schedule

1st semester		Units
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
AAD 101	Design with Nature	3
AAD 180	Design Foundation I	3
AAD 181	Design Foundation I Discussion	3
MATH 126	Pre-Calculus I	3
Semester Total		15
2nd semester		
AAD 125	Construction Drawings and Detailing	3
AAD 223	Graphic Software for Arch, Const, Dsgnr, Planners	3
AAE 280	Design Foundations II	6
US & Nevada	Constitutions	3
Semester Total		15
3rd semester		
AAD 201	History of the Built Environment	3
AAE 282	Design Foundations III	6
ENG 102	Composition II	3
or ENG 114	or Composition II For International and Multilingual Students	
PHYS 100	Introductory Physics	3
Semester Total		15
4th semester		
AAD 230	Design with Climate	3
AAD 261	Introduction to Topo Form and Design Technology	3
Fine Arts		3
AAD 256	Introduction to Land Use Planning	3
GEOL 100	Earthquakes, Volcanoes and Natural Disasters	3
Semester Total		15

5th semester

AAD 350	Design Studio I	6
ABS 321	Construction Technologies I	3
ABS 331	Environmental Control Systems I	3
ABS 341	Structures for Architects I	3

Semester Total 15

6th semester

AAD 351	Design Studio II	6
ABS 332	Environmental Control Systems II	3
ABS 440	Structures for Architects II	3
Electives: Choose electives that apply toward your bachelor's degree.		3

Semester Total 15

7th semester

AAD 452	Integrated Design Studio I	6
AAD 461	Urban Theory and Design I	3
AAD 410	Professional Practice for B. Arch. I	3
Electives: Choose electives that apply toward your bachelor's degree.		3

Semester Total 15

8th semester

AAD 453	Integrated Design Studio II	6
AAD 413	Professional Practice For B. Arch. II	3
AAD 462	Urban Theory and Design II	3
Electives: Choose electives that apply toward your bachelor's degree.		3

Semester Total 15

Fifth Year

1st semester

AAD 416	Professional Practice for B. Arch. III	3
AAD 455	Integrated Design Studio III	6
AAD 480	Thesis (Research)	3
Electives: Choose electives that apply toward your bachelor's degree.		3

Semester Total 15

2nd semester

AAD 475	Portfolio Design	6
AAD 485	Thesis Design Studio	9

Semester Total 15

Total Units 150

Important Statement from the National Architectural Accrediting Board

In the United States, most registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit professional degree programs in architecture offered by institutions with U.S. regional accreditation, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted an eight-year term, an eight-year term with conditions, or a two-year term of continuing accreditation, or a three-year term of initial accreditation, depending on the extent of its conformance

with established education standards. Doctor of Architecture and Master of Architecture degree programs may require a non-accredited undergraduate degree in architecture for admission. However, the non-accredited degree is not, by itself, recognized as an accredited degree.

The NAAB grants candidacy status to new programs that have developed viable plans for achieving initial accreditation. Candidacy status indicates that a program expects to achieve initial accreditation within six years of achieving candidacy, if its plan is properly implemented. In order to meet the education requirement, set forth by the National Council of Architectural Registration Boards, an applicant for an NCARB Certificate must hold a professional degree in architecture from a program accredited by the NAAB; the degree must have been awarded not more than two years prior to initial accreditation. However, meeting the education requirement for the NCARB Certificate may not be equivalent to meeting the education requirement for registration in a specific jurisdiction. Please contact NCARB for more information.

Truckee Meadows Community College was granted eligibility for candidacy status for the following professional degree program in architecture:
Bachelor of Architecture, 150 total credits

PROJECTED ACCREDITATION TIMELINE:

Year candidacy awarded: 2024
Next visit: Continuation of Candidacy in 2026
Projected year to achieve initial accreditation: 2028
Earliest graduation date projected to meet NCARB education requirement: 2026

Important Statement from Louis Ling, Legal Counsel of the Nevada State Board of Architecture, Interior Design and Residential Design

At the Board's meeting on August 17, 2022, concern was raised that students enrolled and planning to become enrolled in the new TMCC architecture program would not be able to obtain registration because when they graduate TMCC will not yet be a NAAB-accredited program. It was explained that NAAB-accreditation is not awarded to an architecture program until it has graduated one or more classes of students. The Board asked that I research how the Board might address the concerns of the students.

Fortunately, the answer for the students is positive and already exists in statute, namely NRS 623.190(2). NRS 623.190 is the statute that sets out the general requirements for registration as an architect, and subsection (2) provides:

- 2. Each year of study, up to and including 5 years of study, satisfactorily completed in an architectural program accredited by the National Architectural Accrediting Board, any program of architecture in the State of Nevada or any architectural program approved by the State Board of Architecture, Interior Design and Residential Design is considered equivalent to 1 year of experience in architectural work for the purpose of registration as an architect. [Emphasis supplied.]

As can be seen in the emphasized language in NRS 623.190(2), the Legislature has created three educational pathways for architectural applicants: (1) a NAAB-accredited program; (2) a program of architecture

in the State of Nevada; or (3) an architectural program approved by the Board. Obviously, the TMCC program would qualify for the second of these pathways even before it attains NAAB accreditation, and, of course, the Board could also undertake a review of the TMCC program itself and approve it, which would satisfy the third pathway.

Therefore, the Board could notify the TMCC students and the TMCC program that its graduates will qualify for registration with the Board regardless of the NAAB-accreditation status at the time of their graduations.

Program Requirements

To earn the Bachelor of Architecture Degree students must:

- 1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
- 2. Satisfy General Education requirements for Bachelor's degrees (p. 299).
- 3. Complete 150 units in total.
 - 30 Units of upper-division units must be completed at TMCC.
- 4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements ²		
<i>English</i>		3-6
Including ENG 102 or ENG 114 ¹		
<i>Fine Arts</i>		3
<i>Humanities</i>		3
Required:		
AAD 201	History of the Built Environment	
<i>Mathematics</i>		3
Required:		
MATH 126	Pre-Calculus I (Or higher)	
<i>Science</i>		6
Required:		
GEOL 100	Earthquakes, Volcanoes and Natural Disasters	
PHYS 100 or PHYS 151	Introductory Physics General Physics I	
<i>Social Science</i>		3
Recommended: Select a course that satisfies both Social Science and U.S. and NV Constitutions requirement.		
Additional College Requirements		
<i>Diversity ³</i>		(3)
<i>U.S. and Nevada Constitutions ³</i>		(3)
Degree Requirements ⁵		
AAD 101	Design with Nature	3
AAD 125	Construction Drawings and Detailing	3
AAD 180	Design Foundation I	3
AAD 181	Design Foundation I Discussion	3
AAD 223	Graphic Software for Arch, Const, Dsgnr, Planners	3
AAD 230	Design with Climate	3
AAD 261	Introduction to Topo Form and Design Technology	3

AAD 256	Introduction to Land Use Planning	3
AAE 280	Design Foundations II	6
AAE 282	Design Foundations III	6
ABS 321	Construction Technologies I	3
ABS 331	Environmental Control Systems I	3
ABS 332	Environmental Control Systems II	3
ABS 341	Structures for Architects I	3
AAD 350	Design Studio I	6
AAD 351	Design Studio II	6
ABS 440	Structures for Architects II	3
AAD 410	Professional Practice for B. Arch. I	3
AAD 413	Professional Practice For B. Arch. II	3
AAD 416	Professional Practice for B. Arch. III	3
AAD 452	Integrated Design Studio I	6
AAD 453	Integrated Design Studio II	6
AAD 461	Urban Theory and Design I	3
AAD 455	Integrated Design Studio III	6
AAD 462	Urban Theory and Design II	3
AAD 475	Portfolio Design	6
AAD 480	Thesis (Research)	3
AAD 485	Thesis Design Studio	9
Electives ⁴		12
Total Units		150

1

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

2

See the approved General Education (p. 299) page for a complete of courses.

3

May also be used to satisfy another General Education, Degree/Emphasis, or Elective requirement.

4

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.

Program Outcomes

PSLO1: Describe and develop design solutions as it pertains to environmental, social equity and cultural topics.

PSLO2: Develop, recognize and apply technical skills as it pertains to building practices.

PSLO3: Describe and develop integrative architectural design solutions.

PSLO4: Discuss, differentiate and evaluate the professional practice of architecture.

Cyber-Physical Manufacturing, BAS

Program Description

The Cyber-Physical Manufacturing program offers training to meet the changing manufacturing environment associated with the 4th Industrial Revolution (Industry 4.0). Students will utilize state-of-the-art equipment and simulations to analyze and apply advanced technical skills in the operation, design and maintenance of product identification systems, programming of cell robots, networks and cybersecurity systems, production planning and control using a manufacturing execution system (MES); programming for Industry 4.0; human-machine interfaces (HMIs); and smart maintenance.

Recommended Course Schedule

1st semester		Units
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
DFT 110	Print Reading for Industry	3
ELM 110	Electrical/Electronic Circuits	3
ELM 127	Introduction to AC Controls	3
MATH 126	Pre-Calculus I	3
Semester Total		15
2nd semester		
ELM 134	Programmable Logic Controllers I	3
ENG 102	Composition II	3
or ENG 114	or Composition II For International and Multilingual Students	
ENV 101	Introduction to Environmental Science	3
MT 108	Fluid Power (Pneumatics, Electro-pneumatics)	3
MPT 110	Automated Production Concepts I	3
Semester Total		15
3rd semester		
ECON 102	Principles of Microeconomics	3
ELM 233	Introduction to Instrumentation	3
MPT 120	Automated Production Concepts II	3
OSH 222	General Industry Safety	1
U.S. and Nevada Constitution		3
Fine Arts		3
Semester Total		16
4th semester		
AAD 201	History of the Built Environment	3
ELM 140	Industrial Robotics I	3
MPT 130	Automated Production Concepts III	3
MPT 140	Quality Control	3
PHYS 100	Introductory Physics	3
MPT 135	Material Handling	2
Semester Total		17
5th semester		
CS 151	Introduction to Cybersecurity	3
CADD 245	Solid Modeling and Parametric Design	3
MPT 311	Laser Scanning Methods / Techniques	3

MPT 312	Industry 4.0 / Cyber Physical Manufacturing	3
MPT 343	Design and Manufacturing Process II	3
Semester Total		15
6th semester		
ELM 240	Advanced Manufacturing and Robotic Systems	3
MPT 305	Introduction to System Dynamics	3
MPT 325	Digital Inspection / Quality Control	4
MPT 340	Computer Simulations and Analysis	4
Semester Total		14
7th semester		
EIT 437	Introduction to Control Systems	4
ELM 340	Robotic Programming Offline	3
MPT 363	Manufacturing Execution Systems	4
MPT 415	Simulation of Manufacturing Systems	4
Semester Total		15
8th semester		
EIT 468	Advanced Control Systems	3
ELM 440	Collaborative Robot Design and Operation	3
MPT 411	Advanced Machine Vision Integration	4
MPT 412	Advanced Digital Inspection	3
Semester Total		13
Total Units		120

Special Admission Requirements

Students entering this BAS will start from one of several prerequisite options. Please contact the Program Advisor for more details on transfer articulation.

Program Requirements

To earn a Bachelor's Degree students must:

1. Maintain a minimum cumulative GPA of 2.0 (see requirements for graduation.)
2. Satisfy General Education requirements for Bachelor's degrees (<http://catalog.tmcc.edu/degrees-certificates/general-education/aa-as/>).
3. Complete 120 units in total.
 - 30 units of upper-division units must be completed at TMCC.
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>English</i>		3-6
Required:		
ENG 102	Composition II	
or ENG 114	Composition II For International and Multilingual Students	
Fine Arts		3
<i>Humanities</i>		
Required:		
AAD 201	History of the Built Environment	3
<i>Social Science</i>		
Required:		

ECON 102	Principles of Microeconomics	3
Mathematics		
Required:		
MATH 126	Pre-Calculus I	3
Science		
Required:		
ENV 101	Introduction to Environmental Science	3
AND		
PHYS 100	Introductory Physics	3
Additional College Requirements		
Diversity		[3]
This is satisfied by AAD 201 above.		
U.S. and Nevada Constitutions		3
Degree Requirements		
Lower Division		
CADD 245	Solid Modeling and Parametric Design	3
CS 151	Introduction to Cybersecurity	3
DFT 110	Print Reading for Industry	3
ELM 110	Electrical/Electronic Circuits	3
ELM 127	Introduction to AC Controls	3
ELM 134	Programmable Logic Controllers I	3
ELM 140	Industrial Robotics I	3
ELM 233	Introduction to Instrumentation	3
MPT 110	Automated Production Concepts I	3
ELM 240	Advanced Manufacturing and Robotic Systems	3
MPT 120	Automated Production Concepts II	3
MPT 130	Automated Production Concepts III	3
MPT 140	Quality Control	3
MT 108	Fluid Power (Pneumatics, Electro-pneumatics)	3
OSH 222	General Industry Safety	1
Upper Division Requirements		[40]
EIT 437	Introduction to Control Systems	4
EIT 468	Advanced Control Systems	3
ELM 340	Robotic Programming Offline	3
ELM 440	Collaborative Robot Design and Operation	3
MPT 305	Introduction to System Dynamics	3
MPT 311	Laser Scanning Methods / Techniques	3
MPT 312	Industry 4.0 / Cyber Physical Manufacturing	3
MPT 325	Digital Inspection / Quality Control	4
MPT 340	Computer Simulations and Analysis	4
MPT 343	Design and Manufacturing Process II	3
MPT 363	Manufacturing Execution Systems	4
MPT 411	Advanced Machine Vision Integration	4
MPT 415	Simulation of Manufacturing Systems	4
MPT 412	Advanced Digital Inspection	3
MPT 135	Material Handling	2
Total Units		120

1

If you place into ENG 102 (<http://catalog.tmcc.edu/search/?P=ENG%20102>) or ENG 114 (<http://catalog.tmcc.edu/search/?P=ENG%20114>), there are no additional units of English required for the BAS. Students must have a total of 120 units to complete the BAS degree.

Program Outcomes

Students completing the degree will:

PSLO1: Apply critical and analytical thinking skills to resolve advanced industrial control systems design and operational problems.

PSLO2: Apply advanced knowledge and skills in the operation and maintenance of advanced manufacturing processes and equipment.

PSLO3: Interpret the substantial differences between the third and fourth industrial revolutions.

PSLO4: Apply Smart Maintenance technologies in a manufacturing environment.

Apprenticeship Program, AAS

Program Description

Qualifying apprenticeship programs of four or more years may lead to an Associate of Applied Science in apprenticeship. The student who 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.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Qualifying Apprenticeship Programs

Department	Phone
Ironworkers, JATC	916-428-7420
Northern Nevada Carpenters, JATC	702-452-5099
Northern Nevada Electrical, JATC	775-358-4301
Northern Nevada Operating Engineers, JATC	775-575-2729
Northern Nevada Painters and Decorators	775-300-7044
Northern Nevada Plasterers & Cement Masons, JATC	775-359-4241
Northern Nevada Plumbers, Pipefitters & HVAC, JATC	775-359-2229
Northern Nevada Sheet Metal Workers, JATC	775-331-6393
NV Energy Gas Utility	775-359-4241
Refrigeration	775-359-2229

Recommended Course Schedule

1st semester	Units
Approved Apprenticeship class ²	6
Communications ¹	3
Semester Total	9
2nd semester	
Approved Apprenticeship Class ²	6
Semester Total	6
3rd semester	
Approved Apprenticeship Class ³	6
Elective Units ¹	3
Semester Total	9
4th semester	
Approved Apprenticeship Class ²	6
Semester Total	6
5th semester	
Approved Apprenticeship Class ²	6
English ¹	3
Semester Total	9
6th semester	
Approved Apprenticeship Class ²	6

U.S. and Nevada Constitutions ¹	3
Semester Total	9
7th semester	
Approved Apprenticeship Class ²	6
Fine Arts/Humanities/Social Science/Diversity ¹	3
Semester Total	9
8th semester	
Elective Units ¹	3
Semester Total	3
Total Units	60

¹

See approved General Education list for the AAS Degrees.

²

See program recommendations or requirements.

Special Admission Requirements

Admissions to these programs are limited to members of the Qualifying Unions. For additional information, please contact the apprenticeship training office at 775-856-5302, or your qualifying sponsoring indentured apprenticeship training program.

Qualifying Apprenticeship Programs

Field Ironworkers, JATC	916-428-7420
Northern Nevada Carpenters, JATC	702-452-5099
Northern Nevada Electrical, JATC	775-358-4301
Northern Nevada Operating Engineers, JATC	775-575-2729
Northern Nevada Painters and Decorators	
Northern Nevada Plasterers & Cement Masons, JATC	775-359-4241
Northern Nevada Plumbers, Pipefitters & HVAC, JATC	775-359-2229
Northern Nevada Sheet Metal Workers, JATC	775-331-6393
NV Energy Gas Utility	775-359-4241

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
Diversity ²		[3]
Communications/English ¹		6
Fine Arts/Humanities/Social Science ¹		3

<i>Human Relations</i> ¹	[3]
Embedded in apprenticeship units	
<i>Mathematics (Quantitative Reasoning)</i>	[3]
Embedded in apprenticeship units	
<i>Science</i>	[3]
Embedded in apprenticeship units	
<i>U.S. and Nevada Constitutions</i> ¹	3
Emphasis Requirements	
All emphasis requirements will be fulfilled by the approved apprenticeship course	42
Bricklayers: BRL	
Carpenters: CPT	
Cement Masons: PLCM	
Electrical: ELEC	
Ironworkers: IRW	
Natural Gas Utilities: NGPF, NGPO, NGSM	
Operating Engineers: OPE	
Painters and Decorators: PTD	
Plasterers: PLST	
Plumbers and Pipefitters: PPF	
Refrigeration (HVAC): RS	
Sheet Metal: SMTL	
Elective Requirements	
Select 6 units from the following:	6
Any remaining apprenticeship class(es) from the same program as emphasis.	
or	
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. 304)

2

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

Program Outcomes

Students completing the degree will:

PSLO1: Demonstrate the principles, skills, and applications of the associated building or utility trades to work in the industry.

PSLO2: Perform tasks in accordance with local and national regulations.

PSLO3: Demonstrate the principles, skills, and applications of the specific trade to work safely and efficiently in the industry.

Climate Control Systems, Air Conditioning Technology, AAS

Program Description

The Associate of Applied Science, Air Conditioning Technology, Climate Control Systems Emphasis prepares students to install, maintain, service, troubleshoot, and repair commercial HVAC systems, such as in industrial facilities, casino's, data process centers and hospitals. The program enables students to learn how to maintain, troubleshoot, and repair HVAC equipment for equipment cooling and other related machinery. Instruction includes classroom, laboratory, and hands-on work in the laboratory or in the field. Along with core classes, academic skills emphasizing related math, science, and human relations components are stressed to help students prepare to meet challenges commonly found in the workplace.

Recommended Course Schedule

1st semester		Units
AC 102	Refrigeration Theory	3
AC 107	Electrical and Controls for HVAC	6
MATH 108	Math for Technicians (Recommended)	3
OSH 222	General Industry Safety	1
ENG 107	Technical Communications I (Recommended)	3
Semester Total		16
2nd semester		
AC 113	Schematic Reading for HVAC/R	3
AC 150	Basic Refrigeration Servicing	6
AC 201	HVAC Automatic Controls (Commercial Track)	3
Or		
Residential/Lite Commercial Track Elective		3
BUS 106	Business English	3
Semester Total		15
3rd semester		
AC 108	Motors for HVACR	3
CE 201	Workplace Readiness	3
Science ¹		3
U.S. and Nevada Constitutions		3
AC 205	Commercial HVAC 2 (Commercial Track)	3
Or		
Residential/Lite Commercial Track Elective		3
Semester Total		15
4th semester		
** Commercial Track		
AAD 201	History of the Built Environment	3
AC 206	Commercial HVAC Systems 3	3
AC 295	Internship HVAC Career	5
IS 101	Introduction to Information Systems	3
** Residential/Lite Commercial Track		
AAD 201	History of the Built Environment	3
AC 106	Residential Gas Heating	6
or AC 200	or Commercial Refrigeration I	

Electives	5
Semester Total	14
Total Units	60

1

See approved General Education list for the AAS Degree. (p. 304)

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
Communications		3
Recommended:		
ENG 107	Technical Communications I	
English		3
Highly Recommended		
BUS 106		
Fine Art/Humanities/Social Science		3
Highly Recommended		
AAD 201	History of the Built Environment	
Human Relations		
Highly Recommended		
CE 201	Workplace Readiness	3
Mathematics		3
Recommended:		
MATH 108	Math for Technicians	
Science ¹		3
Additional College Requirements		
Diversity		
Highly Recommended		
AAD 201	History of the Built Environment	[3]
U.S. and Nevada Constitutions		3
Degree Requirements		
AC 102	Refrigeration Theory	3
AC 107	Electrical and Controls for HVAC	6
AC 108	Motors for HVACR	3
AC 113	Schematic Reading for HVAC/R	3
AC 150	Basic Refrigeration Servicing	6
OSH 222	General Industry Safety	1
Choose one of the following Tracks:		
Commercial Track		17
AC 201	HVAC Automatic Controls	3
AC 205	Commercial HVAC 2	3
AC 206	Commercial HVAC Systems 3	3

AC 295	Internship HVAC Career	5
IS 101	Introduction to Information Systems	3
<i>Residential/ Lite Commercial Track</i>		<i>17</i>
AC 106	Residential Gas Heating	6
or AC 200	Commercial Refrigeration I	
AC 111	Heat Pumps	3
Select 8 units from any additional AC courses.		8
Total Units		60

1

See approved General Education list for the AAS Degree. (p. 304)

Program Outcomes

Students completing this degree will:

PSLO1: Incorporate workforce safety principles while performing basic tasks of a Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) technician.

PSLO2: Interpret electrical/mechanical schematics on HVAC/R equipment to diagnose mechanical or electrical problems in a residential or light commercial environment.

PSLO3: Appraise EPA rules, regulations, and refrigerant handling techniques in the performance of HVAC/R duties.

PSLO4: Diagnose and repair electrical or mechanical problems on commercial air conditioning equipment; critical systems; chillers.

Architecture and Residential Design, Architecture and Construction, AAS

Program Description

The Associate of Applied Science, Architecture and Construction, Architecture and Residential Design, 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 are strongly encouraged to work with a faculty advisor to select appropriate courses for their selected baccalaureate program.

Recommended Course Schedule

1st semester		Units
AAD 101	Design with Nature	3
AAD 180	Design Foundation I	3
AAD 181	Design Foundation I Discussion	3
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
MATH 126	Pre-Calculus I (or higher)	3
Semester Total		15
2nd semester		
AAD 125	Construction Drawings and Detailing	3
AAD 201	History of the Built Environment	3
ART 101	Drawing I	3
GEOL 100	Earthquakes, Volcanoes and Natural Disasters	3
ENG 102	Composition II	3
or ENG 114	or Composition II For International and Multilingual Students	
Semester Total		15
3rd semester		
AAD 223	Graphic Software for Arch, Const, Dsgnr, Planners	3
AAE 280	Design Foundations II	6
AAD 256	Introduction to Land Use Planning	3
PSC 101	Introduction to American Politics	3
Semester Total		15
4th semester		
AAD 230	Design with Climate	3
AAD 261	Introduction to Topo Form and Design Technology	3
AAE 282	Design Foundations III	6
PHYS 100	Introductory Physics	3
Semester Total		15
Total Units		60

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>English/Communications</i> ¹		6
Required:		
ENG 101	Composition I	
or ENG 100	Composition Enhanced	
or ENG 113	Composition I for International and Multilingual Students	
Required:		
ENG 102	Composition II	
or ENG 114	Composition II For International and Multilingual Students	
<i>Fine Arts/Humanities/Social Science</i>		3
<i>Human Relations:</i>		[3]
Embedded		
AAD 180	Design Foundation I	
& AAD 181	and Design Foundation I Discussion	
<i>Mathematics</i>		3
Required:		
MATH 126	Pre-Calculus I	
<i>Science</i>		3
Required:		
PHYS 100	Introductory Physics	
or PHYS 151	General Physics I	
Additional College Requirements		
<i>Diversity</i>		[3]
AAD 201	History of the Built Environment	
<i>U.S. and Nevada Constitutions</i> ²		[3]
Degree Requirements		
<i>Core</i>		
AAD 125	Construction Drawings and Detailing	3
AAD 201	History of the Built Environment ²	3
AAD 261	Introduction to Topo Form and Design Technology	3
GEOL 100	Earthquakes, Volcanoes and Natural Disasters	3
<i>Emphasis</i>		
ART 101	Drawing I	3
AAD 101	Design with Nature	3
AAD 180	Design Foundation I	3
AAD 181	Design Foundation I Discussion	3

AAD 223	Graphic Software for Arch, Const, Dsgnr, Planners	3
AAD 230	Design with Climate	3
AAD 256	Introduction to Land Use Planning	3
AAE 280	Design Foundations II	6
AAE 282	Design Foundations III	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 additional degree requirements. Please consult with Academic Advisement.

Program Outcomes

Students completing the degree will:

PSLO1: Identify and apply architectural design theories.

PSLO2: Prepare basic architectural presentations demonstrating design and construction knowledge.

PSLO3: Synthesize course knowledge and skills that will enable them to meet the requirements for acceptance into an accredited architectural program.

Construction Management, Architecture and Construction, AAS

Program Description

The Associate of Applied Science, Architecture and Construction, Construction Management 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.

Recommended Course Schedule

1st semester		Units
AAD 125	Construction Drawings and Detailing	3
AAD 201	History of the Built Environment	3
CONS 155	On-Site Construction Supervision	3
ENG 101 or ENG 100 or ENG 102	Composition I or Composition Enhanced or Composition II	3
IS 101	Introduction to Information Systems	3
Semester Total		15
2nd semester		
CONS 111	Commercial Building Codes	3
ENG 102 or ENG 114	Composition II or Composition II For International and Multilingual Students	3
Mathematics ²		3
MGT 171	Supervision and Human Relations	3
PSC 101	Introduction to American Politics	3
Semester Total		15
3rd semester		
AAD 261	Introduction to Topo Form and Design Technology	3
CONS 121	Principles of Construction Estimating	3
CONS 205	Construction Site Safety	3
Elective ²		6
GEOL 100	Earthquakes, Volcanoes and Natural Disasters	3
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
Elective ²		3
Semester Total		15
Total Units		63

2

See program recommendations or requirements.

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Communications/English</i>		6
Required:		
ENG 101	Composition I ¹	
or ENG 100	Composition Enhanced	
or ENG 113	Composition I for International and Multilingual Students	
Required:		
ENG 102	Composition II	
or ENG 114	Composition II For International and Multilingual Students	
<i>Fine Arts/Humanities/Social Science</i>		3
Recommended:		
U.S. and Nevada Constitutions course		
<i>Human Relations</i>		3
Recommended:		
MGT 171	Supervision and Human Relations	
<i>Mathematics</i>		3
Required:		
MATH 126	Pre-Calculus I (or Higher)	
<i>Science</i>		3
Recommended:		
GEOL 100	Earthquakes, Volcanoes and Natural Disasters	
Additional College Requirements		
<i>Diversity</i> ¹		[3]
Required:		
AAD 201	History of the Built Environment ¹	
<i>U.S. and Nevada Constitutions</i>		(3)
Required, Choose one or two from the following: ¹		
PSC 101	Introduction to American Politics ¹	
or CH 203	American Experiences and Constitutional Change	
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	
Degree Requirements		

Core

AAD 125	Construction Drawings and Detailing	3
AAD 201	History of the Built Environment	3
AAD 261	Introduction to Topo Form and Design Technology	3

Emphasis

CONS 111	Commercial Building Codes	3
CONS 121	Principles of Construction Estimating	3
CONS 155	On-Site Construction Supervision	3
CONS 205	Construction Site Safety	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

Elective

Select at least 6 units from the following:		
CADD 100	Introduction to Computer-Aided Drafting	
CONS 198	Special Topics in Construction	
CONS 290	Internship in Construction	
MGT 201	Principles of Management	

Total Units **60**

¹

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

Program Outcomes

Students completing the degree will:

PSLO1: Understand, develop, apply and demonstrate specific construction management skills related to supervision techniques, scheduling, cost control systems, and construction contracts.

PSLO2: Examine and evaluate construction project documents, plans and specifications as determined by the needs included in the material takeoff and estimating process.

PSLO3: Formulate and organize management applications utilizing general construction knowledge in the areas of safety, construction materials, scheduling and methods for efficient production.

Landscape Architecture, Architecture and Construction, AAS

Program Description

The Associate of Applied Science, Architecture and Construction, Landscape Architecture introduces students to the design philosophies, methodologies, theories, and techniques necessary to continue their education in the field of landscape architecture. Courses adhere to standards established by national industry associations and may fulfill requirements for students transferring into accredited baccalaureate programs. Students are strongly encouraged to work with a faculty advisor to select appropriate courses for their selected baccalaureate program.

Recommended Course Schedule

1st semester		Units
AAD 101	Design with Nature	3
AAD 180	Design Foundation I	3
AAD 181	Design Foundation I Discussion	3
ENG 101	Composition I	3
MATH 126	Pre-Calculus I ²	3
Semester Total		15
2nd semester		Units
AAD 125	Construction Drawings and Detailing	3
AAD 201	History of the Built Environment	3
ART 101	Drawing I	3
GEOL 100	Earthquakes, Volcanoes and Natural Disasters	3
PSC 101	Introduction to American Politics	3
Semester Total		15
3rd semester		Units
AAD 223	Graphic Software for Arch, Const, Dsgnr, Planners	3
AAE 280	Design Foundations II	6
Elective (AAD 256 is recommended)		3
ENG 102	Composition II	3
Semester Total		15
4th semester		Units
AAD 261	Introduction to Topo Form and Design Technology	3
Electives (AAD 230 and AAE 282 are recommended)		9
ENV 101	Introduction to Environmental Science	3
Semester Total		15
Total Units		60

²

See program recommendations or requirements.

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>English/Communications</i>		6
Required:		
ENG 101	Composition I ¹	
or ENG 100	Composition Enhanced	
or ENG 113	Composition I for International and Multilingual Students	
Required:		
ENG 102	Composition II	
or ENG 114	Composition II For International and Multilingual Students	
<i>Fine Arts/Humanities/Social Science</i>		3
Required:		
ART 101	Drawing I	
<i>Human Relations</i>		[3]
Embedded:		
AAD 180 & AAD 181	Design Foundation I and Design Foundation I Discussion	
<i>Mathematics</i>		3
<i>Science</i>		3
Recommended:		
ENV 101	Introduction to Environmental Science	
Additional College Requirements		
<i>Diversity¹</i>		[3]
<i>U.S. and Nevada Constitutions</i>		3
Required:		
Choose 1 or 2 of the following:		
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	
PSC 101 or CH 203	Introduction to American Politics American Experiences and Constitutional Change	
Degree Requirements		
<i>Core</i>		
AAD 125	Construction Drawings and Detailing	3
AAD 201	History of the Built Environment	3
AAD 261	Introduction to Topo Form and Design Technology	3
GEOL 100	Earthquakes, Volcanoes and Natural Disasters	3
<i>Emphasis</i>		
AAD 101	Design with Nature	3

AAD 180	Design Foundation I	3
AAD 181	Design Foundation I Discussion	3
AAD 223	Graphic Software for Arch, Const, Dsgnr, Planners	3
AAE 280	Design Foundations II	6
<i>Electives: select 12 units from the following Architectural course offering</i>		12
Recommended:		
AAD 230	Design with Climate	
AAD 256	Introduction to Land Use Planning	
AAE 282	Design Foundations III	
or Choose any Architectural course offerings		
Total Units		60

1

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

Program Outcomes

Students completing the degree will:

PSLO1: Demonstrate a basic knowledge of landscape architectural design theory as it relates to form, space, and order as it pertains to the practice of landscape architecture.

PSLO2: Demonstrate the ability to prepare basic landscape architectural presentations demonstrating design and construction knowledge.

PSLO3: Synthesize course knowledge and skills that will enable them to meet the requirements for acceptance into an accredited landscape architectural program.

Solar Energy, Energy Technologies, AAS

Program Description

The Associate of Applied Science, Energy Technologies, Solar Energy 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.

Recommended Course Schedule

1st semester		Units
ENGR 100	Introduction to Engineering Design	3
ENGR 110	Introduction to Renewable Energy	3
ELM 110	Electrical/Electronic Circuits	4
IS 101	Introduction to Information Systems	3
Mathematics ³		3
Semester Total		16
2nd semester		Units
Science ²		3
Humanities/Diversity ³		3
ENG 101	Composition I	3
or ENG 100	or Composition Enhanced	
or ENG 113	or Composition I for International and Multilingual Students	
ENGR 244		2
ENRG 120	Fundamentals of Energy Efficiency	3
ENRG 130	Introduction to Solar Energy	3
Semester Total		17
3rd semester		Units
Elective ³		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		Units
U.S. and Nevada Constitutions ²		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. (p. 304)

³

See program recommendations or requirements.

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
Diversity ¹		[3]
Communications/English		[6]
Required:		
ENG 101	Composition I	3
or ENG 100	Composition Enhanced	
or ENG 113	Composition I for International and Multilingual 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		3
Required:		
MATH 120	Fundamentals of College Mathematics (or higher)	
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		2
ELM 110	Electrical/Electronic Circuits	4
IS 101	Introduction to Information Systems	3
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
CE 290	Work Experience	
CONS 111	Commercial Building Codes	

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.

Program Outcomes

Students completing the degree will:

PSLO1: Demonstrate knowledge of the operation of photovoltaic and solar thermal system.

PSLO2: Demonstrate the ability to solve technical problems associated with the photovoltaic and solar thermal installations.

PSLO3: Demonstrate an understanding of environmental regulations in the installation of photovoltaic and solar thermal systems.

Automation and Robotics, Manufacturing Technologies, AAS

Program Description

Associate of Applied Science, Manufacturing Technologies, Automation and Robotics is a two year program designed to provide advanced training and technical job skills to students seeking employment within the advanced manufacturing field. Students will utilize state of the art equipment and robotics to integrate, diagnose, and troubleshoot highly advanced production systems.

Recommended Course Schedule

1st semester		Units
ENG 101	Composition I	3
MPT 101	Basics of Operations and Maintenance	3
MPT 110	Automated Production Concepts I (Elective)	3
ELM 110	Electrical/Electronic Circuits	3
ELM 127	Introduction to AC Controls	3
Semester Total		15
2nd semester		Units
ENG 102	Composition II	3
MPT 111	Fundamentals of Manufacturing and Automation I (Fundamentals of Manufacturing and Automation I)	3
MPT 120	Automated Production Concepts II (Elective)	3
ELM 134	Programmable Logic Controllers I	3
MT 108	Fluid Power (Pneumatics, Electro-pneumatics)	3
Semester Total		15
3rd semester		Units
MPT 130	Automated Production Concepts III	3
MPT 160	Mechanical Drive Systems I	3
MPT 112	Fundamentals of Manufacturing and Automation II	3
ELM 140	Industrial Robotics I	3
AAD 201	History of the Built Environment	3
Semester Total		15
4th semester		Units
OSH 222	General Industry Safety	1
MPT 102	Introduction to Programming for Mechatronics	3
MPT 114	Fundamentals of Manufacturing and Automation III	3
ELM 240	Advanced Manufacturing and Robotic Systems	3
MPT 135	Material Handling	2
U.S. and Nevada Constitutions course		3
Semester Total		15
Total Units		60

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>English/Communications</i>		6
Required:		
ENG 101 or ENG 100 or ENG 113	Composition I Composition Enhanced Composition I for International and Multilingual Students	
and		
ENG 102 or ENG 114	Composition II ¹ Composition II For International and Multilingual Students	
<i>Fine Art, Humanities, Social Science</i>		3
Required:		
AAD 201	History of the Built Environment ³	
<i>Mathematics:</i>		[3]
Requirement is satisfied though embedded curriculum in the following courses: ELM 110, ELM 134, ELM 140, ELM 240, MPT 101, MPT 111, MPT 112, MPT 130, MT 108.		
<i>Science</i>		[3]
Requirement is satisfied though embedded curriculum in the following courses: ELM 127, ELM 134, ELM 240, MPT 102, MPT 130, MPT 160, MT 108.		
Additional College Requirements		
<i>Diversity</i> ²		[3]
Required:		
AAD 201	History of the Built Environment	
<i>Human Relations</i>		[3]
Requirement is satisfied though embedded curriculum in the following courses: ELM 127, ELM 240, MPT 101, MPT 111, MPT 112, MPT 130, MPT 135, MPT 160, MT 108.		
<i>U. S. and Nevada Constitutions</i>		3
Degree Requirements		
ELM 110	Electrical/Electronic Circuits	3
ELM 127	Introduction to AC Controls	3
ELM 134	Programmable Logic Controllers I	3
ELM 140	Industrial Robotics I	3
ELM 240	Advanced Manufacturing and Robotic Systems	3
MPT 101	Basics of Operations and Maintenance	3
MPT 102	Introduction to Programming for Mechatronics	3
MPT 111	Fundamentals of Manufacturing and Automation I	3
MPT 112	Fundamentals of Manufacturing and Automation II	3
MPT 114	Fundamentals of Manufacturing and Automation III	3

MPT 130	Automated Production Concepts III	3
MPT 135	Material Handling	2
MPT 160	Mechanical Drive Systems I	3
MT 108	Fluid Power (Pneumatics, Electro-pneumatics)	3
OSH 222	General Industry Safety	1
Elective Requirements		6
Select six units of the following:		
MPT 110	Automated Production Concepts I	
MPT 120	Automated Production Concepts II	
MPT 104	Introduction to IIoT, Networking and Data Analytics	
Total Units		60

1

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

2

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

3

Required for BAS in Cyber-Physical Manufacturing.

Program Outcomes

Students completing this emphasis will:

PSLO1: Students will operate equipment and tools used in manufacturing processes. Students will read and interpret technical prints for the diagnostic and troubleshooting of components and production systems.

PSLO2: Students will demonstrate programming, interfacing, and troubleshooting Programmable Logic Controllers.

PSLO3: Students will be able to integrate and troubleshoot motor controls, pneumatics, hydraulics, programmable logic controllers (PLCs) and robotics into complex production systems. Students will apply quality and statistical process control techniques to manage complex production systems and identify and correct inefficiencies.

Drafting, Manufacturing Technologies, AAS

Program Description

Associate of Applied Science Degree, Manufacturing Technologies, 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.

Recommended Course Schedule

1st semester		Units
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		Units
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		Units
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		Units
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. 304)

²
See program recommendations or requirements.

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Diversity</i>		[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 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

Program Outcomes

Students completing the emphasis will:

PSLO1: Understand drafting conventions including symbols, linetypes, lineweights, and dimension styles as applicable to mechanical drawings.

PSLO2: 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.

PSLO3: Create complex 3D models to specifications using advanced commands.

Machining, Manufacturing Technologies, AAS

Program Description

The Associate of Applied Science, Manufacturing Technologies, Machining 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 requires students to complete a variety of hands-on learning exercises ranging from manually machined projects to advanced multi-axis CNC tasks. This program is formatted 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.

Recommended Course Schedule

1st semester		Units
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		Units
Communications/English ²		3
Elective ²		6
Humanities/Diversity ²		3
MTT 250	Machine Shop III	3
Semester Total		15
3rd semester		Units
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		Units
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.

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Diversity</i> ¹		[3]
Recommended:		
AAD 201	History of the Built Environment	
<i>Communications/English</i>		6
Recommended		
ENG 101	Composition I	3
or ENG 107	Technical Communications I	
or ENG 100	Composition Enhanced	
or ENG 113	Composition I for International and Multilingual Students	
<i>Fine Arts/Humanities/Social Science</i>		3
Recommended:		
AAD 201	History of the Built Environment	
<i>Human Relations</i> ¹		[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	
<i>Mathematics</i> ¹		[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	
<i>Science</i>		3
Recommended:		
MTT 150	Metallurgy I	
<i>U.S. and Nevada Constitutions</i>		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 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		63

1

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

Program Outcomes

Students completing the emphasis will:

PSLO1: Read and interpret technical prints for the production and inspection of manufactured work pieces.

PSLO2: Produce precision machined work pieces within print specifications on manually controlled machine tools.

PSLO3: Produce precision machined work pieces within print specifications on computer numerical controlled (CNC) machine tools.

Welding, Manufacturing Technologies, AAS

Program Description

The Associate of Applied Science, Manufacturing Technologies, Welding 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.

Recommended Course Schedule

1st semester		Units
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		Units
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		Units
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		Units
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. 304)

³

See program recommendations or requirements.

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Diversity¹</i>		[3]
Recommended:		
AAD 201	History of the Built Environment	
<i>Communications/English</i>		6
Recommended:		
ENG 101	Composition I	
or ENG 100	Composition Enhanced	
or ENG 113	Composition I for International and Multilingual Students	
ENG 107	Technical Communications I	
<i>Fine Arts/Humanities/Social Science</i>		3
Recommended:		
AAD 201	History of the Built Environment	
<i>Human Relations¹</i>		[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	
<i>Mathematics¹</i>		[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	
<i>Science</i>		3
Recommended:		
MTT 150	Metallurgy I	
<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		
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
ELM 110	Electrical/Electronic Circuits	
MTT 101	Introduction to Machine Shop	
MTT 105	Machine Shop I	
MTT 150	Metallurgy I	
WELD 101	Basic Metals	
WELD 215	Introduction to Welding Fabrication Techniques	
WELD 225	Independent Study	
WELD 250	Welding Certification Preparation	
WELD 280	Introduction to Robotic Welding	
WELD 290	Internship in Welding	
Total Units		60

1

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

Program Outcomes

Students completing the degree will:

PSLO1: Be proficient in four major welding processes and prepared for industry-standard certification.

PSLO2: Identify and explain technical drawings and apply print reading techniques required in the welding industry.

PSLO3: Consistently demonstrate safe and proper use of welding equipment, power tools, and accessories in the performance of welding and joinery.

Automotive Certified Technician, Transportation Technologies, AAS

Program Description

Associate of Applied Science, Transportation Technologies, Automotive Certified Technician program is 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.

Recommended Course Schedule

1st semester		Units
AUTO 101	Introduction to General Mechanics	4
AUTO 111	Automotive Electricity	4
AUTO 112	Automotive Electricity II	4
OSH 222	General Industry Safety	1
ENG 107	Technical Communications I	3
Semester Total		16
2nd semester		Units
AUTO 136	Engine Repair	5
AUTO 145	Automotive Brakes	5
AUTO 150	Steering and Suspension Systems	5
Science ²		3
Semester Total		18
3rd semester		Units
AUTO 225	Engine Performance I	4
AUTO 227	Engine Performance II	4
AUTO 265	Electrical/Electronic Systems III	4
Constitution ²		3
Semester Total		15
4th semester		Units
Select from electives ³		7-9
Diversity ²		3
Communications ³		3
Semester Total		13-15
Total Units		62-64

²

See approved General Education list for the AAS Degree. (p. 304)

³

See program recommendations or requirements.

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Diversity</i> ¹		[3]
<i>Communications/English</i>		6
Communications - Recommended:		
BUS 107	Business Speech Communications	
English - Recommended:		
ENG 107	Technical Communications I	
<i>Fine Arts/Humanities/Social Science</i>		3
<i>Human Relations</i> ¹		[3]
Requirement is satisfied through embedded curriculum in the following courses:		
AUTO 136	Engine Repair	
AUTO 145	Automotive Brakes	
AUTO 150	Steering and Suspension Systems	
AUTO 225	Engine Performance I	
AUTO 227	Engine Performance II	
<i>Mathematics</i> ¹		[3]
Requirement is satisfied through embedded curriculum in the following courses:		
AUTO 111	Automotive Electricity	
AUTO 136	Engine Repair	
AUTO 145	Automotive Brakes	
AUTO 150	Steering and Suspension Systems	
AUTO 225	Engine Performance I	
AUTO 227	Engine Performance II	
<i>Science</i>		3
Recommended:		
PHYS 100	Introductory Physics	
<i>U.S./Nevada Constitutions</i>		3
Core Requirements		
AUTO 111	Automotive Electricity	4
OSH 222	General Industry Safety	1
Emphasis Requirements		
AUTO 101	Introduction to General Mechanics	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
Elective Requirements		7-9
AUTO 165	Auto Heating and Air Conditioning	
AUTO 235	Engine Performance III	
AUTO 205	Manual Drive Trains and Axles	

AUTO 216	Automatic Transmissions
AUTO 185	Introduction to Alternative Fueled Vehicles
AUTO 285	Hybrid Vehicle Service Techniques
AUTO 290	Internship in Automotive Level I

Total Units	62-64

1

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

Program Outcomes

Students completing the degree will:

PSLO1: Identify and implement safety procedures involved in diagnosis, service, and repair of all major light vehicle components and systems.

PSLO2: Analyze and interpret diagnostic and test information to formulate correct repair procedures.

PSLO3: Demonstrate correct repair strategies and techniques by applying knowledge of system operation and demonstrating mechanical skills to accomplish repair tasks.

Diesel Technician, Transportation Technologies, AAS

Program Description

The Associate of Applied Science, Transportation Technologies, Diesel Technician Program trains individuals for apprentice-level positions servicing, repairing, and maintaining medium and heavy duty transportation vehicles and equipment. 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.

Recommended Course Schedule

1st semester		Units
DT 100	Introduction to Diesel Technologies	2
DT 101	Basic Diesel Engines	4
DT 210	Advanced Diesel Engines	4
DT 217	Electronic Diesel Fuel Injection	4
Semester Total		14
2nd semester		Units
DT 102	Basic Heavy Duty Electrical Systems	4
DT 110	Heavy Duty Electrical Systems	3
DT 105	Mobile Heating and Air Conditioning	3
DT 201	Diesel Brakes and Pneumatics	3
U.S./Nevada Constitutions		3
Semester Total		16
3rd semester		Units
ENG 107	Technical Communications I	3
Science ³		3
DT 106	Heavy Duty Transmissions and Power Trains	4
DT 107	Heavy Duty Automatic Transmissions and Drive Trains	4
DT 235	Steering and Suspension	2
Semester Total		16
4th semester		Units
Communications ³		3
Social Science		3
Elective ³		3
DT 130	Heavy Duty Hydraulics	3
DT 250	Preventive Maintenance	2
Semester Total		14
Total Units		60

²

See approved General Education list for the AAS Degree. (p. 304)

³

See program recommendations or requirements.

Program Requirements

AAS degrees are generally 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. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Communications/English</i>		6
Communications - Recommended:		
BUS 107	Business Speech Communications	
English - Recommended:		
ENG 107	Technical Communications I	
<i>Fine Arts/Humanities/Social Science</i>		3
Recommended:		
AUTO 200	History of the Automobile	
<i>Human Relations</i>		
Embedded: DT 101, DT 102, DT 110, DT 130, DT 201, DT 250		
<i>Mathematics</i>		
Embedded: DT 101, DT 102, DT 110, DT 130, DT 201, DT 250		
<i>Science</i>		3
Additional College Requirements		
<i>Diversity¹</i>		[3]
Recommended:		
U.S./Nevada Constitutions		3
Degree Requirements		
Emphasis Requirements		
DT 100	Introduction to Diesel Technologies	2
DT 101	Basic Diesel Engines	4
DT 102	Basic Heavy Duty Electrical Systems	4
DT 105	Mobile Heating and Air Conditioning	3
DT 106	Heavy Duty Transmissions and Power Trains	4
DT 107	Heavy Duty Automatic Transmissions and Drive Trains	4
DT 110	Heavy Duty Electrical Systems	3
DT 130	Heavy Duty Hydraulics	3
DT 201	Diesel Brakes and Pneumatics	3
DT 210	Advanced Diesel Engines	4
DT 217	Electronic Diesel Fuel Injection	4
DT 235	Steering and Suspension	2
DT 250	Preventive Maintenance	2
<i>Elective Requirements</i>		3
IS 101	Introduction to Information Systems	
OR select any AUTO, WELD, HVAC		
Total Units		60

¹

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

Program Outcomes

Students completing the emphasis will:

PSLO1: Identify and implement safety procedures involved in diagnosis, service, and repair of all major medium/heavy duty truck and heavy equipment components and systems.

PSLO2: Analyze and interpret diagnostic and test information to formulate correct repair procedures.

PSLO3: Demonstrate correct repair strategies and techniques by applying knowledge of system operation and demonstrating mechanical skills to accomplish repair tasks.

Advanced Manufacturing and Automation, CoA

Program Description

The Certificate of Achievement, Advanced Manufacturing and Automation 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.

Recommended Course Schedule

1st semester		Units
Communications ¹		3
Recommended: ENG 100, ENG 101 or ENG 102		
ELM 110	Electrical/Electronic Circuits	3
MPT 110	Automated Production Concepts I	3
ELM 127	Introduction to AC Controls	3
MT 108	Fluid Power (Pneumatics, Electro-pneumatics)	3
Semester Total		15
2nd semester		Units
ELM 134	Programmable Logic Controllers I	3
ELM 240	Advanced Manufacturing and Robotic Systems	3
MPT 120	Automated Production Concepts II	3
MPT 130	Automated Production Concepts III	3
MPT 160	Mechanical Drive Systems I	3
Semester Total		15
Total Units		30

¹

See program recommendations or requirements.

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
Communications		3
Recommended: ENG 100, ENG 101, ENG 113		
Human Relations		[3]

Requirement is satisfied through embedded curriculum in the following courses: MPT 110, MPT 120, MPT 130, MPT 160, ELM 127, ELM 240, MT 108.

Mathematics [3]

Requirement is satisfied through embedded curriculum in the following courses: ELM 110, ELM 134, MPT 110, MPT 120.

Certificate Requirements		
ELM 110	Electrical/Electronic Circuits	3
ELM 127	Introduction to AC Controls	3
ELM 134	Programmable Logic Controllers I	3
ELM 240	Advanced Manufacturing and Robotic Systems	3
MPT 110	Automated Production Concepts I	3
MPT 120	Automated Production Concepts II	3
MPT 130	Automated Production Concepts III	3
MPT 160	Mechanical Drive Systems I	3
MT 108	Fluid Power (Pneumatics, Electro-pneumatics)	3

Total Units **30**

Program Outcomes

Students completing the certificate will:

PSLO1: Demonstrate an understanding of and ability to operate mechatronic equipment relating to electrical, fluid, and mechanical power.

PSLO2: Describe introductory to intermediate level components and concepts related to industry 4.0.

PSLO3: Program and operate programmable components of manufacturing facilities such as robotic arms and programmable logic controllers and comprehend how sensors are involved in their operation.

Climate Control Systems, Air Conditioning Technology, CoA

Program Description

The Certificate of Achievement, Air Conditioning Technology, Climate Control Systems prepares students to install, maintain, service, troubleshoot, and repair critical systems such as in data process centers and hospitals. The program enables students to learn how to maintain, troubleshoot, and repair HVAC equipment for equipment cooling and other related machinery. Instruction includes classroom, laboratory, and hands-on work in the laboratory or in the field. Along with core classes, academic skills emphasizing related math, science, and human relations components are stressed to help students prepare to meet challenges commonly found in the workplace.

Recommended Course Schedule

1st semester		Units
AC 102	Refrigeration Theory	3
AC 107	Electrical and Controls for HVAC	6
Mathematics ¹		3
AC 201	HVAC Automatic Controls	3
OSH 222	General Industry Safety	1
Semester Total		16
2nd semester		
AC 150	Basic Refrigeration Servicing	6
AC 205	Commercial HVAC 2	3
IS 101	Introduction to Information Systems	3
Semester Total		12
3rd semester		
CE 201	Workplace Readiness	3
AC 206	Commercial HVAC Systems 3	3
BUS 111	Workplace Communications	3
Semester Total		9
Total Units		37

¹

See approved General Education list for the AAS Degree. (p. 304)

²

See program recommendations or requirements.

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Communications</i>		3
Recommended:		
BUS 111	Workplace Communications	
<i>Human Relations</i>		3
Recommended:		
CE 201	Workplace Readiness	
<i>Mathematics</i>		3
Certificate Requirements		
AC 102	Refrigeration Theory	3
AC 107	Electrical and Controls for HVAC	6
AC 150	Basic Refrigeration Servicing	6
AC 201	HVAC Automatic Controls	3
AC 205	Commercial HVAC 2	3
AC 206	Commercial HVAC Systems 3	3
IS 101	Introduction to Information Systems	3
OSH 222	General Industry Safety	1
Total Units		37

Program Outcomes

Students completing the certificate will:

PSLO1: Incorporate workforce safety principals while performing basic tasks of a Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) technician.

PSLO2: Interpret electrical/mechanical schematics on HVAC/R equipment to diagnose mechanical or electrical problems in a residential or light commercial environment.

PSLO3: Diagnose and repair electrical or mechanical problems on commercial air conditioning equipment; critical systems; chillers.

Apprenticeship, CoA

Program Description

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.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Qualifying Apprenticeship Programs

Department	Phone
Northern Nevada Electrical Workers, JATC	775-358-4301
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 & HVAC, JATC	775-359-2229
Northern Nevada Sheet Metal Workers, JATC	775-331-6393
NV Energy Gas Utility	775-834-7018

Recommended Course Schedule

1st semester	Units
Approved Apprenticeship class ²	6
Communications ¹	3
Semester Total	9
2nd semester	
Approved Apprenticeship class ²	6
Semester Total	6
3rd semester	
Approved Apprenticeship class ²	6
Elective ²	3
Semester Total	9
4th semester	
Approved Apprenticeship class ²	6
Semester Total	6
Total Units	30

1

See approved General Education list for the AAS Degree. (p. 304)

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.

Special Admission Requirements

Admissions to these programs are limited to members of the Qualifying Unions. For additional information, please contact the apprenticeship training office at 775-856-5302, or your qualifying sponsoring indentured apprenticeship training program.

Qualifying Apprenticeship Programs

Field Ironworkers, JATC	916-428-7420
Northern Nevada Carpenters, JATC	702-452-5099
Northern Nevada Electrical, JATC	775-358-4301
Northern Nevada Painters and Decorators	
Northern Nevada Plasterers & Cement Masons, JATC	775-359-4241
Northern Nevada Plumbers, Pipefitters & HVAC, JATC	775-359-2229
Northern Nevada Sheet Metal Workers, JATC	775-331-6393
NV Energy Gas Utility	775-359-4241

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
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

Bricklayers: BRL	
Carpenters: CPT	
Cement Masons: PLCM	
Electricians: ELEC	
Iron Workers: IRW	
Natural Gas Utilities: NGPF, NGPO, NGSM	
Operating Engineers: OPE	
Painters and Decorators: PTD	
Plasterers: PLST	
Plumbers and Pipefitters: PPF	
Refrigeration (HVAC): RS	
Sheet Metal: SMTL	
Elective Requirements	3
Select at least 3 units from any remaining apprenticeship class(es) from the same program as emphasis.	
or	
Any AAD, AC, ADT, BI, CADD, CE, CONS, ENGR, ENRG, MT, OSH or WELD class(es)	
Total Units	30

Program Outcomes

Students completing the certificate will:

PSLO1: Demonstrate the principles, skills, and applications of the associated building or utility trades to work in the industry.

PSLO2: Perform tasks in accordance with local and national regulations.

PSLO3: Demonstrate the principles, skills, and applications of the specific trade to work safely and efficiently in the industry.

Architectural Drafting, CoA

Program Description

This Certificate of Achievement is designed to enhance the student's abilities in relevant industry-standard design theories, drafting skills, and to prepare them for certification by the National Occupational Competency Testing Institute (NOCTI)

Recommended Course Schedule

1st semester		Units
AAD 180	Design Foundation I	3
AAD 181	Design Foundation I Discussion	3
ENG 101	Composition I	3
Mathematics ¹		3
Semester Total		12
2nd semester		Units
AAD 125	Construction Drawings and Detailing	3
AAD 223	Graphic Software for Arch, Const, Dsgnr, Planners	3
AAE 280	Design Foundations II	6
Semester Total		12
3rd semester		Units
AAE 282	Design Foundations III	6
Semester Total		6
Total Units		30

¹

See Program Requirements and Recommendations.

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
GENERAL EDUCATION		
<i>Communications</i>		
Required:		
ENG 101	Composition I ⁴	3
or ENG 100	Composition Enhanced	
or ENG 113	Composition I for International and Multilingual Students	
<i>Mathematics</i>		3
MATH 126	Pre-Calculus I (or higher)	

HUMAN RELATIONS ³

[3]

3 credits of embedded Human Relations satisfied through AAD 180 & AAD 181

Program Requirements

AAD 125	Construction Drawings and Detailing	3
AAD 180	Design Foundation I	3
AAD 181	Design Foundation I Discussion	3
AAE 280	Design Foundations II	6
AAE 282	Design Foundations III	6
AAD 223	Graphic Software for Arch, Const, Dsgnr, Planners	3

Total Units **30**

3

Satisfied through program requirements.

4

ENG 102 is required for the BArch degree.

Program Outcomes

Students completing the certificate will:

PSLO1: Students will recall and identify fundamental design theories.

PSLO2: Students will create and produce salient design solutions.

PSLO3: Students will justify individual design solutions.

Automotive ASE Technician, CoA

Program Description

The Certificate of Achievement, Automotive ASE Technician 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.

Recommended Course Schedule

1st semester		Units
AUTO 101	Introduction to General Mechanics (Certificate - Summer)	4
AUTO 111	Automotive Electricity	4
AUTO 112	Automotive Electricity II	4
OSH 222	General Industry Safety	1
Semester Total		13
2nd semester		
AUTO 136	Engine Repair	5
AUTO 145	Automotive Brakes	5
AUTO 150	Steering and Suspension Systems	5
Semester Total		15
3rd semester		
Communications ¹		3
AUTO 225	Engine Performance I	4
AUTO 227	Engine Performance II	4
AUTO 265	Electrical/Electronic Systems III	4
Semester Total		15
Total Units		43

¹

See approved General Education list for the AAS Degree. (p. 304)

²

See program recommendations or requirements.

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
	Communications	3

Human Relations ¹

[3]

Requirement is satisfied through embedded curriculum in the following courses:

AUTO 136	Engine Repair
AUTO 145	Automotive Brakes
AUTO 150	Steering and Suspension Systems
AUTO 225	Engine Performance I
AUTO 227	Engine Performance II

Mathematics ¹

[3]

Requirement is satisfied through embedded curriculum in the following courses:

AUTO 111	Automotive Electricity
AUTO 136	Engine Repair
AUTO 145	Automotive Brakes
AUTO 150	Steering and Suspension Systems
AUTO 225	Engine Performance I
AUTO 227	Engine Performance II

Certificate Requirements

AUTO 101	Introduction to General Mechanics	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 **43**

Program Outcomes

Students completing the certificate will:

PSLO1: Identify and implement safety procedures involved in diagnosis, service, and repair of all major light vehicle components and systems.

PSLO2: Analyze and interpret diagnostic and test information to formulate correct repair procedures.

PSLO3: Demonstrate correct repair strategies and techniques by applying knowledge of system operation and demonstration of mechanical skills to accomplish repair tasks.

Automotive General Service Technician, CoA

Program Description

The Certificate of Achievement, Automotive General Service Technician program 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.

Recommended Course Schedule

1st semester		Units
AUTO 101	Introduction to General Mechanics (Summer)	4
AUTO 111	Automotive Electricity	4
AUTO 112	Automotive Electricity II	4
OSH 222	General Industry Safety	1
Semester Total		13
2nd semester		
AUTO 136	Engine Repair	5
AUTO 145	Automotive Brakes	5
AUTO 150	Steering and Suspension Systems	5
Semester Total		15
3rd semester		
CE 201	Workplace Readiness	3
BUS 107	Business Speech Communications	3
MATH 108	Math for Technicians	3
Semester Total		9
Total Units		37

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Communications</i>		
BUS 107	Business Speech Communications	3
or COM 113	Fundamentals of Speech Communications	
<i>Human Relations</i>		3
Strongly recommended:		

CE 201	Workplace Readiness	
<i>Mathematics</i>		3
MATH 108	Math for Technicians (or higher)	
Certificate Requirements		
AUTO 101	Introduction to General Mechanics	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

Program Outcomes

Students completing the certificate will:

PSLO1. Identify and implement safety procedures involved in diagnosis, service, and repair of all major light vehicle components and systems.

PSLO2. Analyze and interpret diagnostic and test information to formulate correct repair procedures.

PSLO3. Demonstrate correct repair strategies and techniques by applying knowledge of system operation and demonstration of mechanical skills to accomplish repair tasks.

Computer Numeric Controlled (CNC) Machining, CoA

Program Description

The Certificate of Achievement, Computer Numeric Controlled Machining 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.

Recommended Course Schedule

1st semester		Units
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. 304)

²

See program recommendations or requirements.

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
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 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

Program Outcomes

Students completing the certificate will:

PSLO1: Read and interpret technical prints for the production and inspection of manufactured work pieces.

PSLO2: Produce precision machined work pieces within print specifications on computer numerical controlled (CNC) machine tools.

Diesel General Service Technician, CoA

Program Description

The Certificate of Achievement, Diesel General Service Technician is a one and a half year, three-semester training program designed to prepare the student to enter the medium and heavy duty transportation industry with the skills to be a successful mechanic/technician. This certificate emphasizes principles of operation along with diagnostic and repair procedures. All general service training may be applied toward other diesel degree programs and also prepares students for ASE T-series of exams to become nationally certified.

Recommended Course Schedule

1st semester		Units
Elective ¹		3
DT 100	Introduction to Diesel Technologies	2
DT 102	Basic Heavy Duty Electrical Systems	4
DT 110	Heavy Duty Electrical Systems	3
DT 105	Mobile Heating and Air Conditioning (3)	3
Semester Total		15
2nd semester		Units
Communications ¹		3
DT 130	Heavy Duty Hydraulics	3
DT 201	Diesel Brakes and Pneumatics	3
DT 250	Preventive Maintenance	2
Semester Total		11
3rd semester		Units
DT 210	Advanced Diesel Engines	4
DT 217	Electronic Diesel Fuel Injection	4
DT 101	Basic Diesel Engines	4
Semester Total		12
Total Units		38

¹

See program recommendations or requirements.

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Communications</i>		3
Recommended:		
BUS 107 or ENG 107	Business Speech Communications Technical Communications I	
<i>Human Relations</i>		[3]
Satisfied through embedded curriculum in the following courses: DT 101, DT 102, DT 110, DT 130, DT 201, DT 250.		
<i>Mathematics</i>		[3]
Satisfied through embedded curriculum in the following courses: DT 101, DT 102, DT 110, DT 130, DT 201, DT 250.		
Certificate Requirements		
DT 100	Introduction to Diesel Technologies	2
DT 101	Basic Diesel Engines	4
DT 102	Basic Heavy Duty Electrical Systems	4
DT 105	Mobile Heating and Air Conditioning	3
DT 110	Heavy Duty Electrical Systems	3
DT 130	Heavy Duty Hydraulics	3
DT 201	Diesel Brakes and Pneumatics	3
DT 210	Advanced Diesel Engines	4
DT 217	Electronic Diesel Fuel Injection	4
DT 250	Preventive Maintenance	2
Elective Requirements		
Select at least 3 units from the following:		3
IS 101	Introduction to Information Systems	
OR select and AUTO, WELD, HVAC		
Total Units		38

Program Outcomes

Students completing the certificate will:

PSLO1: Identify and implement safety procedures involved in diagnosis, service, and repair of all major medium/heavy duty truck and heavy equipment components and systems.

PSLO2: Demonstrate correct repair strategies and techniques by applying knowledge of system operation and demonstration of mechanical skills to accomplish repair tasks.

Drafting Technology, CoA

Program Description

The Certificate of Achievement, Drafting Technology 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.

Recommended Course Schedule

1st semester		Units
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		Units
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		Units
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. 304)

²

See program recommendations or requirements.

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
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

Program Outcomes

Students completing the certificate will:

PSLO1: 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.

PSLO2: Prepare technical drawings and presentations demonstrating understanding of manual drawing and CAD techniques.

Fundamentals of Smart Automation, CoA

Program Description

This Certificate of Achievement, Fundamentals of Smart Automation, will provide students with a well-rounded course of training in industrial operations, maintenance, and repairs. This certificate provides students with a strong base of knowledge in a variety of topics in manufacturing including workplace safety, electricity, robotics, mechanical systems, pneumatics, programmable logic controllers (PLCs), industrial networking, and IIoT. Students will work hands-on with state-of-the-art training equipment to practice operating, maintaining, troubleshooting, and repairing automated systems. Graduates of this program will be prepared to enter the manufacturing workforce in high-demand positions such as machine operator and industrial maintenance technician.

Recommended Course Schedule

1st semester		Units
Communications ¹		3
MPT 101	Basics of Operations and Maintenance	3
MPT 102	Introduction to Programming for Mechatronics	3
MPT 111	Fundamentals of Manufacturing and Automation I	3
ELM 140	Industrial Robotics I	3
Semester Total		15
2nd semester		Units
MPT 112	Fundamentals of Manufacturing and Automation II	3
MPT 114	Fundamentals of Manufacturing and Automation III	3
MPT 104	Introduction to IIoT, Networking and Data Analytics	6
MPT 135	Material Handling	2
OSH 222	General Industry Safety	1
Semester Total		15
Total Units		30

1

See program recommendations or requirements.

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Communications</i>		3
Recommended:		
ENG 101 or ENG 100 or ENG 113	Composition I Composition Enhanced Composition I for International and Multilingual Students	
<i>Human Relations</i>		[3]
Requirement is satisfied through embedded curriculum in the following courses: MPT 101, MPT 104, MPT 111, MPT 112, MPT 135, OSH 222.		
<i>Mathematics</i>		[3]
Requirement is satisfied through embedded curriculum in the following courses: ELM 140, MPT 101, MPT 104, MPT 111, MPT 112.		
Certificate Requirements		
MPT 101	Basics of Operations and Maintenance	3
MPT 102	Introduction to Programming for Mechatronics	3
MPT 104	Introduction to IIoT, Networking and Data Analytics	6
MPT 111	Fundamentals of Manufacturing and Automation I	3
MPT 112	Fundamentals of Manufacturing and Automation II	3
MPT 114	Fundamentals of Manufacturing and Automation III	3
MPT 135	Material Handling	2
ELM 140	Industrial Robotics I	3
OSH 222	General Industry Safety	1
Total Units		30

Program Outcomes

Students completing the certificate will:

PSLO1: Describe industry standard manufacturing and automation concepts and theories

PSLO2: Demonstrate essential entry level, industry standard skills related to safety and maintenance

PSLO3: Demonstrate the ability to operate industry standard smart automation equipment

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

Program Description

The Certificate of Achievement, Heating, Ventilation, Air Conditioning/Refrigeration prepares students to install, maintain, service, troubleshoot, and repair critical systems such as in data process centers and hospitals. The program enables students to learn how to maintain, troubleshoot, and repair HVAC equipment for equipment cooling and other related machinery. Instruction includes classroom, laboratory, and hands-on work in the laboratory or in the field. Along with core classes, academic skills emphasizing related math, science, and human relations components are stressed to help students prepare to meet challenges commonly found in the workplace.

Recommended Course Schedule

1st semester		Units
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. 304)

²

See program recommendations or requirements.

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
Communications		3
Human Relations		3
Recommended:		
CE 201	Workplace Readiness	
Mathematics		3
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 200	Commercial Refrigeration I	
AC 108	Motors for HVAC/R	
AC 113	Schematic Reading for HVAC/R	
AC 210	Boiler Operation and Maintenance	
Total Units		31

Program Outcomes

Students completing the certificate will:

PSLO1: Incorporate workforce safety principles while performing basic tasks of a Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) technician.

PSLO2: Interpret electrical/mechanical schematics on HVAC/R equipment to diagnose mechanical or electrical problems in a residential or light commercial environment.

PSLO3: Diagnose and repair electrical or mechanical problems on commercial air conditioning equipment; critical systems; chillers.

LMH Diesel Fleet Maintenance Technician, CoA

Program Description

This Certificate of Achievement, LMH Diesel Fleet Maintenance Technician, will help students complete a well-rounded course of training to gain exposure to light, medium, and heavy-duty diesel vehicles. The certificate adds a deeper level of understanding and experience for systems operations, maintenance, and light repair of light, medium, and heavy-duty transportation vehicles and equipment. Using the latest technology in maintenance and inspection this comprehensive training prepares graduates with skills that are in high demand in the diesel fleet maintenance industry. Combined with the General Service Technician Certificate students will be further prepared to take the ASE T-series of exams and become nationally certified and possibly gain master technician status.

Recommended Course Schedule

First Year

1st semester	Units
DT 100 Introduction to Diesel Technologies	2
AUTO 101 Introduction to General Mechanics	4
OSH 222 General Industry Safety	1
DT 102 Basic Heavy Duty Electrical Systems	4
DT 110 Heavy Duty Electrical Systems	3
AUTO 145 Automotive Brakes	5
Semester Total	19

2nd semester

DT 201 Diesel Brakes and Pneumatics	3
DT 250 Preventive Maintenance	2
AUTO 136 Engine Repair	5
AUTO 150 Steering and Suspension Systems	5
DT 235 Steering and Suspension	2
BUS 111 Workplace Communications	3
Semester Total	20
Total Units	39

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Communications</i>		3
Recommended:		
BUS 111	Workplace Communications	
<i>Human Relations</i>		(3)
Required:		
Requirement is satisfied through embedded curriculum in the following courses: AUTO 136, AUTO 145, AUTO 150, DT 102, DT 110, DT 201, DT 250 and OSH 222.		
<i>Mathematics</i>		(3)
Requirement is satisfied through embedded curriculum in the following courses: AUTO 145, AUTO 136, AUTO 150, DT 102, DT 110, DT 250.		
DT 100	Introduction to Diesel Technologies	2
DT 102	Basic Heavy Duty Electrical Systems	4
DT 110	Heavy Duty Electrical Systems	3
DT 201	Diesel Brakes and Pneumatics	3
DT 235	Steering and Suspension	2
DT 250	Preventive Maintenance	2
AUTO 101	Introduction to General Mechanics	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		39

Program Outcomes

Students completing the certificate will:

PSLO1: Analyze and apply the proper light, medium heavy-duty vehicle components, maintenance, inspection, and light repair procedures.

PSLO2: Identify, test, and interpret failed light, medium, heavy-duty vehicle components, and apply appropriate repair strategies.

PSLO3: Analyze and apply appropriate workplace skills and tools, including the application of personal and mechanical safety measures in the workplace.

Welding/CNC, CoA

Program Description

The Certificate of Achievement, Welding/CNC provides the student with beginning-level training and skills in the operation of the CNC machining process.

Recommended Course Schedule

1st semester		Units
Communications		3
OSH 222	General Industry Safety	1
WELD 211	Welding I	3
WELD 212	Welding I Practice	2
WELD 206	CNC PAC I Practice	2
WELD 205	CNC PAC I	3
Semester Total		14
2nd semester		Units
MPT 120	Automated Production Concepts II	3
MPT 140	Quality Control	3
WELD 221	Welding II	3
WELD 222	Welding II Practice	2
WELD 255	CNC PAC II	3
WELD 256	CNC PAC II Practice	2
Semester Total		16
Total Units		30

WELD 221	Welding II	3
WELD 222	Welding II Practice	2
MPT 120	Automated Production Concepts II	3
MPT 140	Quality Control	3
OSH 222	General Industry Safety	1
WELD 205	CNC PAC I	3
WELD 206	CNC PAC I Practice	2
WELD 255	CNC PAC II	3
WELD 256	CNC PAC II Practice	2
Total Units		30

Program Outcomes

Students completing the certificate will:

PSLO1: Be proficient in two welding processes.

PSLO2: Be proficient in the beginning level procedures and concepts of programming, set up, and operation of CNC equipment.

PSLO3: Interpret blueprints that translate into the production of the part to print specification using CNC equipment.

PSLO4: Effectively communicate with instructor and students.

PSLO5: Work safely with equipment as per industry standards.

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
Communications		3
Human Relations		
Requirement is satisfied through embedded curriculum in Certificate Requirements		
Mathematics		
Requirement is satisfied through embedded curriculum in Certificate Requirements		
Certificate Requirements		
WELD 211	Welding I	3
WELD 212	Welding I Practice	2

Welding Technology, CoA

Program Description

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.

Recommended Course Schedule

1st semester		Units
Communications ¹		3
Elective ¹		6
OSH 222	General Industry Safety	1
WELD 211	Welding I	3
WELD 212	Welding I Practice	2
Semester Total		15
2nd semester		Units
Elective ¹		4
DFT 110	Print Reading for Industry	3
MPT 140	Quality Control	3
WELD 221	Welding II	3
WELD 222	Welding II Practice	2
Semester Total		15
Total Units		30

¹

See program recommendations or requirements.

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
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 215	Introduction to Welding Fabrication Techniques	
WELD 225	Independent Study	
WELD 231	Welding III	
WELD 232	Welding III Practice	
WELD 241	Welding IV	
WELD 242	Welding IV Practice	
WELD 250	Welding Certification Preparation	
WELD 280	Introduction to Robotic Welding	

Total Units

30

Program Outcomes

Students completing the certificate will:

PSLO1: Be proficient in two major welding processes and prepared for industry-standard certification.

PSLO2: Identify and explain technical drawings and apply print reading techniques required in the welding industry.

PSLO3: Consistently demonstrate safe and proper use of welding equipment, power tools, and accessories in the performance of welding and joinery.

Climate Control Systems, Air Conditioning Technology, SC

Program Description

The Skills Certificate, Air Conditioning Technology, Climate Control Systems prepares students to install, maintain, service, troubleshoot, and repair critical systems in places such as data processing centers and hospitals. The program enables students to learn how to maintain, troubleshoot, and repair HVAC equipment for equipment cooling and other related machinery. Instruction includes classroom, laboratory, and hands-on work in the laboratory or in the field. Along with core classes, academic skills in math, science, and human relations are emphasized to help prepare students for challenges commonly found in the workplace.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
AC 107	Electrical and Controls for HVAC	6
AC 201	HVAC Automatic Controls	3
AC 113	Schematic Reading for HVAC/R	3
Semester Total		12
2nd semester		
AC 205	Commercial HVAC 2	3
AC 206	Commercial HVAC Systems 3	3
AC 108	Motors for HVACR	3
Semester Total		9
Total Units		21

1

See approved General Education list for the AAS Degree. (p. 304)

2

See program recommendations or requirements.

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
AC 107	Electrical and Controls for HVAC	6
AC 201	HVAC Automatic Controls	3
AC 205	Commercial HVAC 2	3
AC 206	Commercial HVAC Systems 3	3
AC 113	Schematic Reading for HVAC/R	3

AC 108	Motors for HVACR	3
Total Units		21

Program Outcomes

Students completing the certificate will:

PSLO1: Incorporate workforce safety principals while performing basic tasks of a Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) technician.

PSLO2: Interpret electrical/mechanical schematics on HVAC/R equipment to diagnose mechanical or electrical problems in a residential or light commercial environment.

PSLO3: Diagnose and repair electrical or mechanical problems on commercial air conditioning equipment; critical systems; chillers.

Apprenticeship, SC

Program Description

Qualifying Apprenticeship Programs

Department	Phone
Northern Nevada Electrical Workers, JATC	775-358-4301
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 & HVAC, JATC	775-359-2229
Northern Nevada Sheet Metal Workers, JATC	775-331-6393

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester	Units
Approved Apprenticeship Class ¹	6
Semester Total	6
2nd semester	Units
Approved Apprenticeship Class ¹	6
Semester Total	6
Total Units	12

¹

See program recommendations or requirements.

Special Admission Requirements

Admissions to these programs are limited to members of the Qualifying Unions. For additional information, please contact the apprenticeship training office at 775-856-5302, or your qualifying sponsoring indentured apprenticeship training program.

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
All Skills Certificate requirements will be fulfilled by approved apprenticeship courses.		12
	Bricklayers: BRL	
	Carpenters: CPT	
	Cement Masons: PLCM	
	Electricians: ELEC	
	Iron Workers: IRW	
	Natural Gas Utilities: NGPF, NGPO, NGSM	
	Operating Engineers: OPE	
	Painters and Decorators: PTD	
	Plasterers: PLST	
	Plumbers and Pipefitters: PPF	
	Refrigeration (HVAC): RS	
	Sheet Metal: SMTL	

Program Outcomes

Students completing the certificate will:

PSLO1: Demonstrate the principles, skills, and applications of the associated building or utility trades to work in the industry.

PSLO2: Perform tasks in accordance with local and national regulations.

PSLO3: Demonstrate the principles, skills, and applications of the specific trade to work safely and efficiently in the industry.

AutoCADD Architectural Drafting, SC

Program Description

The AutoCADD Architectural Drafting Skills Certificate is designed to enhance student's abilities in the AutoCADD computer-aided drafting program relevant to industry drafting standards, theories and preparation for the Nevada Residential Designer state licensing exam.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

First Year

1st semester		Units
AAD 180	Design Foundation I	3
AAD 181	Design Foundation I Discussion	3
Semester Total		6
2nd semester		
AAD 223	Graphic Software for Arch, Const, Dsgnr, Planners	3
AAE 280	Design Foundations II	6
Semester Total		9
Total Units		15

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
AAD 180	Design Foundation I	3
AAD 181	Design Foundation I Discussion	3
AAD 223	Graphic Software for Arch, Const, Dsgnr, Planners	3
AAE 280	Design Foundations II	6
Total Units		15

Program Outcomes

Students completing the certificate will:

PSLO1: Students will apply their knowledge of preparing architectural orthographic drawings by illustrating floor plans, roof plans, and elevations, and choose the most appropriate cross-sectional views, line-work, drawing sheet size setup, dimensions, and construction notes.

PLS02: Students will experiment with basic mathematical operations by calculating various measurements, areas, and scale conversions and compare them to different architectural design solutions.

PLS03: Students will digitally input hand drawn schematic designs, assign appropriate line weights, and line types that align with industry standards.

Automotive Service Excellence (ASE)-Basic, SC

PSLO3: 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.

Program Description

The ASE Basic Skills Certificate will introduce students to the theory and fundamental principles of automotive and light truck maintenance and repair procedures. The skills certificate will help prepare students to take the Automotive Service Excellence (ASE) Auto Maintenance and Light Repair Certification Test (G1) and Automotive Electrical (A6) exams. Students must pass all coursework with a score of 70% or higher.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
AUTO 101	Introduction to General Mechanics	4
AUTO 111	Automotive Electricity	4
AUTO 112	Automotive Electricity II	4
OSH 222	General Industry Safety	1
Semester Total		13
Total Units		13

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
Certificate Requirement		
AUTO 101	Introduction to General Mechanics	4
AUTO 111	Automotive Electricity	4
AUTO 112	Automotive Electricity II	4
OSH 222	General Industry Safety	1
Total Units		13

Program Outcomes

Students completing the certificate will:

PSLO1: Identify, test, and interpret failed electrical systems and components, and formulate appropriate repair strategies.

PSLO2: Identify and successfully perform the most common maintenance and light repair tasks.

Automotive Service Excellence (ASE)-Diesel Technician: Basic, SC

Program Description

The Diesel Technician, Basic Skills certificate prepares students for entry-level positions as diesel technicians for medium-heavy duty truck repairs. Students will diagnose, adjust and repair medium-heavy duty systems, components, and circuits on medium-heavy duty vehicles.

The Basic Skills Certificate will help prepare the students for the ASE brakes (T4) exam and the Preventive Maintenance Inspection Exam (T8). These exams are part of the ASE T-series Medium-Heavy Duty Truck Certification Tests, an eight-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.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
DT 100	Introduction to Diesel Technologies	2
DT 105	Mobile Heating and Air Conditioning	3
DT 130	Heavy Duty Hydraulics	3
DT 201	Diesel Brakes and Pneumatics	3
DT 250	Preventive Maintenance	2
Semester Total		13
Total Units		13

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
Certificate Requirement		
DT 100	Introduction to Diesel Technologies	2
DT 105	Mobile Heating and Air Conditioning	3
DT 130	Heavy Duty Hydraulics	3
DT 201	Diesel Brakes and Pneumatics	3
DT 250	Preventive Maintenance	2
Total Units		13

Program Outcomes

Students completing the certificate will:

PSLO1: Analyze and apply the proper heavy-medium duty system components, diagnosis, rebuild, and repair procedures.

PSLO2: Identify, test, and interpret failed heavy-heavy duty system components, and apply appropriate repair strategies.

PSLO3: Analyze and apply appropriate workplace skills and tools, including the application of personal and mechanical safety measures in the workplace.

Automotive Service Excellence (ASE)-Diesel Technician: Electrical, SC

PSLO3: Analyze and apply appropriate workplace skills and tools, including the application of personal and mechanical safety measures in the workplace.

Program Description

The Diesel Technician, Electrical Skills certificate prepares students for entry-level positions as diesel technicians for medium-heavy duty truck electrical systems. Students will diagnose, adjust and repair electrical systems, components and circuits on medium-heavy duty vehicles. The Electrical skills certificate will help prepare the students for the ASE electrical (T6) exam. This exam is part of the ASE T-series Medium-Heavy Duty Truck Certification Tests, and eight-part series that may lead to a master medium-heavy truck technician status. Students must pass all course work with a score of 70% or higher.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
DT 100	Introduction to Diesel Technologies	2
DT 102	Basic Heavy Duty Electrical Systems	4
DT 110	Heavy Duty Electrical Systems	3
Semester Total		9
Total Units		9

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
Certificate Requirement		
DT 100	Introduction to Diesel Technologies	2
DT 102	Basic Heavy Duty Electrical Systems	4
DT 110	Heavy Duty Electrical Systems	3
Total Units		9

Program Outcomes

Students completing the certificate will:

PSLO1: Analyze and apply the proper heavy-medium duty electrical components, diagnosis, rebuild, and repair procedures.

PSLO2: Identify, test, and interpret failed heavy-heavy duty electrical components, and apply appropriate repair strategies.

Automotive Service Excellence (ASE)-Diesel Technician: Heavy Duty Power Trains, SC

Program Description

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.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
DT 100	Introduction to Diesel Technologies	2
DT 106	Heavy Duty Transmissions and Power Trains	4
DT 107	Heavy Duty Automatic Transmissions and Drive Trains	4
DT 235	Steering and Suspension	2
Semester Total		12
Total Units		12

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
Certificate Requirement		
DT 100	Introduction to Diesel Technologies	2
DT 106	Heavy Duty Transmissions and Power Trains	4
DT 107	Heavy Duty Automatic Transmissions and Drive Trains	4
DT 235	Steering and Suspension	2
Total Units		12

Program Outcomes

Students completing the certificate will:

PSLO1: Analyze and apply the proper heavy duty drive and power train components, diagnosis, rebuild, and repair procedures.

PSLO2: Identify, test, and interpret failed heavy duty drive and power train components, and apply appropriate repair strategies.

PSLO3: Analyze and apply appropriate workplace skills and tools, including the application of personal and mechanical safety measures in the workplace.

Automotive Service Excellence (ASE)-Diesel Technician: Heavy Duty (HD) Diesel Engines, SC

Program Description

The Skills Certificate, Automotive Service Excellence (ASE) Diesel Technician, Heavy Duty Diesel Engines will prepare students for entry-level positions as diesel technicians for heavy duty diesel engines. Students will diagnose, adjust, and repair heavy duty diesel engines. The heavy duty diesel engines skills certificate will help prepare students to take the ASE- Diesel Engines (T2) exam. Students must pass all coursework with a score of 70% or higher.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
DT 100	Introduction to Diesel Technologies	2
DT 101	Basic Diesel Engines	4
DT 210	Advanced Diesel Engines	4
DT 217	Electronic Diesel Fuel Injection	4
Semester Total		14
Total Units		14

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
Certificate Requirement		
DT 100	Introduction to Diesel Technologies	2
DT 101	Basic Diesel Engines	4
DT 210	Advanced Diesel Engines	4
DT 217	Electronic Diesel Fuel Injection	4
Total Units		14

Program Outcomes

Students completing the certificate will:

PSLO1: Analyze and apply the proper heavy duty diesel engines diagnoses, rebuild, and repair procedures.

PSLO2: Identify, test, and interpret failed heavy duty diesel engine components, and apply appropriate repair strategies.

PSLO3: Analyze and apply appropriate workplace skills and tools, including the application of personal and mechanical safety measures in the workplace.

Automotive Service Excellence (ASE)-General Service, SC

PSLO3: 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.

Program Description

The Skills Certificate, ASE General Service 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.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
AUTO 136	Engine Repair	5
AUTO 145	Automotive Brakes	5
AUTO 150	Steering and Suspension Systems	5
Semester Total		15
Total Units		15

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
Certificate Requirement		
AUTO 136	Engine Repair	5
AUTO 145	Automotive Brakes	5
AUTO 150	Steering and Suspension Systems	5
Total Units		15

Program Outcomes

Students completing the certificate will:

PSLO1: Identify, test, and interpret failed engine systems and apply appropriate repair strategies.

PSLO2: Identify, test, and interpret failed steering, suspension, and brake systems, and apply appropriate repair strategies.

Automotive Service Excellence (ASE)-Master, SC

Program Description

The ASE Master Skills Certificate will introduce students to the theory, diagnosis, and hands-on skills to service and repair light-duty vehicles. Students will be introduced to the basic fundamentals of diagnosis and repair of engine fuel systems, ignition systems, and computerized fuel injection control sensors and components. The engine performance skills certificate will help prepare students to take the Automotive Service Excellence (ASE) Engine Performance (A8) exam. Students must pass all coursework with a score of 70% or higher.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
AUTO 225	Engine Performance I	4
AUTO 227	Engine Performance II	4
AUTO 265	Electrical/Electronic Systems III	4
Semester Total		12
Total Units		12

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
Certificate Requirements		
AUTO 225	Engine Performance I	4
AUTO 227	Engine Performance II	4
AUTO 265	Electrical/Electronic Systems III	4
Total Units		12

Program Outcomes

Students completing the certificate will:

PSLO1: Identify, test, and interpret failed engine, powertrain, and emission components, and formulate repair strategies.

PSLO2: 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.

CAD Technician, SC

Program Description

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.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
DFT 100	Basic Drafting Principles	3
DFT 110	Print Reading for Industry	3
CADD 100	Introduction to Computer-Aided Drafting	3
Semester Total		9
2nd semester		
CADD 105	Intermediate Computer-Aided Drafting	3
CADD 140	Technical Drafting I	3
CADD 141	Technical Drafting II	3
Semester Total		9
3rd semester		
CADD 142	Technical Drafting III	3
Semester Total		3
Total Units		21

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
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

Program Outcomes

Students completing the certificate will:

PSLO1: 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.

PSLO2: Prepare technical drawings and presentations demonstrating understanding of manual and CAD drawings techniques.

PSLO3: Be eligible to take the ADDA (AD) Apprentice Drafter and/or (CD) Certified Drafter Exams and/or the Autodesk Certified Professional Exam.

Commercial Refrigeration, SC

Program Description

The Skills Certificate, Commercial Refrigeration 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.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
AC 102	Refrigeration Theory	3
AC 107	Electrical and Controls for HVAC	6
AC 113	Schematic Reading for HVAC/R	3
Semester Total		12
2nd semester		
AC 150	Basic Refrigeration Servicing	6
AC 200	Commercial Refrigeration I	6
Semester Total		12
Total Units		24

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
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

Program Outcomes

Students completing the certificate will:

PSLO1: Identify, troubleshoot, and repair commercial refrigeration units.

PSLO2: Identify, explain, and apply design techniques to commercial Refrigeration systems.

PSLO3: Identify, explain, and apply service and repair techniques to commercial refrigeration systems.

Construction Estimating, SC

Program Description

The Skills Certificate, Construction Estimating 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.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
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

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
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

Program Outcomes

Students completing this certificate will:

PSLO1: Examine and evaluate construction plans, specifications, documents and contracts.

PSLO2: Generate material take-off quantities.

PSLO3: Prepare estimates and contract proposals.

PSLO4: Review project budgets and actual costs data in order to implement efficient project management strategies.

Construction Project Management, SC

Program Description

The Skills Certificate, Construction Project Management, 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.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
CONS 155	On-Site Construction Supervision	3
CONS 205	Construction Site Safety	3
MGT 171	Supervision and Human Relations	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

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
Certificate Requirement		
CONS 155	On-Site Construction Supervision	3
CONS 205	Construction Site Safety	3
MGT 171	Supervision and Human Relations	3
CONS 211	Construction Cost Control	3
CONS 281	Construction Planning, Scheduling and Control	3
CONS 282	Construction Law	3
Total Units		18

Program Outcomes

Students completing this certificate will:

PSLO1: 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.

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

Program Description

The Skill Certificate, Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 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.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
AC 102	Refrigeration Theory	3
AC 107	Electrical and Controls for HVAC	6
AC 113	Schematic Reading for HVAC/R	3
Semester Total		12
2nd semester		
AC 106	Residential Gas Heating	6
AC 150	Basic Refrigeration Servicing	6
Semester Total		12
Total Units		24

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
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

Program Outcomes

Students completing the certificate will:

PSLO1: Identify, explain, troubleshoot, repair electrical systems and controls in HVAC/R systems and controls.

PSLO2: Identify and apply the elements of design techniques in HVAC/R.

PSLO3: Identify, troubleshoot and repair HVAC/R.

Industrial 4.0 Fundamentals and Applications, SC

Program Description

The Skills Certificate, Industry 4.0 Fundamentals and Applications is the premise for the fourth industrial revolution; this premise states that rapid changes to automation processes will occur due to significantly greater interconnectedness of all components involved in manufacturing as well as the capability of drastically expanded data analytics that will allow for unforeseen predictive capacities in production and maintenance. This certificate is aimed at providing students entry to intermediate level familiarity with basic components and concepts involved in what is often referred to as smart automation.

Recommended Course Schedule

1st semester		Units
MPT 110	Automated Production Concepts I	3
MPT 120	Automated Production Concepts II	3
MPT 140	Quality Control	3
Semester Total		9
Total Units		9

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
CERTIFICATE REQUIREMENTS		
MPT 110	Automated Production Concepts I	3
MPT 120	Automated Production Concepts II	3
MPT 140	Quality Control	3
Total Units		9

Program Outcomes

Students completing the certificate will:

PSLO1: Define basic terms and concepts associated with industry 4.0.

PSLO2: Demonstrate the operation of Manufacturing Execution Systems (MES) and Human Machine Interfaces (HMI).

PSLO3: Demonstrate the operation of different Product ID tools

PSLO4: Describe the use of vision technology to determine defects of products.

Industrial Communications and Data Analytics, SC

Program Description

The Skills Certificate, Industrial Communication and Data Analytics will prepare students for working in environments where advanced automation is present. Concepts such as networking, asset tracking, programming, and Industrial Internet of Things (IIoT) will be explored. Competencies realized here should allow students to collect, interpret, analyze, and display data gathered in a manufacturing environment in a meaningful and coherent manner.

Recommended Course Schedule

1st semester		Units
MPT 102	Introduction to Programming for Mechatronics	3
MPT 104	Introduction to IIoT, Networking and Data Analytics	6
Semester Total		9
Total Units		9

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
CERTIFICATE REQUIREMENTS		
MPT 102	Introduction to Programming for Mechatronics	3
MPT 104	Introduction to IIoT, Networking and Data Analytics	6
Total Units		9

Program Outcomes

Students completing the certificate will:

PSLO1: Use programmable components in manufacturing to collect data for extraction.

PSLO2: Utilize asset tracking devices and integrate them with related programmable instruction types

PSLO3: Demonstrate the integration of managed and unmanaged switches with automation equipment

PSLO4: Describe the impact of IIoT in manufacturing.

Industrial Maintenance for Automation, SC

Program Description

The Skills Certificate, Industrial Maintenance for Automation is meant for people beginning to broach the manufacturing industry. It will provide students with necessary competencies regarding the basic operation and servicing of automated production lines and robotics. Students will also learn about standard safety practices in the workplace as well as ones specific to the field of manufacturing.

Recommended Course Schedule

1st semester		Units
MPT 101	Basics of Operations and Maintenance	3
MPT 135	Material Handling	2
ELM 140	Industrial Robotics I	3
OSH 222	General Industry Safety	1
Semester Total		9
Total Units		9

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
Certificate Requirements		
MPT 101	Basics of Operations and Maintenance	3
MPT 135	Material Handling	2
ELM 140	Industrial Robotics I	3
OSH 222	General Industry Safety	1
Total Units		9

Program Outcomes

Students completing the certificate will:

PSLO1: Demonstrate best practices for material handling, including ones that impact the safety of oneself and others.

PSLO2: Demonstrate basic workplace safety

PSLO3: Demonstrate rudimentary operations involved in robotics

PSLO4: Analyze and service a production line to correct for common faults.

Industrial Mechatronics, SC

Program Description

The Skills Certificate, Industrial Mechatronics will instruct students on foundational and intermediate components of electrical, fluid, and mechanical power, and their applications in the field of manufacturing. These three components are commonly utilized in concert with one another on production lines as part of an automated process that individuals entering the field will be expected to comprehend and provide service in the event of faults.

Recommended Course Schedule

1st semester		Units
ELM 110	Electrical/Electronic Circuits	3
MPT 160	Mechanical Drive Systems I	3
MT 108	Fluid Power (Pneumatics, Electro-pneumatics)	3
Semester Total		9
Total Units		9

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
Certificate Requirements		
ELM 110	Electrical/Electronic Circuits	3
MT 108	Fluid Power (Pneumatics, Electro-pneumatics)	3
MPT 160	Mechanical Drive Systems I	3
Total Units		9

Program Outcomes

Students completing this certificate will:

PSLO1: Describe the theoretical principles behind core elements of mechatronics such as Ohm's Law, Kirchhoff's law, and Pascal's Rule.

PSLO2: Interpret schematics for electrical, pneumatic/hydraulic, and mechanical systems.

PSLO3: Assemble schematics for electrical, fluid, and mechanical applications.

PSLO4: Manually operate electrical, fluid, and mechanical systems.

PSLO5: Utilize diagnostic equipment to troubleshoot faults in electrical, fluid, and mechanical systems.

Industrial Process and Maintenance Theory, SC

Program Description

The Skills Certificate, Industrial Process and Maintenance Theory is aimed at providing students with the theoretical knowledge necessary for entry in various roles in the field of manufacturing and automation. It will cover a broad range of industry relevant concepts, terms and theories.

Recommended Course Schedule

1st semester		Units
MPT 111	Fundamentals of Manufacturing and Automation I	3
MPT 112	Fundamentals of Manufacturing and Automation II	3
MPT 114	Fundamentals of Manufacturing and Automation III	3
Semester Total		9
Total Units		9

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
CERTIFICATE REQUIREMENTS		
MPT 111	Fundamentals of Manufacturing and Automation I	3
MPT 112	Fundamentals of Manufacturing and Automation II	3
MPT 114	Fundamentals of Manufacturing and Automation III	3
Total Units		9

Program Outcomes

Students completing the certificate will:

- PSLO1: Define basic terms and concepts related to manufacturing.
- PSLO2: Identify and explain manufacturing metrics and optimization.
- PSLO3: Describe the Industrial Internet of Things (IIoT).

Industrial Programming and Controls, SC

Program Description

This Skills Certificate, Industrial Programming and Controls will prepare students to interact with industry standard programmable equipment such as Programmable Logic Controllers (PLCs) and robotics as well as control logic common to programming languages and diagrams in industry. This background will allow students to readily interact with automated equipment and comprehend the underlying conditions by which a given process is guided.

Recommended Course Schedule

1st semester		Units
ELM 127	Introduction to AC Controls	3
ELM 134	Programmable Logic Controllers I	3
ELM 240	Advanced Manufacturing and Robotic Systems	3
Semester Total		9
Total Units		9

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
CERTIFICATE REQUIREMENTS		
ELM 127	Introduction to AC Controls	3
ELM 134	Programmable Logic Controllers I	3
ELM 240	Advanced Manufacturing and Robotic Systems	3
Total Units		9

Program Outcomes

Students completing the certificate will:

PSLO1: Program and troubleshoot PLCs.

PSLO2: Describe basic and advanced sensors and the range of their function in an automated environment.

PSLO3: Operate, program and troubleshoot a robot in an assembly environment.

PSLO4: Create, wire, and troubleshoot motor control diagrams that use control logic.

Machining Level 1-CNC Milling, SC

Program Description

This 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.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

pslo3: Employ appropriate workplace skills, including the application of personal and mechanical safety measures for CNC mill equipment.

Recommended Course Schedule

1st semester		Units
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

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
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

Program Outcomes

Students completing the certificate will:

PSLO1: Write ISO standard G-Code programs for CNC milling operations.

pslo2: Set-up, operate, and produce a finished product using CNC milling equipment.

Machining Level 1-CNC Turning, SC

Program Description

The Skills Certificate, Machining Level 1 - CNC Turning: Operations and Programming, 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.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
MTT 101	Introduction to Machine Shop	3
or	or Machine Projects	
MTT 261		
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

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
Certificate Requirements		
MTT 101	Introduction to Machine Shop	3
or MTT 261	Machine Projects	
MTT 105	Machine Shop I	3
MTT 230	Computer Numerical Control I	4
MTT 292	Computer-Aided Manufacturing I	4
Total Units		14

Program Outcomes

Students completing the certificate will:

PSLO1: Write ISO standard G-Code programs for CNC turning operations.

PSLO2: Set-up, operate, and produce a finished product using CNC lathe equipment.

PSLO3: Employ appropriate workplace skills, including the application of personal and mechanical safety measures for CNC lathe equipment.

Revit Architectural Drafting, SC

Program Description

The Revit Architectural Drafting Skills Certificate is designed to enhance the student's abilities in the Revit computer-aided drafting program relevant to industry drafting standards and introduces the role of the software with Building Information Modeling.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

First Year

2nd semester		Units
AAD 125	Construction Drawings and Detailing	3
AAE 282	Design Foundations III	6
Semester Total		9
Total Units		9

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
AAD 125	Construction Drawings and Detailing	3
AAE 282	Design Foundations III	6
Total Units		9

Program Outcomes

Students completing the certificate will:

PSLO1: Students will create and interpret conceptual hand drawings and apply the acquired evidence and reasoning to two-dimensional building planes.

PSLO2: Students will shape, modify and transform two-dimensional objects into intelligent 3D models of buildings.

PSLO3: Students will record and deduce the information found in 3D building models and will in turn compile a set of construction drawings.

Solar Energy Technician, SC

Program Description

The Skills Certificate, Solar Energy Technician 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.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
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

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
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

Program Outcomes

Students completing the certificate will:

PSLO1: Explain the basics of safety, electricity, and solar energy fundamentals.

PSLO2: Examine PV module fundamentals and system components, including sizing principles.

PSLO3: Apply PV system electrical and mechanical design principles.

Welding/CNC, SC

Program Description

Skills Certificate, Welding/CNC provides the student with entry-level training and skills in the basic operation of the CNC machining process.

Recommended Course Schedule

1st semester		Units
WELD 211	Welding I	3
WELD 212	Welding I Practice	2
WELD 205	CNC PAC I	3
WELD 206	CNC PAC I Practice	2
Semester Total		10
Total Units		10

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
Certificate Requirements		
WELD 211	Welding I	3
WELD 212	Welding I Practice	2
WELD 205	CNC PAC I	3
WELD 206	CNC PAC I Practice	2
Total Units		10

Program Outcomes

Students completing the certificate will:

PSLO1: Be proficient in one welding process.

PSLO2: Have an understanding of the CNC process and operation.

PSLO3: Students will work safely with equipment as per industry standards.

Welding, Flux-Cored Arc Welding (FCAW) & Gas Tungsten Arc Welding (GTAW), SC

Program Description

This 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.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
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

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
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

Program Outcomes

Students completing the certificate will:

PSLO1: Use the FCAW, GTAW, and plasma arc cutting processes to produce a variety of welds.

PSLO2: Fabricate simple parts from basic drawings, sketches, and technical plans.

PSLO3: Demonstrate appropriate workplace skills and tools, including the application of personal and mechanical safety measures for using welding equipment and techniques.

Welding, Shielded Metal Arc-Welding (SMAW) & Gas Metal Arc-Welding (GMAW), SC

Program Description

This 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.

This program is not eligible for financial aid. However, it may be eligible for scholarship funding if the student is awarded scholarships.

Recommended Course Schedule

1st semester		Units
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

Program Requirements

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 awarded upon completion of coursework and marked on a student's transcripts at the end of the semester (Students are unable to declare intent to complete a skills certificate.) Skills Certificates are not eligible for Financial Aid.

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.

Code	Title	Units
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

Program Outcomes

Students completing the certificate will:

PLS01: Use the SMAW and GMAW processes to produce a variety of welds.

PLS02: Fabricate simple parts from basic drawings, sketches, and technical plans.

PLS03: Demonstrate appropriate workplace skills and tools, including the application of personal and mechanical safety measures for using welding equipment and techniques.

Diesel ASE Technician, CoA

Program Description

This Certificate of Achievement, Diesel ASE Technician, combines with the Diesel General Service Technician Certificate of Achievement to complete the Diesel AAS adding a deeper level of understanding and experience for systems operations, diagnosis, and repair of medium and heavy-duty transportation vehicles and equipment. 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. Combined with the General Service Technician Certificate students will be further prepared to take the ASE T-series of exams and become nationally certified and possibly gain master technician status.

Recommended Course Schedule

1st semester		Units
DT 100	Introduction to Diesel Technologies	2
DT 101	Basic Diesel Engines	4
Communications		3
Semester Total		9
2nd semester		
DT 105	Mobile Heating and Air Conditioning	3
DT 102	Basic Heavy Duty Electrical Systems	4
DT 110	Heavy Duty Electrical Systems	3
DT 201	Diesel Brakes and Pneumatics	3
Semester Total		13
3rd semester		
DT 130	Heavy Duty Hydraulics	3
DT 250	Preventive Maintenance	2
DT 106	Heavy Duty Transmissions and Power Trains	4
DT 107	Heavy Duty Automatic Transmissions and Drive Trains	4
DT 235	Steering and Suspension	2
Semester Total		15
Total Units		37

Program Requirements

Certificates of Achievement are a set of courses that can serve as a stepping stone to an associate 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 Certificate of Achievement (p. 304).
4. Have no financial or library obligation to the college.

Code	Title	Units
General Education Requirements		
<i>Communications</i>		3
Recommended:		
BUS 107 or ENG 107	Business Speech Communications Technical Communications I	
<i>Human Relations</i>		[3]
Satisfied through embedded curriculum in the following courses: DT 101, DT 102, DT 110, DT 130, DT 201, DT 250.		
<i>Mathematics</i>		[3]
Satisfied through embedded curriculum in the following courses: DT 101, DT 102, DT 110, DT 130, DT 201, DT 250.		
Certificate Requirements		
DT 100	Introduction to Diesel Technologies	2
DT 101	Basic Diesel Engines	4
DT 102	Basic Heavy Duty Electrical Systems	4
DT 105	Mobile Heating and Air Conditioning	3
DT 106	Heavy Duty Transmissions and Power Trains	4
DT 107	Heavy Duty Automatic Transmissions and Drive Trains	4
DT 110	Heavy Duty Electrical Systems	3
DT 130	Heavy Duty Hydraulics	3
DT 201	Diesel Brakes and Pneumatics	3
DT 235	Steering and Suspension	2
DT 250	Preventive Maintenance	2
Total Units		37

Program Outcomes

Students completing the certificate will:

PSLO1: Analyze and apply the proper heavy-medium duty vehicle components, diagnosis, rebuild, and repair procedures.

PSLO2: Identify, test, and interpret failed heavy-medium duty vehicle components, and apply appropriate repair strategies.

PSLO3: Analyze and apply appropriate workplace skills and tools, including the application of personal and mechanical safety measures in the workplace.

Additional Academic Opportunities

Career and Technical Education (CTE)

College Credit

The CTE College Credit Program (formerly Tech Prep) grants free college credit for approved high school Career and Technical Education (CTE) programs. CTE programs are a sequence of high school elective classes, taught by high school teachers at the high school. The CTE College Credit Program prepares students to earn an associate degree, certificate of achievement, skills certificate, and/or industry credential in less time and at a lower cost by not repeating courses in college for skills mastered in high school.

To qualify for CTE College Credit, students must:

- Earn a minimum 3.0 grade point average in the CTE program core course sequence
- Pass the state end-of-program technical assessment
- Pass the state Workplace Readiness assessment

For complete eligibility requirements and application information, please visit [cte.tmcc.edu](http://www.tmcc.edu/cte-college-credit/) (<http://www.tmcc.edu/cte-college-credit/>) or call 775-674-7683.

Jump Start Program

TMCC invites current High School students to take college classes while they complete their high school diploma or equivalent. The Jump Start Program is one of several dual enrollment opportunities at TMCC. Dual enrollment allows high school students to take college classes while they are still enrolled in high school. These classes may count for both high school and college credit. High school students who complete dual enrollment classes generally take fewer classes in college and save time and money on total college costs. Each school district, or in some cases high schools and their governing authority determine how college courses are used to satisfy high school graduation requirements.

Credits earned in Jump Start classes may be applied toward an associate degree at TMCC and transferable credits can be applied toward a baccalaureate degree at UNR, UNLV, and NSC.

Parents and students who request enrollment in a TMCC class with the Jump Start Program agree to the conditions established in the Information for Jump Start Parents and Guardians (<https://www.tmcc.edu/jump-start-program/parent-information/>) and must follow the Jump Start Student Roles and Responsibilities (<https://www.tmcc.edu/jump-start-program/student-roles-and-responsibilities/>).

Academic freedom is practiced at TMCC and allows faculty and students to pursue whatever inquiry they feel is important in the classroom without fear of censorship. In a college environment, students may encounter adult language and images, different philosophical viewpoints, and belief systems.

Once admitted to a college class, the student should be the only point of contact with college instructors.

Students are responsible for paying all applicable fees within the specified time frame. Please note students are also responsible for the purchase of any required supplies and/or textbooks.

Ready to start? To enroll students must follow the Steps to Enroll: Jump Start Students (<http://www.tmcc.edu/steps-to-enroll/high-school/jump-start/>).

Most high school students have an 'under 18 hold' on their MyTMCC account. Students should complete an online Permission to Enroll form (<https://www.tmcc.edu/steps-to-enroll/high-school/jump-start/permission-to-enroll/>) every semester to request class enrollment. Legal guardian and high school counselor consent are required.

For more information, please visit jumpstart.tmcc.edu (<http://jumpstart.tmcc.edu/>) or email dualcredit@tmcc.edu.

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
- 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 775-673-7291.

Internships

Internships are courses that integrate classroom study with related work experience in a real-world environment. 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 providing employers an ongoing pipeline of future employees.

An 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;
- Have a 2.5 GPA or higher to qualify;
- Enroll in one to eight credits with department/program approval;
- 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 typically at a rate of 45 hours of work per credit);
- Be able to identify, with the help of the employer partner and faculty sponsor, a set of job-related learning objectives that will enhance the student's career development.

Academic credit is awarded for completing the mutually agreed upon learning objectives assigned by the faculty sponsor. For students wanting to complete an internship at their place of employment, the employer must agree to establish new learning objectives before the internship is approved. For more information visit the Internship Program website (<http://www.tmcc.edu/career-center/internships/program-information/>), or contact the Internship Coordinator at 775-673-7060.

Online Programs and Courses

TMCC offers different degree and certificate options you can complete online. Online courses are treated the same as traditional courses when being considered for transfer. The advantage of completing your degree online includes convenience, expert instruction, and additional student support.

If you choose to complete a degree online, you will have the flexibility to study on your own time, wherever you are, all you need is an internet connection. See the degree and certificate options below.

To find our online degrees and certificates go to Choose Your Degree or Certificate (https://nextcatalog.tmcc.edu/degrees-certificates/#filter=filter_1).

Online class schedules can be viewed in MyTMCC (<http://my.tmcc.edu/>) or in the current Class Schedule (<http://www.tmcc.edu/schedule/>)(filter for "class type=online").

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 Areas

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 the information.

People & 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 the classification of courses, by discipline, designed to meet the General Education Competencies. The requirements for the AA, AS, AAS, BAS, and BS 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. 304)
- Associate of Arts/Associate of Science, and Baccalaureate programs (p. 299)
- Associate of General Studies and Certificate of Achievement, General Studies (p. 308)

Associate of Arts, Associate of Science, and Bachelors General Education Degree Requirements and Additional College Requirements General Education

Please Note: Courses used for AA/AS general education are eligible to meet Bachelor's general education requirements. Nontransferable courses listed on the AAS and the Associate of General Studies general educations list may not be used to satisfy general education for Bachelor's degrees.

English

3 to 6 Units Required

Code	Title	Units
Must include ENG 102 or ENG 114		
ENG 101 or ENG 100 or ENG 113	Composition I Composition Enhanced Composition I for International and Multilingual Students	3
ENG 102 or ENG 114	Composition II Composition II For International and Multilingual Students	3

Fine Arts

3 Units Required

Code	Title	Units
ART 100	Visual Foundations	3
ART 101	Drawing I	3
ART 124	Introduction to Printmaking	3
ART 141	Introduction to Digital Photography	3
ART 160	Art Appreciation	3
ART 211	Ceramics I	3
ART 212	Ceramics II	3
ART 260	Survey of Art History I	3
ART 261	Survey of Art History II	3
ART 263	Survey of African, Oceanic, & Native American Art ¹	3
ART 265	Introduction to Contemporary Art ¹	3
ART 268	Latin American Art ¹	3
ART 270	Women in Art ¹	3
DAN 101	Dance Appreciation ¹	3
ENG 202	Film Analysis and Interpretation	3
ENG 205	Intro to Creative Writing: Fiction and Poetry	3
ENG 220	Writing Poetry	3
ENG 221	Writing Fiction	3
ENG 222	Intermediate Fiction: Novel Writing	3
ENG 224	Introduction to Screenwriting	3
ENG 246	The Art of Literature	3
ENG 275	Contemporary Literature	3
HUM 101	Introduction to Humanities I	3

HUM 102	Introduction to Humanities II	3
HUM 105/THTR 180	The Art of Film	3
HUM 106	Introduction to the American Motion Picture	3
MUS 101	Music Fundamentals	3
MUS 121	Music Appreciation	3
MUS 122	Survey of Jazz	3
MUS 125	History of Rock Music	3
SOTA 101	Introduction to the Arts	3
THTR 100	Introduction to Theatre	3
THTR 105	Introduction to Acting I	3
THTR 180/HUM 105	Cinema as Art and Communication	3
THTR 210	Theatre: a Cultural Context ¹	3

Humanities

3 Units Required

Code	Title	Units
AAD 201	History of the Built Environment ¹	3
CH 201	Ancient and Medieval Cultures	3
CH 202	The Modern World	3
CH 203	American Experiences and Constitutional Change ²	3
ECON 105	History and Comparison of Economic Systems ¹	3
ENG 205	Intro to Creative Writing: Fiction and Poetry	3
ENG 220	Writing Poetry	3
ENG 221	Writing Fiction	3
ENG 222	Intermediate Fiction: Novel Writing	3
ENG 224	Introduction to Screenwriting	3
ENG 231	World Literature I ¹	3
ENG 232	World Literature II ¹	3
ENG 246	The Art of Literature	3
ENG 267	Introduction to Women and Literature ¹	3
ENG 275	Contemporary Literature	3
ENG 298	Writing About Literature	3
HIST 105	European Civilization to 1648	3
HIST 106	European Civilization since 1648	3
HIST 208	World History I ¹	3
HIST 209	World History II ¹	3
HUM 101	Introduction to Humanities I	3
HUM 102	Introduction to Humanities II	3
HUM 105 or THTR 180	The Art of Film Cinema as Art and Communication	3
HUM 106	Introduction to the American Motion Picture	3
HUM 211	Survey of Chinese Culture ¹	3
MUS 121	Music Appreciation	3
MUS 122	Survey of Jazz	3
PHIL 101	Introduction to Philosophy	3
PHIL 135	Introduction to Ethics	3
PHIL 210	World Religions ¹	3
PHIL 211	Introduction to Ancient Philosophy	3

PHIL 213	Introduction to Modern Philosophy	3
PHIL 245	Contemporary Moral Issues ¹	3
THTR 100	Introduction to Theatre	3
THTR 180/HUM 105	Cinema as Art and Communication	3
THTR 210	Theatre: a Cultural Context ¹	3

Mathematics

3 Units Required

Code	Title	Units
MATH 119	Fundamentals of College Mathematics II (Successful completion of MATH 19 & MATH 119 is equivalent to MATH 120 and fulfills MATH requirement for Associate of Arts and Bachelor of Applied Science only - Does *NOT* count for Associate of Science or Bachelors of Science.)	3
MATH 120	Fundamentals of College Mathematics (Associate of Arts and Bachelor of Applied Science only - Does *NOT* count for Associate of Science or Bachelors of Science.)	3
MATH 124	College Algebra	3
MATH 126	Pre-Calculus I	3
MATH 127	Pre-Calculus II	3
MATH 176	Introductory Calculus for Business and Social Sciences	3
MATH 181	Calculus I	4
STAT 152	Introduction to Statistics	3

Science

6 Units Required

Code	Title	Units
Must include at least one lab course.		
AGSC 100	Elements of Livestock Production ³	3
ANTH 102	Introduction to Biological Anthropology ³	3
ANTH 110L	Biological Anthropology Laboratory	1
AST 104	Introductory Astronomy: Stars and Galaxies	3
BIOL 100	General Biology for Non-Majors	3
BIOL 106	Introduction to Evolution and Adaptation	3
BIOL 112	Introduction to Animal Behavior	3
BIOL 113	Life in the Ocean	3
BIOL 137	Introduction to Entomology	3
BIOL 170	Calling Bullshit: Reasoning in a World of Data and Misinformation ³	3
BIOL 190A	Introduction to Cell and Molecular Biology ³	3
BIOL 190L	Introduction to Cell and Molecular Biology Laboratory	1
BIOL 191A	Introduction to Organismal Biology ³	3
BIOL 191L	Intro to Organismal Biology Lab	1
BIOL 202	General Botany	4
BIOL 234	Natural History of the Great Basin	4
BIOL 251	General Microbiology	4
CHEM 100	Molecules and Life in the Modern World	3
CHEM 121	General Chemistry I	4

CHEM 122	General Chemistry II	4
DATA 101	Introduction to Data Science ³	3
ENV 101	Introduction to Environmental Science ³	3
GEOG 103	Physical Geography of Earth's Environment ³	3
GEOL 100	Earthquakes, Volcanoes and Natural Disasters	3
GEOL 101	Geology: Exploring Planet Earth	4
GEOL 102	Earth and Life Through Time	4
NUTR 121	Human Nutrition	3
PHYS 100	Introductory Physics	3
PHYS 151	General Physics I	4
PHYS 152	General Physics II	4
PHYS 180	Physics for Scientists and Engineers I ³	3
PHYS 180L	Physics for Scientists/Engineers Lab I	1
PHYS 181	Physics for Scientists and Engineers II ³	3
PHYS 181L	Physics for Scientists/Engineers Lab II	1

Social Science

3 Units Required

Code	Title	Units
ANTH 101	Introduction to Cultural Anthropology	3
ANTH 201	Peoples and Cultures of the World ¹	3
ANTH 202	Archaeology	3
ANTH/SOC 205	Ethnic Groups in Contemporary Societies ¹	3
ANTH 208	Fundamentals of Cultural Diversity	3
CH 201	Ancient and Medieval Cultures	3
CH 202	The Modern World	3
CH 203	American Experiences and Constitutional Change ²	3
COM 113	Fundamentals of Speech Communications	3
ECON 102	Principles of Microeconomics	3
ECON 103	Principles of Macroeconomics	3
ECON 105	History and Comparison of Economic Systems ¹	3
GEOG 106	Introduction to Cultural Geography	3
GEOG 200	World Regional Geography ¹	3
HIST 101	US History to 1877 ²	3
HIST 102	U. S. History since 1877 ²	3
HIST 105	European Civilization to 1648	3
HIST 106	European Civilization since 1648	3
HIST 111	Survey of U.S. Constitutional History ²	3
HIST 208	World History I ¹	3
HIST 209	World History II ¹	3
HIST 215	History of Sexuality in the United States ¹	3
HIST 217	Nevada History ²	3
PSC 101	Introduction to American Politics ²	3
PSC 211	Introduction to Comparative Politics	3
PSC 231	Introduction to International Relations	3
PSY 101	General Psychology	3
SOC 101	Principles of Sociology	3

SOC/ANTH 205	Ethnic Groups in Contemporary Societies	3
WMST 101	Introduction to Women's Studies ¹	3

¹

Course also satisfies Diversity

²

Course also satisfies U.S. and Nevada Constitutions

³

Lecture course only, you may need to take a specified laboratory course as a corequisite or an additional course to fulfill the laboratory requirement.

Additional College Requirements

Code	Title	Units
Associate of Arts Additional College Requirements		[20]
General Education Units		24
Diversity ^{1,2}		3
U.S. and Nevada Constitutions ^{1,3}		3
Foreign Language ⁴		0-14
AM 148	American Sign Language IV	
FREN 212	Second Year French II	
SPAN 212	Second Year Spanish II	
SPAN 227	Spanish for Heritage Speakers II	
Emphasis and Elective units may be necessary to meet the total minimum of 60 units for your chosen AA degree.		16-40
Total Units		60

Code	Title	Units
Associate of Science Additional College Requirements		[12]
General Education Units		24
Diversity ^{1, 2}		3
Science		6
Any transferable science units		
U.S. and Nevada Constitutions ^{1,3}		3
Emphasis and Elective units may be necessary to meet the total minimum of 60 units for your chosen AS degree.		12-24
Total Units		60

Diversity

3 Units Required

Code	Title	Units
AAD 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
ART 261	Survey of Art History II	3
ART 263	Survey of African, Oceanic, & Native American Art	3
ART 265	Introduction to Contemporary Art	3
ART 268	Latin American Art	3
ART 270	Women in Art	3
COM 285	Communication Disabilities and Film	3
DAN 101	Dance Appreciation	3

ECON 105	History and Comparison of Economic Systems	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
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 215	History of Sexuality in the United States	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
HUM 211	Survey of Chinese 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
PHIL 245	Contemporary Moral Issues	3
PSY/SOC 276	Aging in Modern American Society	3
SOC/ANTH 205	Ethnic Groups in Contemporary Societies	3
SOC/PSY 276	Aging in Modern American Society	3
SPAN 221	Iberia and Its Cultures	3
SPAN 222	Hispanic-America and Its Culture	3
SPAN 225	A Cultural Perspective: Spain...New Mexico	3
THTR 210	Theatre: 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

1

May also satisfy another degree requirement.

2

Three units of diversity coursework are required to satisfy all associate degrees granted. A course used to satisfy the diversity requirement may also apply to a General Education requirement or 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.

U.S. and Nevada Constitutions

3 to 6 Units Required

Code	Title	Units
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

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.

Code	Title	Units
Approved Foreign Language Requirement Courses		
<i>American Sign Language</i>		
AM 148	American Sign Language IV	3
<i>French</i>		
FREN 212	Second Year French II	3
<i>Spanish</i>		
SPAN 212	Second Year Spanish II	3
or SPAN 227	Spanish for Heritage Speakers II	

Associate of Applied Science General Education Requirements and Additional College Requirements

General Education

Please Note: Not all courses listed on the AAS general education list may be used to satisfy general education requirements for Bachelor's degrees as many are nontransferable. Please refer to the General Education listing for transferable Associates and Bachelor's degrees (p. 299).

Communications

3 Units Required

Code	Title	Units
BUS 107	Business Speech Communications	3
BUS 111	Workplace Communications	3
COM 113	Fundamentals of Speech Communications	3
COM 215	Introduction to Group Communication	3
COM 285	Communication Disabilities and Film ¹	3
ENG 101 or ENG 100 or ENG 113	Composition I Composition Enhanced Composition I for International and Multilingual Students	3
ENG 102 or ENG 114	Composition II Composition II For International and Multilingual Students	3
ENG 107	Technical Communications I	3
ENG 108	Technical Communications II	3
ENG 205	Intro to Creative Writing: Fiction and Poetry	3
ENG 220	Writing Poetry	3
ENG 221	Writing Fiction	3
ENG 224	Introduction to Screenwriting	3
EPY 101	Educational, Career, and Personal Development	3
JOUR 107	Media Writing	3
READ 135	College Reading Strategies	3

English

3 Units Required

Code	Title	Units
BUS 106	Business English	3
BUS 108	Business Letters and Reports	3
ENG 101 or ENG 100 or ENG 113	Composition I Composition Enhanced Composition I for International and Multilingual Students	3
ENG 102 or ENG 114	Composition II Composition II For International and Multilingual Students	3
ENG 107	Technical Communications I	3
ENG 108	Technical Communications II	3

ENG 181	Vocabulary and Meaning	3
JOUR 107	Media Writing	3

Human Relations

3 Units Required

Code	Title	Units
Content may be embedded in required program courses		
CE 201	Workplace Readiness	3
EPY 101	Educational, Career, and Personal Development	3
MGT 171	Supervision and Human Relations	3
MGT 201	Principles of Management	3
MGT 212	Leadership and Human Relations	3
MGT 235	Organizational Behavior	3
PSY 102	Psychology of Personal and Social Adjustment	3

Fine Arts, Humanities, or Social Science

3 Units Required

Code	Title	Units
Select a course in one of the three areas below:		
Fine Arts		
ART 100	Visual Foundations	3
ART 101	Drawing I	3
ART 124	Introduction to Printmaking	3
ART 141	Introduction to Digital Photography	3
ART 160	Art Appreciation	3
ART 211	Ceramics I	3
ART 212	Ceramics II	3
ART 260	Survey of Art History I	3
ART 261	Survey of Art History II	3
ART 263	Survey of African, Oceanic, & Native American Art ¹	3
ART 265	Introduction to Contemporary Art ¹	3
ART 268	Latin American Art ¹	3
ART 270	Women in Art ¹	3
DAN 101	Dance Appreciation ¹	3
DAN 138	Modern Dance, Beginning	1
ENG 202	Film Analysis and Interpretation	3
ENG 205	Intro to Creative Writing: Fiction and Poetry	3
ENG 220	Writing Poetry	3
ENG 221	Writing Fiction	3
ENG 222	Intermediate Fiction: Novel Writing	3
ENG 224	Introduction to Screenwriting	3
ENG 246	The Art of Literature	3
ENG 250	Introduction to Children's Literature	3
ENG 275	Contemporary Literature	3
ENG 281	Introduction to Language	3
ENG 282	Introduction to Language and Literary Expression	3
HUM 101	Introduction to Humanities I	3
HUM 102	Introduction to Humanities II	3
HUM 105/THTR 180	The Art of Film	3

HUM 106	Introduction to the American Motion Picture	3	HUM 102	Introduction to Humanities II	3
MUS 101	Music Fundamentals	3	HUM 105/THTR 180	The Art of Film	3
MUS 121	Music Appreciation	3	HUM 106	Introduction to the American Motion Picture	3
MUS 122	Survey of Jazz	3	HUM 211	Survey of Chinese Culture ¹	3
MUS 125	History of Rock Music	3	MUS 121	Music Appreciation	3
SOTA 101	Introduction to the Arts	3	MUS 122	Survey of Jazz	3
THTR 100	Introduction to Theatre	3	MUS 125	History of Rock Music	3
THTR 105	Introduction to Acting I	3	PHIL 101	Introduction to Philosophy	3
THTR 180/HUM 105	Cinema as Art and Communication	3	PHIL 135	Introduction to Ethics	3
THTR 205	Introduction to Acting II	3	PHIL 210	World Religions ¹	3
THTR 210	Theatre: a Cultural Context ¹	3	PHIL 211	Introduction to Ancient Philosophy	3
THTR 258	Theatre Experience and Travel	1-2	PHIL 213	Introduction to Modern Philosophy	3
Humanities			PHIL 245	Contemporary Moral Issues ¹	3
AAD 201	History of the Built Environment ¹	3	SPAN 111	First Year Spanish I	4
AM 145	American Sign Language I	4	SPAN 112	First Year Spanish II	4
AM 146	American Sign Language II	4	SPAN 211	Second Year Spanish I	3
AM 147	American Sign Language III	3	SPAN 212	Second Year Spanish II	3
AM 148	American Sign Language IV	3	THTR 100	Introduction to Theatre	3
AUTO 200	History of the Automobile	3	THTR 180	Cinema as Art and Communication	3
CH 201	Ancient and Medieval Cultures	3	or HUM 105	The Art of Film	
CH 202	The Modern World	3	THTR 209	Theatre Practicum	1-6
CH 203	American Experiences and Constitutional Change ²	3	THTR 210	Theatre: a Cultural Context ¹	3
ECON 105	History and Comparison of Economic Systems ¹	3	THTR 232	Children's Theatre	3
ENG 205	Intro to Creative Writing: Fiction and Poetry	3	Social Science		
ENG 220	Writing Poetry	3	ANTH 101	Introduction to Cultural Anthropology	3
ENG 221	Writing Fiction	3	ANTH 201	Peoples and Cultures of the World ¹	3
ENG 222	Intermediate Fiction: Novel Writing	3	ANTH 202	Archaeology	3
ENG 224	Introduction to Screenwriting	3	ANTH/SOC 205	Ethnic Groups in Contemporary Societies ¹	3
ENG 231	World Literature I ¹	3	ANTH 208	Fundamentals of Cultural Diversity ¹	3
ENG 232	World Literature II ¹	3	CH 201	Ancient and Medieval Cultures	3
ENG 246	The Art of Literature	3	CH 202	The Modern World	3
ENG 250	Introduction to Children's Literature	3	CH 203	American Experiences and Constitutional Change ²	3
ENG 267	Introduction to Women and Literature ¹	3	COM 113	Fundamentals of Speech Communications	3
ENG 275	Contemporary Literature	3	ECON 102	Principles of Microeconomics	3
ENG 281	Introduction to Language	3	ECON 103	Principles of Macroeconomics	3
ENG 282	Introduction to Language and Literary Expression	3	ECON 105	History and Comparison of Economic Systems ¹	3
ENG 298	Writing About Literature	3	EDU 201	Introduction to Elementary Education	3
FREN 111	First Year French I	4	EDU 202	Introduction to Secondary Education	3
FREN 112	First Year French II	4	EDU 203	Introduction to Special Education ¹	3
FREN 211	Second Year French I	3	GEOG 106	Introduction to Cultural Geography	3
FREN 212	Second Year French II	3	GEOG 200	World Regional Geography ¹	3
HIST 105	European Civilization to 1648	3	HDFS 201	Lifespan Human Development	3
HIST 106	European Civilization since 1648	3	HDFS 202	Introduction to Families	3
HIST 208	World History I ¹	3	HIST 101	US History to 1877 ²	3
HIST 209	World History II ¹	3	HIST 102	U. S. History since 1877 ²	3
HIST 227	Introduction to Latin American History & Culture I ¹	3	HIST 105	European Civilization to 1648	3
HUM 101	Introduction to Humanities I	3	HIST 106	European Civilization since 1648	3
			HIST 111	Survey of U.S. Constitutional History ²	3
			HIST 208	World History I ¹	3

HIST 209	World History II ¹	3	ANTH 102	Introduction to Biological Anthropology	3
HIST 215	History of Sexuality in the United States ¹	3	ANTH 110L	Biological Anthropology Laboratory	1
HIST 217	Nevada History ²	3	AST 104	Introductory Astronomy: Stars and Galaxies	3
JOUR 101	Critical Analysis of Mass Media	3	BIOL 100	General Biology for Non-Majors	3
JOUR 103	Introduction to Media and Society	3	BIOL 106	Introduction to Evolution and Adaptation	3
JOUR 107	Media Writing	3	BIOL 112	Introduction to Animal Behavior	3
MGT 201	Principles of Management	3	BIOL 113	Life in the Ocean	3
MGT 212	Leadership and Human Relations	3	BIOL 137	Introduction to Entomology	3
PSC 101	Introduction to American Politics ²	3	BIOL 170	Calling Bullshit: Reasoning in a World of Data and Misinformation	3
PSC 211	Introduction to Comparative Politics	3	BIOL 190A	Introduction to Cell and Molecular Biology	3
PSC 231	Introduction to International Relations	3	BIOL 190L	Introduction to Cell and Molecular Biology Laboratory	1
PSY 101	General Psychology	3	BIOL 191A	Introduction to Organismal Biology	3
PSY 102	Psychology of Personal and Social Adjustment	3	BIOL 191L	Intro to Organismal Biology Lab	1
SOC 101	Principles of Sociology	3	BIOL 202	General Botany	4
SOC/ANTH 205	Ethnic Groups in Contemporary Societies ¹	3	BIOL 234	Natural History of the Great Basin	4
WMST 101	Introduction to Women's Studies ¹	3	BIOL 251	General Microbiology	4
WMST 250	Introduction to Feminist Theory ¹	3	CHEM 100	Molecules and Life in the Modern World	3
WMST 255	The American Women's Movement ¹	3	CHEM 121	General Chemistry I	4

Mathematics

3 Units Required

Code	Title	Units
Content may be embedded in required program courses		
BUS 117	Business Calculations and Methods	3
COT 110	Business Machines	1-3
CUL 245	The Business Chef	3
ECON 261	Principles of Statistics I	3
ECON 262	Principles of Statistics II	3
MATH 100	Math for Allied Health and Public Safety Programs	3
MATH 105	Applied Topics in Math	3
MATH 108	Math for Technicians	3
MATH 119	Fundamentals of College Mathematics II (Successful completion of MATH 19 & MATH 119 is equivalent to MATH 120 and fulfills MATH requirement for Associate of Applied Science.)	3
MATH 120	Fundamentals of College Mathematics	3
MATH 124	College Algebra	3
MATH 126	Pre-Calculus I	3
MATH 127	Pre-Calculus II	3
MATH 176	Introductory Calculus for Business and Social Sciences	3
MATH 181	Calculus I	4
PSY/SOC 210	Introduction to Statistical Methods	3
STAT 152	Introduction to Statistics	3

Science

3 Units Required

Code	Title	Units
Content may be embedded in required program courses		
AGSC 100	Elements of Livestock Production	3

ANTH 102	Introduction to Biological Anthropology	3
ANTH 110L	Biological Anthropology Laboratory	1
AST 104	Introductory Astronomy: Stars and Galaxies	3
BIOL 100	General Biology for Non-Majors	3
BIOL 106	Introduction to Evolution and Adaptation	3
BIOL 112	Introduction to Animal Behavior	3
BIOL 113	Life in the Ocean	3
BIOL 137	Introduction to Entomology	3
BIOL 170	Calling Bullshit: Reasoning in a World of Data and Misinformation	3
BIOL 190A	Introduction to Cell and Molecular Biology	3
BIOL 190L	Introduction to Cell and Molecular Biology Laboratory	1
BIOL 191A	Introduction to Organismal Biology	3
BIOL 191L	Intro to Organismal Biology Lab	1
BIOL 202	General Botany	4
BIOL 234	Natural History of the Great Basin	4
BIOL 251	General Microbiology	4
CHEM 100	Molecules and Life in the Modern World	3
CHEM 121	General Chemistry I	4
CHEM 122	General Chemistry II	4
DATA 101	Introduction to Data Science	3
ENV 101	Introduction to Environmental Science	3
GEOG 103	Physical Geography of Earth's Environment	3
GEOL 100	Earthquakes, Volcanoes and Natural Disasters	3
GEOL 101	Geology: Exploring Planet Earth	4
GEOL 102	Earth and Life Through Time	4
MASG 205/PTR 210	Kinesiology for Massage and Fitness Professionals	3
MTT 150	Metallurgy I	3-4
NUTR 121	Human Nutrition	3
NUTR 223	Principles of Nutrition	3
PHYS 100	Introductory Physics	3
PHYS 151	General Physics I	4
PHYS 152	General Physics II	4
PHYS 180	Physics for Scientists and Engineers I	3
PHYS 180L	Physics for Scientists/Engineers Lab I	1
PHYS 181	Physics for Scientists and Engineers II	3
PHYS 181L	Physics for Scientists/Engineers Lab II	1
PTR 210/MASG 205	Kinesiology for Massage and Fitness Professionals	3

¹

Course also satisfies Diversity.

²

Course also satisfies U.S. and/or Nevada Constitutions.

Additional College Requirements

Code	Title	Units
Associate of Applied Science Additional College Requirements		(6)
General Education Units		18
Diversity		3

<i>U.S. and Nevada Constitutions</i>	3
Degree, Emphasis, and Elective units.	36
Total Units	60

Diversity

3 Units Required

Code	Title	Units
AAD 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
ART 261	Survey of Art History II	3
ART 263	Survey of African, Oceanic, & Native American Art	3
ART 265	Introduction to Contemporary Art	3
ART 268	Latin American Art	3
ART 270	Women in Art	3
COM 285	Communication Disabilities and Film	3
DAN 101	Dance Appreciation	3
ECON 105	History and Comparison of Economic Systems	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
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 215	History of Sexuality in the United States	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
HUM 211	Survey of Chinese 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
PHIL 245	Contemporary Moral Issues	3
PSY/SOC 276	Aging in Modern American Society	3
SOC/ANTH 205	Ethnic Groups in Contemporary Societies	3
SOC/PSY 276	Aging in Modern American Society	3
SPAN 221	Iberia and Its Cultures	3
SPAN 222	Hispanic-America and Its Culture	3
SPAN 225	A Cultural Perspective: Spain...New Mexico	3
THTR 210	Theatre: 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

3 to 6 Units Required

Code	Title	Units
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

Certificate of Achievement

The certificate of achievement is a stackable credential within the Associate of Applied Science degree.

Code	Title	Units
Communications		3
Human Relations		3
Content may be embedded in required program courses		
Mathematics		3
Content may be embedded in required program courses		
Certificate Requirements		21
Total Units		30

Associate of General Studies General Education Requirements and Additional College Requirements

General Education

Please Note: Not all courses listed on the Associate of General Studies general education list may be used to satisfy general education requirements for Bachelors degrees as many are nontransferable. Please refer to the General Education listing for Transferable Associates and Bachelors degrees (p. 299).

Associate of General Studies General Education Requirements

Communications

6 Units Required

Code	Title	Units
BUS 107	Business Speech Communications	3
BUS 111	Workplace Communications	3
COM 113	Fundamentals of Speech Communications	3
COM 215	Introduction to Group Communication	3
COM 285	Communication Disabilities and Film ¹	3
ENG 101 or ENG 100 or ENG 113	Composition I Composition Enhanced Composition I for International and Multilingual Students	3
ENG 102 or ENG 114	Composition II Composition II For International and Multilingual Students	3
ENG 107	Technical Communications I	3
ENG 108	Technical Communications II	3
ENG 205	Intro to Creative Writing: Fiction and Poetry	3
ENG 220	Writing Poetry	3
ENG 221	Writing Fiction	3
ENG 224	Introduction to Screenwriting	3
EPY 101	Educational, Career, and Personal Development	3
JOUR 107	Media Writing	3
READ 135	College Reading Strategies	3

English

3 Units Required

Code	Title	Units
BUS 106	Business English	3
BUS 108	Business Letters and Reports	3
ENG 101 or ENG 100 or ENG 113	Composition I Composition Enhanced Composition I for International and Multilingual Students	3
ENG 102 or ENG 114	Composition II Composition II For International and Multilingual Students	3

ENG 107	Technical Communications I	3
ENG 108	Technical Communications II	3
ENG 181	Vocabulary and Meaning	3
JOUR 107	Media Writing	3

Fine Arts

3 Units Required

Code	Title	Units
ART 100	Visual Foundations	3
ART 101	Drawing I	3
ART 124	Introduction to Printmaking	3
ART 141	Introduction to Digital Photography	3
ART 160	Art Appreciation	3
ART 211	Ceramics I	3
ART 212	Ceramics II	3
ART 260	Survey of Art History I	3
ART 261	Survey of Art History II	3
ART 263	Survey of African, Oceanic, & Native American Art ¹	3
ART 265	Introduction to Contemporary Art ¹	3
ART 268	Latin American Art	3
ART 270	Women in Art ¹	3
DAN 101	Dance Appreciation ¹	3
DAN 138	Modern Dance, Beginning	1
ENG 202	Film Analysis and Interpretation	3
ENG 205	Intro to Creative Writing: Fiction and Poetry	3
ENG 220	Writing Poetry	3
ENG 221	Writing Fiction	3
ENG 222	Intermediate Fiction: Novel Writing	3
ENG 224	Introduction to Screenwriting	3
ENG 246	The Art of Literature	3
ENG 250	Introduction to Children's Literature	3
ENG 275	Contemporary Literature	3
ENG 281	Introduction to Language	3
ENG 282	Introduction to Language and Literary Expression	3
HUM 101	Introduction to Humanities I	3
HUM 102	Introduction to Humanities II	3
HUM 105/THTR 180	The Art of Film	3
HUM 106	Introduction to the American Motion Picture	3
MUS 101	Music Fundamentals	3
MUS 121	Music Appreciation	3
MUS 122	Survey of Jazz	3
MUS 125	History of Rock Music	3
SOTA 101	Introduction to the Arts	3
THTR 100	Introduction to Theatre	3
THTR 105	Introduction to Acting I	3
THTR 180 or HUM 105	Cinema as Art and Communication The Art of Film	3
THTR 205	Introduction to Acting II	3

THTR 210	Theatre: a Cultural Context ¹	3
THTR 258	Theatre Experience and Travel	1-2

Humanities

3 Units Required

Code	Title	Units
AAD 201	History of the Built Environment ¹	3
AM 145	American Sign Language I	4
AM 146	American Sign Language II	4
AM 147	American Sign Language III	3
AM 148	American Sign Language IV	3
AUTO 200	History of the Automobile	3
CH 201	Ancient and Medieval Cultures	3
CH 202	The Modern World	3
CH 203	American Experiences and Constitutional Change	3
ECON 105	History and Comparison of Economic Systems ¹	3
ENG 205	Intro to Creative Writing: Fiction and Poetry	3
ENG 220	Writing Poetry	3
ENG 221	Writing Fiction	3
ENG 222	Intermediate Fiction: Novel Writing	3
ENG 224	Introduction to Screenwriting	3
ENG 231	World Literature I ¹	3
ENG 232	World Literature II ¹	3
ENG 246	The Art of Literature	3
ENG 250	Introduction to Children's Literature	3
ENG 267	Introduction to Women and Literature ¹	3
ENG 275	Contemporary Literature	3
ENG 281	Introduction to Language	3
ENG 282	Introduction to Language and Literary Expression	3
ENG 298	Writing About Literature	3
FREN 111	First Year French I	4
FREN 112	First Year French II	4
FREN 211	Second Year French I	3
FREN 212	Second Year French II	3
HIST 105	European Civilization to 1648	3
HIST 106	European Civilization since 1648	3
HIST 208	World History I ¹	3
HIST 209	World History II ¹	3
HIST 227	Introduction to Latin American History & Culture I	3
HUM 101	Introduction to Humanities I	3
HUM 102	Introduction to Humanities II	3
HUM 105/THTR 180	The Art of Film	3
HUM 106	Introduction to the American Motion Picture	3
HUM 211	Survey of Chinese Culture	3
MUS 121	Music Appreciation	3
MUS 122	Survey of Jazz	3
MUS 125	History of Rock Music	3

PHIL 101	Introduction to Philosophy	3
PHIL 135	Introduction to Ethics	3
PHIL 210	World Religions ¹	3
PHIL 211	Introduction to Ancient Philosophy	3
PHIL 213	Introduction to Modern Philosophy	3
PHIL 245	Contemporary Moral Issues ¹	3
SPAN 111	First Year Spanish I	4
SPAN 112	First Year Spanish II	4
SPAN 211	Second Year Spanish I	3
SPAN 212	Second Year Spanish II	3
THTR 100	Introduction to Theatre	3
THTR 180	Cinema as Art and Communication	3
or HUM 105	The Art of Film	
THTR 209	Theatre Practicum	3
THTR 210	Theatre: a Cultural Context	3
THTR 232	Children's Theatre	3

Human Relations

3 Units Required

Code	Title	Units
CE 201	Workplace Readiness	3
EPY 101	Educational, Career, and Personal Development	3
MGT 171	Supervision and Human Relations	3
MGT 201	Principles of Management	3
MGT 212	Leadership and Human Relations	3
MGT 235	Organizational Behavior	3
PSY 102	Psychology of Personal and Social Adjustment	3

Mathematics

3 Units Required

Code	Title	Units
BUS 117	Business Calculations and Methods	3
COT 110	Business Machines	3
CUL 245	The Business Chef	3
ECON 261	Principles of Statistics I	3
ECON 262	Principles of Statistics II	3
MATH 100	Math for Allied Health and Public Safety Programs	3
MATH 105	Applied Topics in Math	3
MATH 108	Math for Technicians	3
MATH 119	Fundamentals of College Mathematics II (Successful completion of MATH 19 & MATH 119 is equivalent to MATH 120 and fulfills MATH requirement for Associate of General Studies.)	3
MATH 120	Fundamentals of College Mathematics	3
MATH 124	College Algebra	3
MATH 126	Pre-Calculus I	3
MATH 127	Pre-Calculus II	3
MATH 176	Introductory Calculus for Business and Social Sciences	3

MATH 181	Calculus I	4
PSY/SOC 210	Introduction to Statistical Methods	3
STAT 152	Introduction to Statistics	3

Science 3 Units Required

Code	Title	Units
AGSC 100	Elements of Livestock Production	3
ANTH 102	Introduction to Biological Anthropology	3
ANTH 110L	Biological Anthropology Laboratory	1
AST 104	Introductory Astronomy: Stars and Galaxies	3
BIOL 100	General Biology for Non-Majors	3
BIOL 106	Introduction to Evolution and Adaptation	3
BIOL 112	Introduction to Animal Behavior	3
BIOL 113	Life in the Ocean	3
BIOL 137	Introduction to Entomology	3
BIOL 170	Calling Bullshit: Reasoning in a World of Data and Misinformation	3
BIOL 190A	Introduction to Cell and Molecular Biology	3
BIOL 190L	Introduction to Cell and Molecular Biology Laboratory	1
BIOL 191A	Introduction to Organismal Biology	3
BIOL 191L	Intro to Organismal Biology Lab	1
BIOL 202	General Botany	4
BIOL 234	Natural History of the Great Basin	4
BIOL 251	General Microbiology	4
CHEM 100	Molecules and Life in the Modern World	3
CHEM 121	General Chemistry I	4
CHEM 122	General Chemistry II	4
DATA 101	Introduction to Data Science	3
ENV 101	Introduction to Environmental Science	3
GEOG 103	Physical Geography of Earth's Environment	3
GEOL 100	Earthquakes, Volcanoes and Natural Disasters	3
GEOL 101	Geology: Exploring Planet Earth	4
GEOL 102	Earth and Life Through Time	4
MASG 205/PTR 210	Kinesiology for Massage and Fitness Professionals	3
MTT 150	Metallurgy I	3-4
NUTR 121	Human Nutrition	3
NUTR 223	Principles of Nutrition	3
PHYS 100	Introductory Physics	3
PHYS 151	General Physics I	4
PHYS 152	General Physics II	4
PHYS 180	Physics for Scientists and Engineers I	3
PHYS 180L	Physics for Scientists/Engineers Lab I	1
PHYS 181	Physics for Scientists and Engineers II	3
PHYS 181L	Physics for Scientists/Engineers Lab II	1
PTR 210/MASG 205	Kinesiology for Massage and Fitness Professionals	3

Social Science 3 Units Required

Code	Title	Units
ANTH 101	Introduction to Cultural Anthropology	3
ANTH 201	Peoples and Cultures of the World ¹	3
ANTH 202	Archaeology	3
ANTH/SOC 205	Ethnic Groups in Contemporary Societies ¹	3
ANTH 208	Fundamentals of Cultural Diversity	3
CH 201	Ancient and Medieval Cultures	3
CH 202	The Modern World	3
CH 203	American Experiences and Constitutional Change	3
COM 113	Fundamentals of Speech Communications	3
ECON 102	Principles of Microeconomics	3
ECON 103	Principles of Macroeconomics	3
ECON 105	History and Comparison of Economic Systems ¹	3
EDU 201	Introduction to Elementary Education	3
EDU 202	Introduction to Secondary Education	3
EDU 203	Introduction to Special Education ¹	3
GEOG 106	Introduction to Cultural Geography	3
GEOG 200	World Regional Geography ¹	3
HDFS 201	Lifespan Human Development	3
HDFS 202	Introduction to Families	3
HIST 101	US History to 1877	3
HIST 102	U. S. History since 1877	3
HIST 105	European Civilization to 1648	3
HIST 106	European Civilization since 1648	3
HIST 111	Survey of U.S. Constitutional History	3
HIST 208	World History I ¹	3
HIST 209	World History II ¹	3
HIST 215	History of Sexuality in the United States ¹	3
HIST 217	Nevada History	3
JOUR 101	Critical Analysis of Mass Media	3
JOUR 103	Introduction to Media and Society	3
JOUR 107	Media Writing	3
MGT 201	Principles of Management	3
MGT 212	Leadership and Human Relations	3
PSC 101	Introduction to American Politics	3
PSC 211	Introduction to Comparative Politics	3
PSC 231	Introduction to International Relations	3
PSY 101	General Psychology	3
PSY 102	Psychology of Personal and Social Adjustment	3
SOC 101	Principles of Sociology	3
SOC/ANTH 205	Ethnic Groups in Contemporary Societies	3
WMST 101	Introduction to Women's Studies ¹	3
WMST 250	Introduction to Feminist Theory ¹	3
WMST 255	The American Women's Movement	3

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Course also satisfies Diversity

Additional College Requirements

Code	Title	Units
ASSOCIATE OF GENERAL STUDIES ADDITIONAL COLLEGE REQUIREMENTS		
General Education Units		27
Computer Science		3
Diversity		3
U.S. and Nevada Constitutions		3
Elective Units		27
Total Units		60

Computer Science 3 Units Required

Code	Title	Units
IS 101	Introduction to Information Systems	3
CIT 112	Network +	3
CIT 114	IT Essentials	4
HIT 180	Health Information Management	3

Diversity

Code	Title	Units
AAD 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
ART 261	Survey of Art History II	3
ART 263	Survey of African, Oceanic, & Native American Art	3
ART 265	Introduction to Contemporary Art	3
ART 268	Latin American Art	3
ART 270	Women in Art	3
COM 285	Communication Disabilities and Film	3
DAN 101	Dance Appreciation	3
ECON 105	History and Comparison of Economic Systems	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
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 215	History of Sexuality in the United States	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

HUM 211	Survey of Chinese 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
PHIL 245	Contemporary Moral Issues	3
PSY/SOC 276	Aging in Modern American Society	3
SOC/ANTH 205	Ethnic Groups in Contemporary Societies	3
SOC/PSY 276	Aging in Modern American Society	3
SPAN 221	Iberia and Its Cultures	3
SPAN 222	Hispanic-America and Its Culture	3
SPAN 225	A Cultural Perspective: Spain...New Mexico	3
THTR 210	Theatre: 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

Code	Title	Units
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

Certificate of Achievement, General Studies

The Certificate of Achievement, General Studies is a stackable credential within the Associate of General Studies.

Code	Title	Units
	Computer Science/Mathematics/Science	3
	Communications/English	6
	Fine arts/Humanities	3
	Human Relations	3
	Social Science	3
	Certificate Requirements	12
Total Units		30

INTERSTATE PASSPORT

The Interstate Passport ® at TMCC (<http://interstate-passport.wiche.edu/public/?publicprofile&campus=3361&cname=Truckee%20Meadows%20Community%20College>) is awarded to students who have achieved lower-division general education learning outcomes in a set of approved courses that are recognized by all other colleges and universities participating in the Interstate Passport Network (<http://interstatepassport.wiche.edu/institute/>). Students must earn a grade of C (not C-) or higher in each of these approved courses to receive a Passport. Students earning the Passport at TMCC may transfer their general education as a block instead of course by course to any school that is also a Passport Network Member (<http://interstatepassport.wiche.edu/institute/>). This streamlined transfer of general education saves students time and money by not having to repeat general education requirements when they transfer to another Passport institution.

Code	Title	Units
Oral Communication		
<i>Students must take 1 of the courses below to fulfill the Oral Communications Passport Learning Outcomes.</i>		
COM 101	Oral Communication	3
COM 113	Fundamentals of Speech Communications	3
Written Communication		
ENG 100	Composition Enhanced	5
ENG 101	Composition I	3
ENG 102	Composition II	3
ENG 113	Composition I for International and Multilingual Students	3
ENG 114	Composition II For International and Multilingual Students	3
<i>The following courses reinforce the Written Communication Passport Learning Outcomes and will fulfill them if ENG 101 or ENG 100 is also taken.</i>		
ENG 202	Film Analysis and Interpretation	3
ENG 205	Intro to Creative Writing: Fiction and Poetry	3
ENG 220	Writing Poetry	3
ENG 221	Writing Fiction	3
ENG 222	Intermediate Fiction: Novel Writing	3
ENG 224	Introduction to Screenwriting	3
ENG 231	World Literature I	3
ENG 232	World Literature II	3
ENG 267	Introduction to Women and Literature	3
ENG 275	Contemporary Literature	3
ENG 298	Writing About Literature	3
ECON 102	Principles of Microeconomics	3
ECON 103	Principles of Macroeconomics	3
PHIL 101	Introduction to Philosophy	3
PHIL 135	Introduction to Ethics	3
PHIL 210	World Religions	3
Quantitative Literacy		
MATH 119	Fundamentals of College Mathematics II	3
MATH 120	Fundamentals of College Mathematics	3

MATH 126	Pre-Calculus I	3
MATH 127	Pre-Calculus II	3
MATH 176	Introductory Calculus for Business and Social Sciences	3
MATH 181	Calculus I	4
STAT 152	Introduction to Statistics	3
<i>The following courses reinforce the Quantitative Literacy Passport Learning Outcomes and may be considered in combination for students who place out of MATH:</i>		
ANTH 102	Introduction to Biological Anthropology	3
BIOL 106	Introduction to Evolution and Adaptation	3
BIOL 190L	Introduction to Cell and Molecular Biology Laboratory	1
BIOL 191A & BIOL 191L	Introduction to Organismal Biology and Intro to Organismal Biology Lab	4
BIOL 251	General Microbiology	4
CHEM 100	Molecules and Life in the Modern World	3
CHEM 121	General Chemistry I	4
CHEM 122	General Chemistry II	4
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
ENV 101	Introduction to Environmental Science	3
GEOG 103	Physical Geography of Earth's Environment	3
GEOG 200	World Regional Geography	3
GEOL 100	Earthquakes, Volcanoes and Natural Disasters	3
GEOL 101	Geology: Exploring Planet Earth	4
NUTR 121	Human Nutrition	3
PHYS 151	General Physics I	4
PHYS 152	General Physics 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
Natural Sciences		
<i>Students must take 1 course in Life Sciences and 1 course in Physical Sciences.</i>		
Life Science		
ANTH 102	Introduction to Biological Anthropology	3
BIOL 100	General Biology for Non-Majors	3
BIOL 106	Introduction to Evolution and Adaptation	3
BIOL 112	Introduction to Animal Behavior	3
BIOL 113	Life in the Ocean	3
BIOL 190A	Introduction to Cell and Molecular Biology	3
BIOL 190L	Introduction to Cell and Molecular Biology Laboratory	1
BIOL 191A & BIOL 191L	Introduction to Organismal Biology and Intro to Organismal Biology Lab	4
BIOL 251	General Microbiology	4
NUTR 121	Human Nutrition	3
Physical Sciences		

AST 104	Introductory Astronomy: Stars and Galaxies	3
CHEM 100	Molecules and Life in the Modern World	3
CHEM 121	General Chemistry I	4
CHEM 122	General Chemistry II	4
ENV 101	Introduction to Environmental Science	3
GEOG 103	Physical Geography of Earth's Environment	3
GEOG 200	World Regional Geography	3
GEOL 100	Earthquakes, Volcanoes and Natural Disasters	3
GEOL 101	Geology: Exploring Planet Earth	4
GEOL 102	Earth and Life Through Time	4
PHYS 100	Introductory Physics	3
PHYS 151	General Physics I	4
PHYS 152	General Physics 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

Human Cultures

Students must complete 1 course from the table below to fulfill the Human Cultures Passport Learning Outcomes. Several of these courses overlap with the Human Society & the Individual area; however, students must take 1 course in each area to satisfy Nevada System of Higher Education and TMCC General Education requirements.

AAD 201	History of the Built Environment	3
ANTH 101	Introduction to Cultural Anthropology	3
ANTH 201	Peoples and Cultures of the World	3
ANTH 202	Archaeology	3
ANTH/SOC 205	Ethnic Groups in Contemporary Societies	3
ANTH 208	Fundamentals of Cultural Diversity	3
CH 201	Ancient and Medieval Cultures	3
CH 202	The Modern World	3
CH 203	American Experiences and Constitutional Change	3
GEOG 106	Introduction to Cultural Geography	3
HIST 101	US History to 1877	3
HIST 102	U. S. History since 1877	3
HIST 105	European Civilization to 1648	3
HIST 106	European Civilization since 1648	3
HIST 111	Survey of U.S. Constitutional History	3
HIST 208	World History I	3
HIST 209	World History II	3
HIST 215	History of Sexuality in the United States	3
HIST 217	Nevada History	3
HUM 101	Introduction to Humanities I	3
HUM 102	Introduction to Humanities II	3
PHIL 213	Introduction to Modern Philosophy	3
PHIL 245	Contemporary Moral Issues	3
PSC 211	Introduction to Comparative Politics	3
PSC 231	Introduction to International Relations	3
THTR 210	Theatre: a Cultural Context	3
WMST 101	Introduction to Women's Studies	3

Critical Thinking

No additional courses are required. Students who complete TMCC's General Education will meet the Critical Thinking Passport Learning Outcomes.

Creative Expression

Students must take 1 of the courses in the table below to fulfill the Creative Expressions Passport Learning Outcomes.

ART 100	Visual Foundations	3
ART 101	Drawing I	3
ART 124	Introduction to Printmaking	3
ART 141	Introduction to Digital Photography	3
ART 211	Ceramics I	3
ART 212	Ceramics II	3
ART 260	Survey of Art History I	3
ART 261	Survey of Art History II	3
ART 263	Survey of African, Oceanic, & Native American Art	3
ART 265	Introduction to Contemporary Art	3
ART 270	Women in Art	3
ENG 205	Intro to Creative Writing: Fiction and Poetry	3
ENG 220	Writing Poetry	3
ENG 221	Writing Fiction	3
ENG 224	Introduction to Screenwriting	3
SOTA 101	Introduction to the Arts	3
THTR 105	Introduction to Acting I	3
THTR 210	Theatre: a Cultural Context	3

TEAMWORK AND VALUE SYSTEMS

Students must take 1 course from the table below to fulfil the Teamwork & Value Systems Passport Learning Outcomes.

BIOL 190A	Introduction to Cell and Molecular Biology	3
BIOL 190L	Introduction to Cell and Molecular Biology Laboratory	1
BIOL 251	General Microbiology	4
DT 101	Basic Diesel Engines	4
DT 102	Basic Heavy Duty Electrical Systems	4
DT 110	Heavy Duty Electrical Systems	3
DT 130	Heavy Duty Hydraulics	3
DT 201	Diesel Brakes and Pneumatics	3
DT 250	Preventive Maintenance	2
ENGR 100	Introduction to Engineering Design	3

Human Society & the Individual

Students must take 1 course from the table below to complete the Human Society & the Individual Passport Learning Outcomes. Several of these courses overlap with the Human Cultures area; however, students must take 1 course in each area to satisfy Nevada System of Higher Education and TMCC General Education requirements.

AAD 201	History of the Built Environment	3
ANTH 101	Introduction to Cultural Anthropology	3
ANTH 201	Peoples and Cultures of the World	3
ANTH 202	Archaeology	3
ANTH/SOC 205	Ethnic Groups in Contemporary Societies	3
ANTH 208	Fundamentals of Cultural Diversity	3

ECON 102	Principles of Microeconomics	3
ECON 103	Principles of Macroeconomics	3
GEOG 103	Physical Geography of Earth's Environment	3
HIST 101	US History to 1877	3
HIST 102	U. S. History since 1877	3
HIST 105	European Civilization to 1648	3
HIST 106	European Civilization since 1648	3
HIST 215	History of Sexuality in the United States	3
HIST 217	Nevada History	3
PHIL 213	Introduction to Modern Philosophy	3
PHIL 245	Contemporary Moral Issues	3
PSC 101	Introduction to American Politics	3
PSC 211	Introduction to Comparative Politics	3
PSY 101	General Psychology	3
SOC 101	Principles of Sociology	3
WMST 101	Introduction to Women's Studies	3

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Students must take ENG 102 or 114 to fulfill NSHE General Education requirements for a bachelor's, AA Transfer, AS Transfer, or Associate of Business degree.

COURSES A-Z

AAD - Architecture and Design

AAD 100 - Introduction to Architectural Design

Units: 3

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.

Term Offered: Spring and Fall

AAD 101 - Design with Nature

Units: 3

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.

Term Offered: Fall

AAD 125 - Construction Drawings and Detailing

Units: 3

This class will include the analysis of assembling and detailing for construction in the field of architecture and understanding of the reading and interpretation of representative construction prints. Techniques for the production of construction details will be discussed, demonstrated, and applied.

Term Offered: Spring and Fall

AAD 180 - Design Foundation I

Units: 3

Investigation of the elements, principles and theories of design in three dimensions. Emphasis placed upon principles of organization, principles of visual and geometric logic, design methodology and color theory. Completion of this course satisfies 25 hours of instruction toward completing the embedded human relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A.

Enrollment Requirements: Corequisite: AAD 181.

Term Offered: Spring and Fall

AAD 181 - Design Foundation I Discussion

Units: 3

Discussion of the elements, principles and theories of design in three dimensions. Emphasis placed upon principles of organization, principles of visual and geometric logic, design methodology and color theory. Completion of this course satisfies 20 hours of instruction toward completing the embedded human relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A..

Enrollment Requirements: Corequisite: AAD 180.

Term Offered: Spring and Fall

AAD 198 - Special Topics in AAD

Units: 0.5-6

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: AAD 100.

Term Offered: AS NEEDED

AAD 201 - History of the Built Environment

Units: 3

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.

Enrollment Requirements: Prerequisite: ENG 96 or equivalent placement score.

Term Offered: Spring and Fall

AAD 202 - Analysis of the Built Environment

Units: 3

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.

Term Offered: Spring

AAD 223 - Graphic Software for Arch, Const, Dsgnr, Planners

Units: 3

Students will identify various digital drafting platforms and graphic software packages for presentation techniques. Emphasis will be placed upon the preparation of materials for a portfolio.

Enrollment Requirements: Prerequisite: AAD 180 and AAD 181. Corequisite: AAE 280.

Term Offered: Fall

AAD 230 - Design with Climate

Units: 3

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.

Term Offered: Spring

AAD 256 - Introduction to Land Use Planning

Units: 3

This course introduces students to the evolution and application of contemporary land use planning in the United States, emphasizing the four primary tools of development regulation: comprehensive planning, zoning, subdivision regulation, and capital improvement programming.

Term Offered: Fall

AAD 261 - Introduction to Topo Form and Design Technology

Units: 3

This course introduces students to the understanding and applying of technical, graphical and computational exercises in site design and topographical shaping. Introduction to sustainable site design and best management practices.

Transferability: May not transfer towards an NSHE bachelor's degree

AAD 265 - Computer Applications in Architecture I

Units: 3

Advanced work in computer-aided drafting and design. Includes development of speed, three dimensional visualization, and the understanding of contemporary digital software used in the professional office environment.

Enrollment Requirements: Prerequisite: Instructor permission required

Term Offered: Spring

AAD 280 - Fundamentals of Architecture Design I

Units: 3

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.

Enrollment Requirements: Prerequisite: AAD 180 and AAD 181. Corequisite: AAD 223.

Term Offered: Fall

AAD 282 - Fundamentals of Architecture Design II

Units: 3

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.

Enrollment Requirements: Prerequisite: Instructor permission required.

Term Offered: Spring

AAD 299 - Architectural Design Transition Camp

Units: 12

This class is an intensive introduction to various design processes from concept to schematic design development. Beginning level graphic and architectural design standards for persons entering third year Architecture Program, including construction drawing and details, material and methods, literacy, design thinking strategies and aesthetic awareness. Introduction to digital programs, development of basic design, modeling and communication skills.

Transferability: May not transfer towards an NSHE bachelor's degree

AAD 350 - Design Studio I

Units: 6

This class furthers the development of architectural design processes and projects that cultivate an understanding of structures, properties of materials, and building tectonics. Emphasis is placed upon precedent analysis, basic code and site related issues and creating/storing design solutions on a variety of digital drafting platforms. Field trips required at students expense outside of scheduled hours; some critique sessions may meet outside scheduled hours.

Enrollment Requirements: Prerequisite: AAD 265 and AAD 261 or equivalent.

Application required.

AAD 351 - Design Studio II

Units: 6

This class furthers the continued development of Architectural design processes and projects that cultivate an understanding of structures, properties of materials and building tectonics. Emphasis is placed upon precedent analysis, basic code and site related issues. Strong emphasis upon digital drafting methods which focus on digital platforms. Field trips required at students' expense outside of scheduled hours; some class critique sessions may meet outside of scheduled hours.

Enrollment Requirements: Prerequisite: AAD 350.

AAD 410 - Professional Practice for B. Arch. I

Units: 3

This class will introduce the architectural practice's professional standards, duties, and responsibilities and the architect's different functions within the architectural practice. Emphasis on professional ethics, the architect's tasks, regulations that apply to trade, business management, staff management, contract specifications, building planning, and other aspects of professional architectural practice.

Enrollment Requirements: The student must be admitted to 3rd year and be pursuing the Bachelor of Architecture 5-year degree at TMCC.

AAD 413 - Professional Practice For B. Arch. II

Units: 3

Architectural management deals with the project management context within which architecture is practiced. Development of professional expertise to the methods used to generate work and charge fees.

Emphasis on project briefing and contract administration phases of an architectural project, including development and contract law, project management frameworks, development of a design brief, a project consultancy agreement, and the administration of a building contract.

Enrollment Requirements: Prerequisite: AAD 410 Professional Practice for B. Arch. I

AAD 416 - Professional Practice for B. Arch. III

Units: 3

This class furthers the exploration of innovative practices and design thinking models. Additionally, the understanding of working relations with allied consultants and sub-consultants such as Civil, MEP, and structural engineering, utilizing tools such as BIM, construction documents, scheduling, and contracts, is strengthened.

Enrollment Requirements: Prerequisite: AAD 413 Professional Practice for B. Arch. II

AAD 452 - Integrated Design Studio I

Units: 6

Focus on sustainable design strategies to address architectural issues on multiple scales. Moreover, students evaluate their design intent from a regional perspective and urban fabric scale; and advance to a more specific scale with a building detail. Field trips are required at students' expense outside of scheduled hours; some class critique sessions may meet outside of scheduled hours.

Enrollment Requirements: Prerequisite: AAD 351 Design Studio II

AAD 453 - Integrated Design Studio II

Units: 6

This class will explore the relationship between human societies and regional seismic events in the Great Basin Desert, urban wildland interface, and carbon-neutral design. The student will utilize projects and in-class assignments to develop integrated design skills. Field trips may be required at students' expense outside of scheduled hours; some class critique sessions may meet outside of scheduled hours.

Enrollment Requirements: AAD 452 INTEGRATED DESIGN STUDIO I

AAD 455 - Integrated Design Studio III

Units: 6

The student will be introduced to the "All-Inclusive" design theory and strategies for creating buildings and spaces accommodating people of all types. Additionally, the student will design a series of projects and in-class assignments to assist the student in developing integrated design skills. Three-hour studio classes a week and assigned work. Field trips are required at students' expense outside of scheduled hours; some class critique sessions may meet outside of scheduled hours.

Enrollment Requirements: Prerequisite: AAD 453 Integrated Design Studio II

AAD 461 - Urban Theory and Design I

Units: 3

This class reviews the fundamentals of urban design theory and invites students to apply these theories to neighborhood design. Additionally, the course surveys major historical and contemporary trends in urban design theory and practice and introduces contemporary theories on the future drivers of change affecting the development and functioning of urban regions.

Enrollment Requirements: The student must be admitted to 3rd year and be pursuing the Bachelor of Architecture 5-year degree at TMCC.

AAD 462 - Urban Theory and Design II

Units: 3

This class explores various urban design theories and their interrelation with architectural practice, urban planning, and urban design. Additionally, it reinforces the knowledge of contemporary and future urban design themes and their interrelations with sustainability, technology, mobility, and the human at multiple scales. The course also is designed to provide a collaborative, interactive, applied, and community-based environment for the development of spatial thinking and basic urban design literacy.

Enrollment Requirements: AAD 461 Urban Theory II

AAD 475 - Portfolio Design

Units: 6

This course will review the skills needed to create a professional architectural portfolio of quantitative and qualitative research designs, procedures, instruments, and techniques for presentation purposes in architectural research, programming, and design.

Enrollment Requirements: The student must be admitted to 3rd year and be pursuing the Bachelor of Architecture 5-year degree at TMCC.

AAD 480 - Thesis (Research)

Units: 3

Develop quantitative and qualitative research designs, procedures, instruments, and techniques for architectural research, programming, and design. Philosophy of research in architecture, research design, data gathering and interpretation, and thesis preparation. This body of work will seamlessly transfer into ARCH 485 THESIS (DESIGN) and be an instrumental component of the culmination of the final degree studio project.

Enrollment Requirements: Current enrollment in AAD 455 INTEGRATED DESIGN STUDIO III

AAD 485 - Thesis Design Studio

Units: 9

Thesis studio is the culminating design studio for all 5th-year seniors completing the Bachelor of Architecture. Under the supervision of faculty members, students will investigate an architectural thesis generated in Thesis Research. This final body of work will provide students with an opportunity to focus and produce a personal architectural response. Completing this course and submitting a final degree project will be required to graduate.

Enrollment Requirements: AAD 455 INTEGRATED DESIGN STUDIO III & AAD 480 THESIS (RESEARCH)

AAE - Architecture

AAE 280 - Design Foundations II

Units: 6

This course explores the elements, principles, and theories of design as applied to projects in various analog and digital media. It emphasizes the integration of design principles with the properties of wood, concrete, steel, glass, masonry, and other construction materials. Consideration of environmental and climatic conditions and determinants is also discussed.

Enrollment Requirements: Prerequisite: AAD 180 and AAD 181.

AAE 282 - Design Foundations III

Units: 6

This class will provide a discussion of the elements, principles, and theories of design. Emphasis is placed upon the integration of design principles into urban landscapes, buildings, interiors, furnishings, and environmental graphic communications.

Enrollment Requirements: Prerequisite: AAD 223 and AAE 280

ABS - Architecture Building Science

ABS 321 - Construction Technologies I

Units: 3

This class is an introductory overview of various materials and methods used in construction with focus on building enclosure systems and assemblies. Use of materials in design, construction techniques, and relationships to structural and non-structural (aesthetic) values. Students have the opportunity to experience material capacity and behavior as well as construction methods in demonstration lab experiments. Furthermore, material applications and detailing in structural and non-structural building components will be explored.

ABS 331 - Environmental Control Systems I

Units: 3

This class reviews and introduces the principles and design of sustainable passive energy systems, mechanical heating and cooling systems and code required fire suppression and vertical transportation systems. Two 1 1/2 hour lectures per week / lab is included in the lecture.

ABS 332 - Environmental Control Systems II

Units: 3

This class will focus upon the principles of design and integrated natural and electrical lighting systems, water use and conservation systems, storm and wastewater management and treatment, acoustic systems as well as principles for evaluation of sustainable architecture.

Enrollment Requirements: Prerequisite: ABS 331.

ABS 341 - Structures for Architects I

Units: 3

This class will introduce the study of materials and structural significance in the design of buildings. Introduction to structural loading conditions and code requirements. Emphasis on structural behavior, load paths, moments and forces. Analysis of materials, construction methods and geometry to support structural design. Understanding of comparative structures as related to regional structural building types and applications.

Enrollment Requirements: Prerequisites: PHYS 100, MATH 126, or department consent.

ABS 440 - Structures for Architects II

Units: 3

This class will further the continued exploration of the study of materials and structural significance in the design of buildings regionally that is conducive to the Great Basin / Sierra geographic location, while incorporating the fundamental and exploratory principles of architectural design. Design of better-informed structures efficiently with respect to space, material and geometry with an emphasis on material selection. Exploration of new building materials and building systems are discussed and understood.

Enrollment Requirements: Prerequisite ABS 341.

AC - Air Conditioning

AC 102 - Refrigeration Theory

Units: 3

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.

*Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: Spring and Fall*

AC 106 - Residential Gas Heating

Units: 6

Application of principles and skills in the troubleshooting, repair and maintenance of air conditioning, heating and ventilation equipment. Topics covered are the refrigeration cycle, gas furnace, oil furnaces, heat pump, chilled water systems, hot water systems and cooling. The student must complete all content for the following 12 areas in order to meet degree or certificate requirements. This course satisfies 10 hours of instruction toward completing the embedded Mathematics curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course satisfies 10 hours of instruction toward completing the embedded Human Relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. 1. Sequence of Operation Gas Furnace 2. Thermostat Operation and setting 3. Low Voltage Wiring practice 4. Furnace Controls Identification 5. Furnace Operation 80% and 90% 6. Furnace Troubleshooting 7. Air Conditioning Operation 8. Air Conditioning Controls and Safety's 9. Air Conditioning Evacuation and Charging 10. Package Units Operation, Identification, and Location 11. Package Unit Controls 12. Troubleshooting.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: AC 102 and AC 107.

Term Offered: Spring and Fall

AC 107 - Electrical and Controls for HVAC

Units: 6

This course will familiarize students with electrical applications and controls used in HVAC/R. Topics include basic electricity, wiring, schematics and controls found in heating, ventilation, air conditioning and refrigeration. This course satisfies 5 hours of instruction toward completing the embedded human relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course satisfies 10 hours of instruction toward completing the embedded Math curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. The Student must complete all content for the following 12 areas in order to meet degree or certificate requirements. 1. Electrical Safety 2. Basic Concepts of Electricity 3. Introduction to the Training System 4. Switches 5. Voltage, Current, and Measuring Instruments 6. Resistance and Ohm's Law 7. Solving Series Circuits and Kirchhoff's Voltage Law 8. Solving Parallel and Mix Circuits 9. Capacitors and Electromagnetism and Inductors 10. Transformers, Relays, and Contactors 11. Electrical Distribution 12. Troubleshooting Methods.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: Spring and Fall

AC 108 - Motors for HVACR

Units: 3

This is an introductory course into ECM (Electronically Commutated Motors) motors and their applications in HVACR (heating, ventilation, air conditioning and refrigeration). The course will provide an overview of ECM efficiency, basic ECM technology, proper installation, diagnostics, and replacement of variable speed motors found in the HVACR industry. This course satisfies 10 hours of instruction toward completing the embedded Mathematics curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course satisfies 10 hours of instruction toward completing the embedded Human Relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: AC 107

AC 111 - Heat Pumps

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: Spring and Fall

AC 113 - Schematic Reading for HVAC/R

Units: 3

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. The students must complete all content for the following 6 areas in order to meet degree or certificate requirements. 1. Ladder Schematics 2. Combination Ladder and Pictorial 3. Wire to Wire Components and Sequence of Operation 4. Symbols and Power Identification 5. Wiring Location Exercise 6. Troubleshooting Schematic.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: Spring and Fall

AC 150 - Basic Refrigeration Servicing

Units: 6

This course is designed for persons interested in entering the refrigeration service, installation or building maintenance fields. This course is oriented toward development of basic skills required in troubleshooting, repair and maintenance of refrigeration systems. Topics covered are soldering, silver soldering, service and troubleshooting tools and systems construction. This course satisfies 5 hours of instruction toward completing the embedded Human Relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course satisfies 10 hours of instruction toward completing the embedded Mathematics curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: AC 102 and AC 107

Term Offered: Spring and Fall

AC 198 - Special Topics in HVAC

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 up to six credits.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

AC 200 - Commercial Refrigeration I

Units: 6

Application of basic principles and skills in the troubleshooting, repair and installation of commercial refrigeration equipment and built-up systems. Topics covered are consistent with up-to-date designs and practices as applied in the supermarket, convenience store, bar and restaurant and fast food areas of the commercial refrigeration market. This course satisfies 10 hours of instruction toward completing the embedded Mathematics curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course satisfies 10 hours of instruction toward completing the embedded Human Relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: AC 150 or approval of instructor.

Term Offered: Spring

AC 201 - HVAC Automatic Controls

Units: 3

This course will familiarize the student with commercial HVAC systems. Including but not limited to design considerations, installation, system types, and system operation. Commercial building will be introduced with the emphasis of building system management. This is the first class of a 3 part series that will allow students to gain the knowledge needed to comprehend commercial HVAC.

Transferability: May not transfer towards an NSHE bachelor's degree

AC 205 - Commercial HVAC 2

Units: 3

Course is designed to familiarize advanced students and others now working in the H.V.A.C. industry with the various control systems used in large H.V.A.C. systems. Subjects to be covered include pneumatic control systems and components, electronic control systems, interfacing of pneumatic and electronic controls, energy management systems, etc., with emphasis on operation, maintenance and troubleshooting.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: AC 201 Automatic Controls

AC 206 - Commercial HVAC Systems 3

Units: 3

This course will familiarize the student with navigating the WebCTRL interface, ALC system architectures, alarms, trends, reports, logic programs, and graphics.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisites: AC 201 HVAC Automatic Controls & AC 205 Commercial HVAC Systems 2

AC 210 - Boiler Operation and Maintenance

Units: 3

Subjects to be covered include operation, safety, water treatment, control devices used with hot water boilers, low pressure boilers and power boiler systems.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: Spring

AC 295 - Internship HVAC Career

Units: 1-16

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: Spring

ACC - Accounting

ACC 105 - Taxation for Individuals

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.

Term Offered: Spring

ACC 135 - Bookkeeping I

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: Spring and Fall

ACC 136 - Bookkeeping II

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: ACC 135.

Term Offered: Spring and Fall

ACC 180 - Payroll and Employee Benefit Accounting

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: Spring and Fall

ACC 201 - Financial Accounting

Units: 3

Purpose and nature of accounting, measuring business income, accounting principles, assets and equity accounting for external financial reporting.

Enrollment Requirements: Mathematics: Pre- or co-requisite of BUS 117 or MATH 120 or higher or qualifying placement scores; And English: pre-requisite of ENG 100 or pre- or co-requisite of ENG 101 or BUS 107, or qualifying placement scores; or permission of the instructor.

Term Offered: Spring and Fall

ACC 202 - Managerial Accounting

Units: 3

Forms of business organization; cost concepts and decision making; break-even analysis, fixed and variable costs and budgeting for internal reporting.

Enrollment Requirements: Prerequisite: ACC 201, or ACC 135 and ACC 136.

Term Offered: Spring and Fall

ACC 203 - Intermediate Accounting I

Units: 3

Understand the Conceptual Framework that underlies Generally Accepted Accounting Principles and its application to the basic financial statements and current assets and liabilities.

Enrollment Requirements: Prerequisite: ACC 201, or ACC 135 and ACC 136.

ACC 205 - Cost Accounting

Units: 3

Cost accounting for material, labor and factory overhead using job order costing, process costing and standard costing systems to compile cost analysis data for management decisions.

Enrollment Requirements: Prerequisite: ACC 136 or ACC 201 or ACC 202.

ACC 220 - Microcomputer Accounting Systems

Units: 3

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.

Enrollment Requirements: Prerequisite or co-requisite: ACC 136 or ACC 201; or permission of instructor.

Term Offered: Spring

ACC 222 - Excel for Accounting

Units: 3

Application of spreadsheet functions using the most popular spreadsheet program, Excel. Techniques covered will be creating and printing a worksheet, working with files, setting up data bases, and enhancing accounting information with the use of graphs and macros.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisites: ACC 135 or ACC 201

ACC 290 - Certified Bookkeeper Course

Units: 3-6

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."

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: ACC 135 and ACC 136 -- OR -- ACC 201; and ACC 180

Term Offered: Fall

ACC 295 - Work Experience

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. 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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

ADT - Architectural Design Tech

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.

Term Offered: Spring and Fall

ADT 198 - Special Topics in ADT

Units: 0.5-6

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.

Transferability: May not transfer towards an NSHE bachelor's degree

ADT 230 - Mechanical and Electrical Equip for Buildings

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: ADT 105 or AAD 125.

Term Offered: Fall

ADT 245 - Statics and Strength of Materials

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: MATH 108 or higher or qualifying Accuplacer.

Term Offered: Spring

ADT 290 - Intern in Arch Design Technology

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. 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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: AAD 100.

Term Offered: AS NEEDED

AGSC - Agricultural Science

AGSC 100 - Elements of Livestock Production

Units: 3

Fundamental concepts in care, management and economics of food producing animals. Includes contributions of the Nevada and U.S. animal industries in providing food on an international basis.

AM - American Sign Language

AM 145 - American Sign Language I

Units: 4

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.

Term Offered: Summer and Fall

AM 146 - American Sign Language II

Units: 4

This course continues to stress the development of basic conversational skills with emphasis on expanding vocabulary and expressive skills.

Enrollment Requirements: Prerequisite: AM 145.

Term Offered: Spring and Summer

AM 147 - American Sign Language III

Units: 3

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.

Enrollment Requirements: Prerequisite: AM 146.

Term Offered: Fall

AM 148 - American Sign Language IV

Units: 3

This course encourages the student to expand command of disclosure in American Sign Language on various everyday topics (leading to fluency).

Enrollment Requirements: Prerequisite: AM 147.

Term Offered: Spring

AMI - Advanced Medical Imaging

AMI 201 - Introduction of MRI, Patient Care, and Safety Units: 2

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.

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.
Term Offered: Fall

AMI 203 - Introduction to Computed Tomography Basics, Instrumentation & Safety Units: 2

This course is a study of the history of computed tomography, location and function of CT equipment components, the sequence of physical events from the x-ray tube to the finished CT image. Operator console parameters and their effects on CT image data and digital image elements, patient care, radiation safety and dose will also be discussed.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Current American Registry of Radiologic Technologists (ARRT) Certification Associate Degree or Higher in Radiologic Technology or comparable subject Acceptance into the Computed Tomography Program

AMI 216 - Computed Tomography Procedures I Units: 3

This course is an introduction to computed tomography (CT) and will cover general full body scanning procedures and protocols. Associated pathology and a general overview of cross sectional anatomy will be applied per body module.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Current American Registry of Radiologic Technologists (ARRT) Certification Associate Degree or Higher in Radiologic Technology or comparable subject Acceptance into the Computed Tomography Program

AMI 218 - Computed Tomography Physics & Instrumentation I Units: 3

This course is a study of computed tomography (CT) physics and instrumentation. The course provides an overview of technology, application, and practice that is unique to the computed tomography profession.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Current American Registry of Radiologic Technologists (ARRT) Certification Associate Degree or Higher in Radiologic Technology or comparable subject Acceptance into the Computed Tomography Program

AMI 226 - Computed Tomography Procedures II Units: 3

This course is an introduction to complex computed tomography (CT) procedures and protocols. Associated pathology and a general overview of cross sectional anatomy will be applied per body module.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Current American Registry of Radiologic Technologists (ARRT) Certification Associate Degree or Higher in Radiologic Technology or comparable subject Acceptance into the Computed Tomography Program

AMI 228 - Computed Tomography Physics & Instrumentation II Units: 3

This course is a study of the role of the technologist in dealing with radiation safety, contrast media administration, and emergency procedures during CT examinations. Image quality artifacts are also discussed along with quality control (QC) tests and QC programs for CT.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Current American Registry of Radiologic Technologists (ARRT) Certification Associate Degree or Higher in Radiologic Technology or comparable subject Acceptance into the Computed Tomography Program

AMI 236 - Cross-Sectional Anatomy and Pathology for Imaging Professionals Units: 3

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 ultra sound (US).

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.
Term Offered: Fall

AMI 238 - Physics, Instrumentation, and Imaging for MRI Units: 3

This course is an introduction and exploration of MRI physics, instrumentation, and application.

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.
Term Offered: Fall

AMI 246 - MRI Procedures of the Central Nervous System Units: 3

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.

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.
Term Offered: Fall

AMI 248 - Advanced MR Techniques and Post Processing Units: 3

This course explores advanced imaging techniques and new technologies in magnetic resonance imaging (MRI).

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite: AMI 201, AMI 236, AMI 238, and AMI 246 completed with a C or better.
Term Offered: Spring

AMI 256 - MRI Procedures of the Torso and Limbs Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite: AMI 201, AMI 236, AMI 238, and AMI 246 completed with a C or better.
Term Offered: Spring

AMI 259 - Seminar in Computed Tomography

Units: 1

This course is focused on the preparing the student to sit for the ARRT Computed Tomography (CT) exam.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Current American Registry of Radiologic Technologists (ARRT) Certification Associate Degree or Higher in Radiologic Technology or comparable subject Acceptance into the Computed Tomography Program

AMI 290 - Internship in Advanced Medical Imaging

Units: 1-3

A course designed wherein students will apply knowledge to real life situations in cooperation with the clinical education site and a faculty advisor to maximize learning experiences. A planned clinical experience is provided which gives the student the opportunity to demonstrate clinical skills in performing competency examinations in accordance to ARRT specifications in advanced modalities such as MRI, CT, Mammography, CVI, etc. These skills should include analysis, synthesis and evaluation of the examinations performed. Competency evaluations are based on ARRT standards for the specific modality in which the student is applying for advanced certification.

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.

Term Offered: Spring and Fall

ANTH - Anthropology

ANTH 101 - Introduction to Cultural Anthropology

Units: 3

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.

Term Offered: Spring and Fall

ANTH 102 - Introduction to Biological Anthropology

Units: 3

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.

Enrollment Requirements: Co-requisite: ANTH110L.

Term Offered: Spring and Fall

ANTH 110L - Biological Anthropology Laboratory

Units: 1

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.

Enrollment Requirements: Corequisite: ANTH 102.

Term Offered: Spring and Fall

ANTH 198 - Selected Topics

Units: 0.5-6

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

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.

Term Offered: Spring and Fall

ANTH 202 - Archaeology

Units: 3

An examination of the research goals, theoretical foundations and methods of anthropological archaeology. Examples are drawn from notable archaeological sites worldwide.

Term Offered: Spring and Fall

ANTH 205 - Ethnic Groups in Contemporary Societies

Units: 3

Ethnic relations in the United States and other societies where cultural and ethnic pluralism illustrates problems and processes of social interaction. Same as SOC 205.

Term Offered: Spring and Fall

ANTH 208 - Fundamentals of Cultural Diversity

Units: 3

This course explores the role 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.

Term Offered: Spring and Fall

ANTH 225 - Archaeological Field Methods: Survey

Units: 1-6

This course provides the student with introductory training in basic archaeological field survey techniques.

Enrollment Requirements: Prerequisite: ANTH 202 or permission of instructor.

Term Offered: AS NEEDED

ANTH 226 - Archaeological Field Methods: Excavation

Units: 1-6

This course provides the student with introductory training in basic archaeological field excavation techniques.

Enrollment Requirements: Prerequisite: ANTH 202 or permission of instructor.

Term Offered: AS NEEDED

ANTH 227 - Foundations of Archaeological Lab Methods

Units: 1-6

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.

Enrollment Requirements: Prerequisite: ANTH 202 or permission of instructor.

Term Offered: AS NEEDED

ANTH 281 - Introduction to Language

Units: 3

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.

Term Offered: Spring and Fall

ANTH 290 - Internship in Anthropology

Units: 1-3

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.

Enrollment Requirements: Prerequisite: Student must have 30 credits of completed coursework prior to enrollment in ANTH 290. Student must have a minimum GPA of 2.5. Student must have permission of faculty member and internship coordinator.

Term Offered: AS NEEDED

ART - Art

ART 100 - Visual Foundations

Units: 3

Explores visual forms and contemporary concepts through a variety of media, presentations and discussions. Transfers to UNR/UNLV. Satisfies UNR Fine Arts core curriculum.

Term Offered: All Semesters

ART 101 - Drawing I

Units: 3

An introductory studio course emphasizing a disciplined foundation in drawing concepts based on visual observations.

Term Offered: All Semesters

ART 102 - Drawing II

Units: 3

Continued exploration of drawing techniques and concepts.

Enrollment Requirements: Prerequisite: ART 100 and ART 101

Term Offered: Spring

ART 124 - Introduction to Printmaking

Units: 3

Introduction to printing processes emphasizing relief, intaglio, and screen techniques.

Term Offered: Fall

ART 135 - Darkroom Photography I

Units: 3

Introduction to photographic techniques and practices through the use of 35mm cameras, black & white film, and darkroom processes including development and printing.

Term Offered: Spring and Fall

ART 141 - Introduction to Digital Photography

Units: 3

Introduction to photographic techniques. Topics include exposure, camera controls, digital printing, file management. Exploration of creative possibilities and thematic modes of photography; working in series.

Term Offered: Spring and Fall

ART 142 - Introduction to Digital Photography II

Units: 3

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.

Enrollment Requirements: Prerequisite: ART 141.

Term Offered: Spring

ART 160 - Art Appreciation

Units: 3

This course provides an introduction to the formal elements and principles of design used by artists, the fine arts media, and the history of art.

Term Offered: All Semesters

ART 198 - Special Topics in Art

Units: 0.5-6

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.

Term Offered: AS NEEDED

ART 201 - Life Drawing I

Units: 3

Exploration of the human figure in pictorial space with emphasis on drawing from a live model and working with gesture, memory and imagination.

Enrollment Requirements: Prerequisite: ART 100, ART 101, and ART 102.

Term Offered: Fall

ART 209 - Introduction to Gallery Practices

Units: 1

A course in the practices and ethics of operating an art gallery.

Enrollment Requirements: Prerequisite: ART 100 and instructor approval.

Term Offered: Spring and Fall

ART 211 - Ceramics I

Units: 3

Introduction to basic ceramic processes and techniques including design, hand building, wheel throwing, glazing, and ceramic history as it applies to assigned problems.

Term Offered: All Semesters

ART 212 - Ceramics II

Units: 3

This studio course builds on knowledge acquired in Ceramics 211.

Emphasis is on the Sculptural Form and Surface experimentation, as well as development of personal expression through exploring personal identity. Traditional and nontraditional uses of clay will be explored through the use of mold making and assemblage.

Enrollment Requirements: Prerequisite: ART 211.

Term Offered: All Semesters

ART 213 - Intermediate Wheel Throwing

Units: 3

This course is for students who are already familiar with wheel throwing and are confident when it comes to wedging and centering. Techniques such as altered throwing and piecing are introduced. Vessel and structural concepts, surface treatment and glazing are emphasized.

Enrollment Requirements: Prerequisite: Art 211

ART 216 - Sculpture I

Units: 3

Introduction to the concepts of three-dimensional composition.

Term Offered: Spring

ART 224 - Beginning Printmaking: Relief

Units: 3

Introduction to concepts and practices in printing woodcuts, linocuts and assembled relief surfaces.

Enrollment Requirements: Prerequisite: ART 100 or ART 124.

ART 231 - Painting I

Units: 3

Introduction to concepts of painting including color, form, and composition.

Enrollment Requirements: Prerequisite: ART 101

Term Offered: Spring and Fall

ART 232 - Painting II

Units: 3

Intermediate course in painting, emphasizing various materials and methods.

Enrollment Requirements: Prerequisite: ART 100 and ART 231

Term Offered: Spring

ART 235 - Photography II - Lighting

Units: 3

Introduction to artificial lighting techniques and theory; strobe equipment and electronic flashes. Students produce a portfolio of work demonstrating knowledge of these techniques.

Enrollment Requirements: Prerequisite: ART 141.

Term Offered: Spring and Fall

ART 236 - Darkroom Photography II

Units: 3

Advanced darkroom photography course involving continued explorations of numerous photographic techniques, compositional styles, concepts and critical analysis of photography as a Fine Art.

Enrollment Requirements: Prerequisite: ART 135.

Term Offered: Spring and Fall

ART 245 - Digital Media I

Units: 3

Introduction to concepts and practices of computer art and related media with an emphasis on contemporary experimental applications.

Enrollment Requirements: reuse

ART 260 - Survey of Art History I

Units: 3

This course surveys the history of art and architecture from Prehistoric through Gothic. Satisfies UNR Fine Arts core curriculum.

Term Offered: Fall

ART 261 - Survey of Art History II

Units: 3

This course surveys the history of art from the Renaissance until the 1950s in Europe, the Americas, and Asia.

Term Offered: Spring

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

Units: 3

This course is a survey of African, Oceanic, and Native American art. Satisfies TMCC Diversity requirement.

Term Offered: Spring

ART 265 - Introduction to Contemporary Art

Units: 3

Survey of global art since the 1960s with an emphasis on art works' relations to cultural, social, and individual identity. This course will introduce both the (so-called) canon of Contemporary art and critiques of the canon through analyses of art works by minority artists traditionally excluded from it.

Term Offered: Fall

ART 268 - Latin American Art

Units: 3

This course surveys Latin American art, starting around the time of the so-called "discovery" of the Americas and continuing until the present. It analyzes the most important Latin American art movements, artists, and artworks and it introduces Chicana art.

ART 270 - Women in Art

Units: 3

This class examines works of art by women artists and representations of women in art and visual culture from antiquity to the present.

Term Offered: All Semesters

ART 288 - Photography of Art and Artifacts

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.

Enrollment Requirements: Prerequisite: ART 141

Term Offered: Fall

ART 295 - Special Topics in Art History

Units: 1-3

The course is an independent study for which students research and write a long paper.

Term Offered: Fall

ART 296 - Independent Study

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.

Term Offered: Spring and Fall

ART 297 - Field Study

Units: 1-3

This course provides an opportunity for students to study art within its cultural and art historical setting by traveling to see works where they are located.

Term Offered: Spring

ART 298 - Portfolio Emphasis

Units: 2

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.

Enrollment Requirements: Prerequisite: 12 credits in studio art or instructor approval.

Term Offered: Fall

ART 299 - Special Topics in Studio Art

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.

Term Offered: All Semesters

AST - Astronomy

AST 104 - Introductory Astronomy: Stars and Galaxies

Units: 3

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.

Enrollment Requirements: Prerequisite: MATH 120 or equivalent or qualifying ACCUPLACER, ACT/SAT test result.

Term Offered: Spring and Fall

AST 198 - Special Topics in Astronomy

Units: 0.5-6

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.

Term Offered: AS NEEDED

AUTO - Automotive

AUTO 101 - Introduction to General Mechanics

Units: 4

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.

Transferability: May not transfer towards an NSHE bachelor's degree

AUTO 111 - Automotive Electricity

Units: 4

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: AUTO 101 or DT 101 or DT 250.

AUTO 101 may be taken as a co-requisite.

AUTO 112 - Automotive Electricity II

Units: 4

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Co-requisite/Prerequisite: AUTO 111 or instructor permission. Course may be taken concurrently with AUTO 111.

AUTO 136 - Engine Repair

Units: 5

This course introduces the theory and operation of internal combustion engines and related sub-systems used in light duty vehicles. Different types of light duty engines will be disassembled; parts will be identified and inspected. The engine will be reassembled to manufacturer's specification. This course satisfies 5 hours of instruction toward completing the embedded math curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course satisfies 20 hours of instruction toward completing the embedded human relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: AUTO 101 or instructor permission.

AUTO 145 - Automotive Brakes

Units: 5

This course introduces the theory and design requirements for brake systems used on automotive and light truck application. Emphasis is placed on mechanical, hydraulic and vacuum system operations. Students will be introduced to principles of hands-on skills for service and repair of brake systems. Student will be introduced to principles of operation and repair of anti-lock brake systems. This course satisfies 5 hours of instruction toward completing the embedded math curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course satisfies 10 hours of instruction toward completing the embedded human relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: AUTO 101 or instructor permission.

AUTO 150 - Steering and Suspension Systems

Units: 5

This course introduces theory and practical application of operation, diagnosis, and hands-on skills to maintain and repair light duty vehicle steering and suspension systems. Emphasis will be placed on front wheel and rear wheel vehicles, four wheel drive, and all wheel drive vehicles. Students will be introduced to wheel alignment strategies and alignment procedures. Tire and wheel maintenance will be included. This course satisfies 5 hours of instruction toward completing the embedded math curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course satisfies 5 hours of instruction toward completing the embedded human relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: AUTO 101 or instructor permission.

AUTO 165 - Auto Heating and Air Conditioning

Units: 5

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: AUTO 111 or instructor permission.

AUTO 185 - Introduction to Alternative Fueled Vehicles

Units: 3

This course will familiarize students with the alternative fuels movement and the laws, regulations and programs affecting alternative fuels. The design and operation of alternative gaseous, liquid, bio-fuels, hydrogen, hybrid, electric vehicles and emerging technologies will be covered.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: AUTO 227 or instructor permission.

AUTO 198 - Special Topics in Auto

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. This course may be repeated for up to six credits.

Transferability: May not transfer towards an NSHE bachelor's degree

AUTO 200 - History of the Automobile

Units: 3

This is an introductory course providing information and instruction on automobiles and their connection to society and purpose through history. Attention will also be given to women and minority populations and their contribution or connection to the industry, and how the automobile industry controlled their access and the benefits that the freedom of transportation provides. Emphasis will be from the invention of the motor wagon through the 1970's.

AUTO 205 - Manual Drive Trains and Axles

Units: 4

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: AUTO 101 or instructor permission.

AUTO 216 - Automatic Transmissions

Units: 5

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: AUTO 101 or instructor permission.

AUTO 225 - Engine Performance I

Units: 4

Foundation course for engine performance concerns, testing, and repair. Study of operation and relationships of basic mechanical engine components, ignition system, and fuel delivery systems. Develop hands-on skills while testing and repair using specialized test equipment. This course satisfies 5 hours of instruction toward completing the embedded math curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course satisfies 5 hours of instruction toward completing the embedded human relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: AUTO 111 or instructor permission.

AUTO 227 - Engine Performance II

Units: 4

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. This course satisfies 5 hours of instruction toward completing the embedded math curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course satisfies 5 hours of instruction toward completing the embedded human relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Co-requisite/Prerequisite: AUTO 225.

AUTO 235 - Engine Performance III

Units: 4

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Co-requisite/Prerequisite: AUTO 227.

AUTO 265 - Electrical/Electronic Systems III

Units: 4

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Co-requisite/Prerequisite: AUTO 112 or instructor permission. Course may be taken concurrently with AUTO 112.

AUTO 285 - Hybrid Vehicle Service Techniques

Units: 4

This course will cover safety procedures, design, operation, diagnosis and repair of all classification of hybrid electric vehicles and full electric vehicles.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: AUTO 185 or instructor permission.

AUTO 290 - Internship in Automotive Level I

Units: 1-6

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.

AV - Aviation

AV 110 - Basic Ground School for Pilots

Units: 3-6

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.

Transferability: May not transfer towards an NSHE bachelor's degree

AV 199 - Special Topics in Aviation

Units: 1-6

Various short courses and experimental classes covering a variety of subjects related to the aviation industry. The course will be a variable of 1 to six credits depending on the course content and number of hours required.

Transferability: May not transfer towards an NSHE bachelor's degree

AV 210 - Instrument Ground School (Airplane)

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: AV 110.

BIOL - Biology

BIOL 100 - General Biology for Non-Majors

Units: 3

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.

Term Offered: ALLSEM&W

BIOL 102 - Introduction to Wildlife Technician

Units: 1

An introductory course to the roles and responsibilities of a career in wildlife technology including the ethical and professional responsibilities. Emphasis will be made in the exploration of wildlife careers, methods of applying for and obtaining jobs, research, volunteer, and professional training opportunities. The importance of data collection and reporting at the technician level will be underscored.

BIOL 105 - Introduction to Neuroscience

Units: 3

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.

Term Offered: Spring and Fall

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.

Term Offered: Spring and Fall

BIOL 110 - Biology for Elementary/Middle Level Education **Units: 3**

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.

Term Offered: AS NEEDED

BIOL 112 - Introduction to Animal Behavior **Units: 3**

An introduction to invertebrate and vertebrate animal behavior. Topics include its description, role, genetic and evolutionary basis, physiological mechanisms, learning, communication, aggression, sexual reproduction, parental investment, mating systems, and methods of study. Laboratory exercises will focus on improving observational skills both in the lab and in the field. Designed as a general education, non-majors course. Three hours of lecture per week and four labs per semester.

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 course is 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.

Term Offered: ALLSEM&W

BIOL 137 - Introduction to Entomology **Units: 3**

This course will introduce students to the biology of insects with a focus on anatomy, physiology, reproduction, ecology, evolution, and biodiversity. We will also explore the role of insects in natural ecosystems and human society. The laboratory includes viewing of insect specimens and field techniques used to study and collect insects in their natural habitats.

Enrollment Requirements: Prerequisite: ENG 100 or ENG 101

BIOL 170 - Calling Bullshit: Reasoning in a World of Data and Misinformation **Units: 3**

The world is rampant in data and statistics, language, and other presentations intended to overwhelm or deceive us with blatant disregard for truth or logic. In other words, the world is full of bullshit. The aim of this course is to help students navigate this bullshit-rich data environment by identifying bullshit, seeing through it, and combating it with effective analysis and argument.

BIOL 188 - Foundations in Scientific Literacy **Units: 1**

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. *

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

BIOL 190A - Introduction to Cell and Molecular Biology **Units: 3**

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 190A & BIOL 190L are prerequisites for the following biology courses: BIOL 201, and BIOL 251. BIOL 190L can be taken as a pre or co-requisite for BIOL 223. BIOL 190A is a prerequisite for BIOL 223.

Enrollment Requirements: MATH 120 as a prerequisite OR MATH 124 or 126 or higher as a prerequisite or co-requisite AND ENG 100, 101 or 113 as a prerequisite or co-requisite; MATH 126 or higher is required for AS degrees.

Term Offered: All Semesters

BIOL 190L - Introduction to Cell and Molecular Biology Laboratory **Units: 1**

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 190A & BIOL 190L are prerequisites for the following biology courses: BIOL 251. BIOL 190L can be taken as a prerequisite or co-requisite for BIOL 223. It is highly recommended that BIOL 190A be taken with or before BIOL 190L.

Enrollment Requirements: MATH 120 as a prerequisite OR MATH 124 or 126 or higher as a prerequisite or co-requisite AND ENG 100, 101 or 113 as a prerequisite or co-requisite; MATH 126 or higher is required for AS degrees.

Term Offered: All Semesters

BIOL 191A - Introduction to Organismal Biology **Units: 3**

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. Note: BIOL 190A/190L plus BIOL 191A/191L transfers to UNR as fulfilling BIOL 190A, 191A and 192.

Enrollment Requirements: MATH 120 as a prerequisite OR MATH 124 or 126 or higher as a prerequisite or co-requisite AND ENG 100, 101 or 113 as a prerequisite or co-requisite; MATH 126 or higher is required for AS degrees.

Term Offered: Spring and Fall

BIOL 191L - Intro to Organismal Biology Lab **Units: 1**

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. Note: BIOL 190/190L plus BIOL 191/191L satisfies BIOL 190, BIOL 191 and BIOL 192 at UNR.

Enrollment Requirements: MATH 120 as a prerequisite OR MATH 124 or 126 or higher as a prerequisite or co-requisite AND ENG 100, 101 or 113 as a prerequisite or co-requisite; MATH 126 or higher is required for AS degrees.

Term Offered: Spring and Fall

BIOL 198 - Special Topics in Biology **Units: 0.5-6**

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.

Term Offered: AS NEEDED

BIOL 200 - Elements of Human Anatomy and Physiology Units: 3

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.

Term Offered: Spring

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.

Term Offered: Spring

BIOL 223 - Human Anatomy and Physiology I Units: 4

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.

Enrollment Requirements: Prerequisite: BIOL 190A. Pre or co-requisite: BIOL 190L.

Term Offered: All Semesters

BIOL 224 - Human Anatomy and Physiology II Units: 4

A continuation of BIOL 223 with an increased emphasis on homeostatic regulation. Body systems covered include: cardiovascular, respiratory, digestive, reproductive, urinary, endocrine, lymphatic and immune. Required for most allied health programs. Three hours of lecture and three hours of 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.

Enrollment Requirements: Prerequisites: BIOL 190A and BIOL 223 - with a grade of 'C' or better, and BIOL 190L (can be corequisite)

Term Offered: All Semesters

BIOL 234 - Natural History of the Great Basin Units: 4

This course introduces students to the natural history of the Great Basin desert with a focus on biodiversity and adaptations, ecology and climate, geography and geology, natural resources, human cultures and impacts, management, and conservation. Identification of common species inhabiting the Great Basin desert will be covered. An emphasis will be placed on discourse and course materials that integrate concepts covered in pre-requisite courses, including discussions and a capstone project. The lab portion of this course is field-oriented and culminates in a multi-day field trip.

Enrollment Requirements: Prerequisite: BIOL 191A and BIOL 191L.

BIOL 251 - General Microbiology Units: 4

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.

Enrollment Requirements: Prerequisite: BIOL 190/190A and BIOL 190L.

Term Offered: All Semesters

BIOL 273 - Research Experience Units: 1-6

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.

Enrollment Requirements: SUM: Prerequisite: A grade of 'B' or better in BIOL 190 and BIOL 190L and permission of the instructor.

Term Offered: AS NEEDED

BIOL 275 - Gross Anatomy Dissection Units: 1

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.

Enrollment Requirements: Prerequisite: A grade of B or better in BIOL 223 AND permission of the instructor.

Term Offered: AS NEEDED

BIOL 290 - Internship in Biology Units: 1-8

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. Up to eight semester hour credits may be earned on the basis of 45 hours of internship for one credit.

Enrollment Requirements: Instructor permission.

Term Offered: AS NEEDED

BIOL 295 - Current Topics in Infectious Disease Units: 1-3

This is a seminar type course covering current topics/issues in infectious diseases.

Enrollment Requirements: Prerequisite: BIOL 251

Term Offered: AS NEEDED

BIOL 298 - Independent Study in Biology Units: 1-3

Research and/or analysis of readings in selected topics in biology. For 1-3 credits, up to a maximum of 8 credits.

Enrollment Requirements: Prerequisite: A grade of 'B' or better in BIOL 190 and BIOL 190L and permission of instructor.

Term Offered: AS NEEDED

BIOL 299 - Selected Topics in Biology Units: 1-3

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.

Enrollment Requirements: Prerequisite: BIOL 100 or higher or permission of the instructor.

Term Offered: AS NEEDED

BRL - Bricklayer

BRL 101 - Bricklayers 1st Year Apprenticeship Units: 6

This is a first-year course for individuals in the bricklayers' apprenticeship program. This course is taken twice in the first year. The total embedded material is covered when this course is taken twice in one year. This course satisfies 45 hours of instruction toward specified programs and certificates for AAS Human Relations General Education requirements. This course satisfies 50 hours of instruction toward specified programs and certificates for AAS Math/Quantitative Reasoning General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

BRL 151 - Bricklayers 2nd Year Apprenticeship

Units: 6

This is a second-year course for individuals in the bricklayers' apprenticeship program. This course is taken twice in the second year. The total embedded content is covered when this course is taken twice. This course satisfies 45 hours of instruction toward specified programs and certificates for AAS Science/Quantitative Reasoning General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: BRL 101

BRL 201 - Bricklayers 3rd Year Apprenticeship

Units: 6

This is a third-year course for individuals in the bricklayers' apprenticeship program. This course is taken twice in the third year.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: BRL 151

BUS - Business

BUS 101 - Introduction to Business

Units: 3

Gain a broad introduction to the principles, practices and functions of business as they are practiced in both the national and global economies. Develop a basic business plan after you learn about topics in management, marketing, finance, investments and other areas including small business, international business and business ethics and obtain a solid foundation in basic business principles.

Enrollment Requirements: Prerequisite: ENG 100, 101, ENG 113, BUS 108, or equivalent

Term Offered: All Semesters

BUS 106 - Business English

Units: 3

Improve your business English and learn leading-edge practices currently being used in the business community as you review principles of grammar, punctuation, word usage, paragraph development, and business correspondence formatting. Your ability to use English well in your business endeavors is crucial to your success.

Term Offered: Spring and Fall

BUS 107 - Business Speech Communications

Units: 3

Your ability to communicate effectively is crucial to your business success. Practice delivering a variety of individual and small group presentations in a safe environment as you learn to improve your listening skills, grammar, effective speech construction and more.

Term Offered: Spring and Fall

BUS 108 - Business Letters and Reports

Units: 3

Improve your letter and report writing skills as you explore proper word choice, tone, structure and more. Cover best practices used in today's businesses for inductive and deductive business letters, memorandums and reports.

Enrollment Requirements: Prerequisite: BUS 106 or ENG 100 or above or qualifying ACCUPLACER, ACT/SAT test results.

Term Offered: Spring and Fall

BUS 111 - Workplace Communications

Units: 3

Effectively communicate in your business operations as you learn common written and oral communication strategies that you can apply in any workplace environment. Discover best practices to help with employment searches and/or career advancement as well as in the preparation, evaluation and interpretation of various workplace communication tools.

Transferability: May not transfer towards an NSHE bachelor's degree

BUS 112 - Customer Service

Units: 3

Raise service levels and improve the customer experience at every point of contact as you discover fundamental service principles and practices that can be applied in any customer service business. Explore issues of serving a diverse population, learn how to delight your customers, discuss ways to better support your colleagues and build a superior service culture that you can be proud of. Excellence in customer service is a key factor in the success of any business.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: BUS 106, BUS 108, ENG 100 or higher
Term Offered: Spring

BUS 117 - Business Calculations and Methods

Units: 3

Identify ways to solve problems that routinely cause businesses to fail so that you, as a decision-maker for your business, can protect yourself and your company. Learn practical applications and principles for business mathematics that you will use in your everyday business practices such as bank reconciliations, present value, markup and markdown, simple and compound interest, trade and cash discounts, sales and property taxes, payroll, overhead, and the analysis of financial reports.

Transferability: May not transfer towards an NSHE bachelor's degree

BUS 150 - Personal Finance

Units: 3

Create and evaluate a personal financial plan that will help you achieve your short and long-term financial goals. Explore topics such as budgeting, financial statements, banking, time value concepts, obtaining and managing credit, identity theft, interest rates, insurance, investments, retirement planning, taxation, and more.

BUS 198 - Special Topics in Business

Units: 0.5-6

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

Units: 3

Create and interpret reports needed for data driven decision making through applying concepts of descriptive statistics, probability, and inferential statistics directly to real life business operations. Explore topics such as methods to collect, present, and interpret data; interpretation of probability distributions; and variance, regression and time-series analysis. Learn to use both basic and advanced commands in Excel and other commonly used software to perform your analysis and reports.

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.

Term Offered: Fall

BUS 290 - Internship in Business

Units: 1-8

Apply your knowledge and gain industry experience in a real world work environment in an internship designed specifically for you between a company, a faculty advisor and our internship coordinator. If you have completed your core and major requirements and have a GPA of 2.5 or higher you can earn up to eight credits with your internship experience. Contact the TMCC Career Hub to learn more about the internship process and submit an application.

Enrollment Requirements: Available to students who have completed all core and major requirements and have a 2.5 GPA.

BUS 325 - Legal Environment

Units: 3

Delve into the fundamental legal and regulatory parameters that define, promote, and limit business activities. Analyze the advantages and disadvantages of litigation, mediation, and arbitration; explore ethical issues; and learn to apply laws and regulations to various case studies. Gain an understanding 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.

Enrollment Requirements: Prerequisite: ENG 102 or equivalent or permission of the instructor.

Term Offered: Fall

BUS 330 - Business Presentations

Units: 3

Be prepared for any type of presentation you have to give in the business world. Discover how to analyze and identify your audience's needs; improve your delivery through tools that will help you with gestures, voice projection, variety and more; develop engaging and relevant visual aids; and create compelling content to frame your presentation and back up your argument with logic. Gain tips for managing nervousness and distractions and practice your craft in a safe environment that allows you to discover your strengths, get helpful feedback and make needed improvements.

Enrollment Requirements: Prerequisite: ENG 102 or ENG 114 or instructor's approval.

Term Offered: Spring

CADD - Computer Aided Drafting and Design

CADD 100 - Introduction to Computer-Aided Drafting

Units: 3-4

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.

Term Offered: Spring and Fall

CADD 105 - Intermediate Computer-Aided Drafting

Units: 3-4

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.

Enrollment Requirements: Prerequisite: CADD 100 and either DFT 100 or ADT 105.

Term Offered: Spring and Fall

CADD 140 - Technical Drafting I

Units: 3-4

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.

Enrollment Requirements: Prerequisite: DFT 100 or CADD 100 or approval of instructor.

Term Offered: Spring and Fall

CADD 141 - Technical Drafting II

Units: 3-4

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.

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.

CADD 142 - Technical Drafting III

Units: 3-4

Covers descriptive geometry and electronic drafting. Advances concepts introduced in CADD 141 through project oriented problem solving.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: CADD 140. Course may be taken concurrently with CADD 140.

CADD 198 - Special Topics in CADD

Units: 1-6

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.

Transferability: May not transfer towards an NSHE bachelor's degree

CADD 200 - Advanced Computer Aided Drafting

Units: 3-4

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.

Enrollment Requirements: Prerequisite: CADD 105 and CADD 140.

CADD 210 - CADD Project

Units: 3-4

Each student will complete a project that will increase his/her CAD skills.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: CADD 100 and CADD 140.

CADD 245 - Solid Modeling and Parametric Design

Units: 3

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.

Term Offered: Spring and Fall

CADD 290 - Internship in CADD

Units: 1-6

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.

Transferability: May not transfer towards an NSHE bachelor's degree

CADD 299 - Capstone/Assessment

Units: 1-3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

CE - Cooperative Education

CE 101 - Apprenticeship Orientation

Units: 0.5

This course is designed to help students adjust to being an apprentice. It includes a concentration on the individual transitioning to their new role as an apprentice and a student. It teaches effective study habits, time management with an online course and gives the student guidance in collegiate life. The course will address what it means to be an apprentice and understanding apprenticeship expectations.

Transferability: May not transfer towards an NSHE bachelor's degree

CE 198 - Special Topics in Cooperative Education

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.

Transferability: May not transfer towards an NSHE bachelor's degree

CE 201 - Workplace Readiness

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

CE 290 - Work Experience

Units: 0.5-9

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.

Transferability: May not transfer towards an NSHE bachelor's degree

CEP - Counseling and Educational Psychology

CEP 254 - Biopsychosocial Factors in Addiction

Units: 3

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.

Enrollment Requirements: Prerequisite: CPD 116 or permission of instructor.

Term Offered: AS NEEDED

CEP 255 - Developmental Theories-Prevention/Education Strategies

Units: 3

Impact of addiction on development in children and families, prenatal addiction and fetal alcohol syndrome, and current prevention and education models and services.

Enrollment Requirements: Prerequisite: CPD 116.

Term Offered: AS NEEDED

CH - Core Humanities

CH 201 - Ancient and Medieval Cultures

Units: 3

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.

Enrollment Requirements: Prerequisite: ENG 101, 101A or ENG 113 or completion of CH 202 or CH 203 with a 'D' or better.

Term Offered: All Semesters

CH 202 - The Modern World

Units: 3

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.

Enrollment Requirements: Prerequisite: ENG 101, 101A or ENG 113; or completion of CH 201 or CH 203 with a 'D' or better.

Term Offered: All Semesters

CH 203 - American Experiences and Constitutional Change

Units: 3

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.

Enrollment Requirements: Prerequisite: ENG 101, 101A or higher or ENG 113; or completion of CH 201 or CH 202 with a 'D' or better.

Term Offered: All Semesters

CHEM - Chemistry

CHEM 100 - Molecules and Life in the Modern World

Units: 3

A course for students with no science background. A general introduction into topics in inorganic and organic chemistry as related to environmental and energy issues in modern society. Four laboratory experiences are required through the course period.

Enrollment Requirements: Prerequisite: ENG 100, ENG 101, ENG 113 or equivalent.

Term Offered: All Semesters

CHEM 121 - General Chemistry I

Units: 4

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.

Enrollment Requirements: Prerequisite: MATH 120, MATH 124, MATH 126 or qualifying ACCUPLACER, SAT or ACT scores AND Completion of ENG 101 or equivalent or qualifying ACCUPLACER, SAT or ACT scores.

Term Offered: All Semesters

CHEM 122 - General Chemistry II

Units: 4

A second semester general chemistry course covering topics on intermolecular forces, kinetics, equilibrium, acid/base chemistry, thermodynamics, and electrochemistry. Course includes a weekly lab.

Enrollment Requirements: Prerequisite: C or better in CHEM 121 within 5 years.

Term Offered: Spring and Fall

CHEM 198 - Special Topics in Chemistry

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.

Term Offered: AS NEEDED

CHEM 220 - Introductory Organic Chemistry

Units: 4

Introduction to the properties of organic functional groups, fundamental principles of carbon chemistry, and biological chemistry. The weekly laboratory portion of the course focuses on techniques involved in the preparation, reactivity, and identification of organic compounds.

Enrollment Requirements: Prerequisite: CHEM 121. Recommended: CHEM 122.

Term Offered: Spring and Fall

CHEM 241L - Organic Chemistry for Life Sciences Lab I Units: 1

Laboratory techniques and principles in introductory Organic Chemistry for the synthesis, purification, and characterization of organic compounds.

Enrollment Requirements: Prerequisite or corequisite: CHEM 341.
Term Offered: Spring

CHEM 242L - Organic Chemistry for Life Sciences Lab II Units: 1

Laboratory techniques and principles in intermediate Organic Chemistry for the synthesis, purification, and characterization of organic compounds.

Enrollment Requirements: Prerequisite or corequisite: CHEM 342
Term Offered: Fall

CHEM 341 - Organic Chemistry for Scientists and Professionals I Units: 3

Detailed treatment of organic molecules, simple functional groups, stereochemistry, reaction mechanisms, introductory synthesis, and spectroscopy. For chemistry, biochemistry, molecular biology, and other pre-professional majors. Credit allowed in only one of CHEM 220, CHEM 241, or CHEM 341.

Enrollment Requirements: Prerequisite: CHEM 122 or CHEM 202.
Term Offered: AS NEEDED

CHEM 342 - Organic Chemistry for Scientists and Professionals II Units: 3

Continuation of CHEM 341, with emphasis on complex functional groups, detailed reaction mechanisms, multistep syntheses, and molecules relevant to biology and materials science. Credit not allowed in both CHEM 242 and CHEM 342.

Enrollment Requirements: Prerequisite: CHEM 341 or CHEM 241 with a grade 'C' or higher.
Term Offered: AS NEEDED

CIT - Computer Information Technology

CIT 107 - Databases Units: 1

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: Fall

CIT 112 - Network + Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: Spring and Fall

CIT 114 - IT Essentials Units: 4

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: Spring and Fall

CIT 128 - Introduction to Software Development Units: 4

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.

Transferability: May not transfer towards an NSHE bachelor's degree

CIT 130 - Beginning Java Units: 3

Java is a general-purpose, object-oriented programming language used in many different ways. This course is on Java, and the primary emphasis will be on general purpose, object-oriented programming. Topics covered include: primitive and reference data types, control structures, methods, arrays, custom classes, and composition.

Term Offered: Spring

CIT 134 - Beginning C# Programming Units: 3

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.

Term Offered: Fall

CIT 135 - Introduction to Swift Coding Units: 3

This introductory course is designed to help students build a solid foundation in programming fundamentals using Swift as the language. Students get practical experience with the tools, techniques, and concepts needed to build a basic iOS app.

Transferability: May not transfer towards an NSHE bachelor's degree

CIT 136 - Application Development with Swift Units: 3

Students get practical experience with the tools, techniques, and concepts needed to build a basic iOS app from scratch. They'll also learn user interface design principles, which are fundamental to programming and making great apps. They'll examine how to design, prototype, and architect an app of their own design.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Pre-requisites: CIT 135 - Introduction to Swift Coding

CIT 151 - Beginning Web Development Units: 3

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.

Term Offered: Spring and Fall

CIT 152 - Web Script Language Programming Units: 3

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.

Enrollment Requirements: Prerequisite: CIT 151 with a C or better.
Term Offered: Fall

CIT 173 - Introduction to Linux

Units: 3

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.

Term Offered: Spring and Fall

CIT 174 - Linux System Administration

Units: 3

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.

Term Offered: Spring and Fall

CIT 176 - Linux Shell Programming

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: CIT 173.

Term Offered: Spring

CIT 180 - Database Concepts and SQL

Units: 3

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.

Term Offered: Spring

CIT 198 - Special Topics in CIT

Units: 1-6

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.

Transferability: May not transfer towards an NSHE bachelor's degree

CIT 201 - Word Certification Preparation

Units: 3

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.

Term Offered: Fall

CIT 202 - Excel Certification Preparation

Units: 3

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.

Term Offered: Spring

CIT 211 - MCITP/MCTS Windows Workstation OS

Units: 3-5

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.

Term Offered: AS NEEDED

CIT 212 - MCITP/MCTS Windows Server OS

Units: 3-5

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.

Enrollment Requirements: Prerequisite or corequisite: CIT 211.

Term Offered: Spring and Fall

CIT 213 - MCITP/MCTS Network Infrastructure

Units: 3-5

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.

Enrollment Requirements: Prerequisite: CIT 212.

Term Offered: Fall

CIT 214 - MCITP Application Infrastructure

Units: 3-5

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.

Enrollment Requirements: Prerequisite: CIT 212.

Term Offered: Spring

CIT 215 - MCITP Active Directory

Units: 3-5

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.

Term Offered: AS NEEDED

CIT 216 - Server+

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: CIT 114

CIT 217 - Security +

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: CIT 112 or CSCO 120 or instructor approval.

Term Offered: AS NEEDED

CIT 230 - Advanced Java

Units: 3

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, inheritance, interfaces, exception handling, javafx, input and output to files and databases, data structures, generics, and searching and sort algorithms.

Enrollment Requirements: Prerequisite: CIT 130 with a 'C' or better.

Term Offered: Fall

CIT 234 - Advanced C# Programming

Units: 3

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: windows forms, inheritance, interfaces, abstraction, dynamic data structures, reusable data structures, and use of existing collections.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: CIT 134 with a grade of 'C' or better.

Term Offered: Spring

CIT 235 - Fluent Entity Framework in C#

Units: 3

This course is the third semester of C# programming, and will include exposure to the Entity Framework of the .NET platform. The primary emphasis will be on the "code first" and "data first" approaches to using the Entity Framework and the Fluent API.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: CIT 234 and CIT 180 with a grade of C or better.

CIT 236 - Common Programming Patterns

Units: 3

This course will cover some basic and common patterns used in solving programming problems. The emphasis will be on the generally accepted patterns that solve these problems. Students will be able to turn in their work using either the C# or JAVA programming language.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: CIT 230 or CIT 234 with a grade of C or better.

CIT 237 - Test-Driven Development

Units: 3

This course will cover the methods used to create software by writing Unit Tests before development begins. It will be taught in both JAVA and C#, so the student can choose which language to use. Topics covered will include: unit test fundamentals, unit test frameworks, designing unit tests, building a test-driven project, and other topics.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: CIT 230 or CIT 234 with a grade of C or better.

CIT 251 - Advanced Web Development

Units: 3

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.

Enrollment Requirements: Prerequisite: CIT 151 and CIT 152

Term Offered: Spring

CIT 257 - Web Languages

Units: 3

This course explores a variety of emerging technologies that are used in sophisticated Web sites. Students will explore advanced Internet topics that may include dynamic Web site content, database integration, e-commerce, security, server-side configurations, scripting, common gateway interfaces and Web application development. This particular course extends web programming with the introduction of MITs App Inventor, a visual programming environment used to create mobile applications for the Android smart phone operating system.

Enrollment Requirements: Prerequisite: CIT 152 or instructor approval.

Term Offered: Spring

CIT 263 - Project Management

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: CIT 114 or instructor approval.

Term Offered: Spring

CIT 274 - Ethical Hacking

Units: 3

Explains basic IT security concepts and models. Introduces concepts of penetration testing to validate security measures and identify vulnerabilities; formulate a basic security policy; demonstrate basic penetration attacks; assess risks and countermeasures; explain legal and ethical concerns as they apply to penetration testing; explores methods to gain access to computer resources and methods to prevent/reduce vulnerabilities and will prepare students to take the ECCouncil's Certified Ethical Hacker core certification exam.

Transferability: May not transfer towards an NSHE bachelor's degree

CIT 280 - Introduction to Blockchain Concepts

Units: 3

Course offers an introduction to blockchain technology, which is a type of distributed ledger technology: what blockchain is, how blockchain was developed, how blockchain works, and the primary issues, challenges, and opportunities blockchain faces. Students will engage in hands-on work, such as contextualized code exercises, to lay a strong foundation for blockchain development.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Math 124 or higher.

CIT 281 - Intermediate Blockchain Concepts

Units: 3

Builds on the concepts introduced in CIT 280 to address intermediate concepts related to blockchain, including the concepts of access, privacy, and integrity. This course also provides an overview of the practical landscape for the blockchain workforce, including industry-specific applications, different types of blockchain, common project types, and limitations and opportunities that might define blockchain in the future.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Math 124 and CIT 280

CIT 290 - Internship in CIT I

Units: 1-6

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

CIT 291 - Internship in CIT II

Units: 1-6

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

CIT 298 - Advanced Special Topics in CIT

Units: 1-6

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

CIT 299 - Independent Study in CIT

Units: 1-6

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

CLS - Clinical Lab Specialist

CLS 151 - Phlebotomy

Units: 2

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: Spring and Fall

CLS 152 - Applied Phlebotomy

Units: 2

A laboratory and classroom experience in which students obtain knowledge in and supervised practice of blood collection methods routinely used to collect patent samples for diagnostic testing. This course must be taken concurrently with CLS 151, Phlebotomy. If certification as a Phlebotomy Technician by the American Society for Clinical Pathology and licensure as a Lab Assistant in Nevada is desired, CLS 153 must be taken in addition to CLS 151 and CLS 152.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: Spring and Fall

CLS 153 - Phlebotomy Clinical Practicum

Units: 2

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 100 hours of supervised clinical experience and 100 successful venipunctures including dermal.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: Spring and Fall

COM - Communication

COM 101 - Oral Communication

Units: 3

Theory and practice in the composition and delivery of public speeches. Advanced techniques of message development, organization, and style.

Term Offered: All Semesters

COM 113 - Fundamentals of Speech Communications

Units: 3

Principles and theories of speech communication. Participation in public speaking and interpersonal communication activities.

Term Offered: ALLSEM&W

COM 212 - Introduction to Communication Research

Units: 3

This course addresses basic approaches to research in speech communication. It is an introduction to historical, analytical, critical and empirical methods of investigation.

Enrollment Requirements: Prerequisite: ENG 102 or concurrently enrolled

COM 215 - Introduction to Group Communication

Units: 3

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.

Term Offered: Spring and Fall

COM 217 - Argumentation and Debate

Units: 3

This class addresses the theory and practice of oral argumentative discourse. It includes extensive study of argumentative principles and debate fundamentals. Students will participate in class discussions, speeches and debates.

COM 285 - Communication Disabilities and Film

Units: 3

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.

Term Offered: Spring and Fall

CONS - Construction

CONS 101 - Introduction to Construction Technology

Units: 3

This course is designed to give students with the ambition of careers in the construction industry the foundation required to be successful in further study in all areas of the industry. Topics include: basic safety, basic math, introduction to hand tools, introduction to power tools, introduction to blueprints, basic rigging. This course may be repeated for up to six credits.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: Fall

CONS 111 - Commercial Building Codes

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

CONS 121 - Principles of Construction Estimating

Units: 3

A basic course designed to help construction professionals develop their understanding of the material take off or quality survey process for estimating. Specific estimating methods for assemblies of materials and by trade will form the basis for the approach used in class. The course will emphasize the basic formulas for area and volume for materials measurement and how it is used in manual and computerized estimating software. Use of online plan and document bid services will supplement the class lectures and text.

Transferability: May not transfer towards an NSHE bachelor's degree

CONS 155 - On-Site Construction Supervision

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

CONS 198 - Special Topics in Construction

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.

Transferability: May not transfer towards an NSHE bachelor's degree

CONS 205 - Construction Site Safety

Units: 3

Safety and risk management curriculum is designed for construction supervisory personnel. The course includes the required 30 hours of authorized training as required by Nevada law to earn an OSHA 30 card. In addition, salary and benefits, payroll burdens, profitability, workmen's compensation, unemployment insurance and general liability insurance will be covered as part of the risk management topics associated with construction management best practices.

Transferability: May not transfer towards an NSHE bachelor's degree

CONS 211 - Construction Cost Control

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

CONS 221 - Construction Estimating II

Units: 3

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.

Enrollment Requirements: Prerequisite: CONS 121.

Term Offered: Spring

CONS 281 - Construction Planning, Scheduling and Control

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

CONS 282 - Construction Law

Units: 2-3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

CONS 283 - Construction Documents and Specifications

Units: 2

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.

Transferability: May not transfer towards an NSHE bachelor's degree

CONS 290 - Internship in Construction

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 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.

Transferability: May not transfer towards an NSHE bachelor's degree

COT - Computer Office Technology

COT 101 - Computer Keyboarding I

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

COT 110 - Business Machines

Units: 1-3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: Spring and Fall

COT 198 - Special Topics in COT

Units: 0.5-6

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

COT 207 - Business Applications on the Internet

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: Fall

COT 217 - Office Publications

Units: 1-3

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.

Term Offered: Spring

COT 240 - Executive Office Procedures

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: BUS 106 or BUS 108; or qualifying Accuplacer score; or with instructor approval.

Term Offered: Fall

COT 290 - Internship in Computer/Office Technology

Units: 1-6

This real-world curriculum will reinforce the skills and knowledge acquired in the Office Management 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.

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.

Term Offered: AS NEEDED

CPD - Counseling and Personal Development

CPD 116 - Substance Abuse-Fundamental Facts and Insights

Units: 3

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.

Term Offered: Spring and Fall

CPD 123 - Career Choices and Changes

Units: 1-3

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.

Term Offered: AS NEEDED

CPE - Computer Engineering

CPE 201 - Digital Design

Units: 3

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.

Enrollment Requirements: Prerequisite: CS 135 with a 'C' or better; MATH 127 or higher or qualifying SAT, ACT, or Accuplacer score.

Term Offered: Spring and Fall

CPT - Carpenter Apprenticeship

CPT 101 - Carpentry 1st Year Apprenticeship

Units: 6

This course is the first year course for individuals in the building trades' Carpenter apprenticeship program. History of the Carpentry trade and apprenticeship program, trade mathematics, care and use of hand and power tools, building materials, hardware, construction sketching, foundations, footings, wall and floor framing. This course is taken twice in the first year. The total embedded material is covered when this course is taken twice in one year. This course satisfies 45 hours of instruction toward specified programs and certificates for AAS Human Relations General Education requirements. This course satisfies 45 hours of instruction toward specified programs and certificates for AAS Math/Quantitative Reasoning General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

CPT 151 - Carpentry 2nd Year Apprenticeship

Units: 6

This course is the second year course for individuals in the building trades' Carpenter apprenticeship program. Interior and exterior trim -- door and window frames, sash, doors, hardware and related materials and building codes. Intermediate blueprint reading and sketching, roof construction and industrial labor relations. This course is taken twice in the second year.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite CPT 101

CPT 201 - Carpentry 3rd Year Apprenticeship

Units: 6

This course is the third year course for individuals in the building trades' Carpenter apprenticeship program. This course is taken twice in the second year. Stair building -- layout and construction of stairways and the study of problems attendant to headroom and well openings. Heavy timber and concrete construction -- pre-cast, pre-stressed and post-stressed. Cabinetmaking -- materials, hardware, joints, fasteners, machine processes and installation. Advanced blueprint reading and sketching.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite CPT 151

CPT 251 - Carpentry 4th Year Apprenticeship

Units: 6

This course is the fourth year course for individuals in the building trades' Carpenter apprenticeship program. This course is taken twice in the fourth year. Basic welding and cutting -- oxy-acetylene and arc. Cost analysis and estimating -- material take-off, labor costs, bid preparation bonds and legal responsibilities. Construction financing, human relations in industry and general review of courses CPT 101 through CPT 201.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite CPT 201

CRJ - Criminal Justice

CRJ 101 - Introduction to Criminal Justice I

Units: 3

History, philosophy and functions of criminal justice system, law enforcement, criminal law and constitutional rights as they affect system functioning.

Term Offered: All Semesters

CRJ 102 - Introduction to Criminal Justice II

Units: 3

Adjudicatory process, adult and juvenile corrections functions within the criminal justice system.

Term Offered: All Semesters

CRJ 103 - Communication Within the Criminal Justice Field

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Students must be accepted to the Northern Nevada Law Enforcement Academy.

CRJ 104 - Introduction to Administration of Justice

Units: 3

American criminal justice system, its development, components, and processes; includes consideration of crime and criminal justice as a formal area of study.

Term Offered: All Semesters

CRJ 106 - Introduction to Corrections

Units: 3

History and analysis of development in corrections, recent innovations and future correctional systems structure and programs.

Term Offered: Spring and Fall

CRJ 110 - Introduction to Nevada Law Enforcement

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Students must be accepted to the Northern Nevada Law Enforcement Academy.

CRJ 125 - Legal Careers and Law Schools

Units: 1

Introduction to careers in law; preparing and applying for law school.

Term Offered: Spring and Fall

CRJ 126 - Legal Research and Methods

Units: 1

Exposure to American legal thought, methods of reasoning, and research with a focus on identifying legal issues and developing basic legal research skills.

Term Offered: Spring and Fall

CRJ 127 - Legal Writing

Units: 1

Introduction to the process, structure and forms of legal argument and writing and citation skills.

Term Offered: Spring and Fall

CRJ 155 - The Juvenile Justice System

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.

Term Offered: Spring

CRJ 164 - Introduction to Criminal Investigation

Units: 3

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.

Term Offered: Spring and Fall

CRJ 198 - Special Topics in Criminal Justice

Units: 0.5-6

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.

Transferability: May not transfer towards an NSHE bachelor's degree

CRJ 211 - Police in America: An Introduction

Units: 3

Historical development, roles, socialization and problems of police work. Transfers to UNR as CJ 211 Police in America.

Term Offered: All Semesters

CRJ 214 - Principles of Police Patrol Techniques

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.

Term Offered: Spring and Fall

CRJ 215 - Probation and Parole

Units: 3

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.

Term Offered: Spring and Fall

CRJ 222 - Criminal Law and Procedure

Units: 3

Integrated overview of the elements of substantive criminal law and the fundamental concepts of due process and fairness underlying American criminal procedures.

Enrollment Requirements: Prerequisite: CRJ 101 or CRJ 104.

Term Offered: All Semesters

CRJ 225 - Criminal Evidence

Units: 3

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.

Term Offered: Spring and Fall

CRJ 226 - Preventions and Control of Delinquency

Units: 3

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.

Term Offered: Fall

CRJ 234 - Introduction to the Courts and American Legal System

Units: 3

Introduction to the role and organization of the judicial branch of government, its central actors, and processes.

CRJ 260 - 911 Dispatch Emergency Telecommunicator Academy

Units: 12

The Dispatch Training Program is designed to provide students with the knowledge and skills necessary to become effective dispatchers in the field. This program consists of 180 contact hours, including both lecture and hands-on lab/simulation components. In addition to the classroom instruction, students will also participate in five 8-hour sit-along internships, allowing them to apply what they have learned in real-world scenarios. Throughout the course, students will study a variety of topics, including communication skills, call-taking procedures, dispatching techniques, emergency response protocols, and computer-aided dispatch systems. The program is designed to be comprehensive, covering both the theoretical and practical aspects of the field. Upon completion of the Dispatch Training Program, students will have a thorough understanding of the role of a dispatcher and the skills necessary to perform the job effectively. They will also be able to demonstrate critical thinking and problem-solving skills, as well as effective communication and interpersonal skills. This program is designed to be rigorous and challenging, but also engaging and supportive, with a knowledgeable and experienced faculty who are dedicated to helping students succeed.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Co-requisite: COT 101.

CRJ 265 - Introduction to Physical Evidence

Units: 3-4

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.

Term Offered: Spring and Fall

CRJ 270 - Introduction to Criminology

Units: 3

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.

Term Offered: Spring and Fall

CRJ 285 - Selected Topics in Criminal Justice

Units: 1-6

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.

Transferability: May not transfer towards an NSHE bachelor's degree

CRJ 289 - Law and Justice

Units: 3

Survey of law and justice from a multi-disciplinary perspective with special emphasis on comparative justice systems, race, ethnicity, and gender.

Term Offered: All Semesters

CRJ 290 - Internship in Criminal Justice

Units: 1-8

Work with selected law enforcement agencies, correctional agencies, or security organizations; scheduling to occur during the final semester for the student in the program.

Transferability: May not transfer towards an NSHE bachelor's degree

CRJ 299 - Special Topics

Units: 1-3

Introduction to a selected major topic or issue of importance for students in law enforcement, courts or corrections.

Enrollment Requirements: Prerequisite: CRJ 101 or CRJ 104.

Term Offered: Spring and Fall

CS - Computer Science

CS 105 - Introduction to Computing

Units: 3

Introduction to essential concepts and practices in computing. Design, assemble, and operate basic computer hardware and software in a collaborative environment.

Term Offered: Spring and Fall

CS 135 - Computer Science I

Units: 3

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.

Enrollment Requirements: Prerequisite: MATH 127 or MATH 128 or satisfactory test placement into MATH 181. May be taken concurrently with MATH 127.

Term Offered: Spring and Fall

CS 151 - Introduction to Cybersecurity

Units: 3

Introduction to fundamental concepts of cybersecurity, common cybersecurity vulnerabilities and threats, and techniques and tools for detecting and defending against cyber-attacks.

Term Offered: Spring and Fall

CS 202 - Computer Science II

Units: 3

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.

Enrollment Requirements: Prerequisite: CS 135 with a 'C' or better; MATH 127 or higher, or qualifying ACT, SAT or Accuplacer score.

Term Offered: Spring and Fall

CS 219 - Computer Organization

Units: 3

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.

Enrollment Requirements: Prerequisite: CS 202 or CPE 201

Term Offered: Spring and Fall

CS 252 - Digital Forensics Fundamentals

Units: 3

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.

Term Offered: AS NEEDED

CSCO - Cisco

CSCO 120 - CCNA Internetworking Fundamentals

Units: 4

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.

Term Offered: Spring and Fall

CISCO 121 - CCNA Routing and Switching Essentials

Units: 4

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.

Enrollment Requirements: Prerequisite: CISCO 120 with a 'C' or better.

Term Offered: Spring and Fall

CISCO 220 - CCNA Scaling Networks

Units: 3

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.

Enrollment Requirements: Prerequisite: CISCO 121 with a C or better.

Term Offered: Spring and Fall

CISCO 230 - Fundamentals of Network Security

Units: 4

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: CISCO 120

Term Offered: Fall

CUL - Culinary Arts

CUL 100 - Sanitation/HACCP

Units: 2

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 ServSafe Food Protection Manager Certification exam. Passing this confers both NRA (Nevada Restaurant Association) and Washoe County Food Service Manager certification.

Term Offered: Spring and Fall

CUL 101 - Sanitation/HACCP (CFPM)

Units: 1

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.

Term Offered: Spring and Fall

CUL 105 - Basic Skills Development

Units: 3

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.

Enrollment Requirements: Prerequisite or Corequisite: ENG 100 or higher.

Term Offered: Spring and Fall

CUL 106 - Understanding Culinary Techniques I

Units: 6

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.

Enrollment Requirements: Prerequisite: CUL 100, CUL 105, and ENG 101 or ENG 113 or equivalent/qualifying test scores.

Term Offered: Spring and Fall

CUL 108 - Understanding Culinary Techniques II

Units: 6

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.

Enrollment Requirements: Prerequisite: CUL 106.

Term Offered: Spring and Fall

CUL 114 - Buffet Catering

Units: 3

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.

Enrollment Requirements: Prerequisite: CUL 106.

Term Offered: Fall

CUL 125 - Principles of Baking

Units: 3

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.

Enrollment Requirements: Prerequisite: CUL 106.

Term Offered: Fall

CUL 130 - Garde Manger

Units: 3

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.

Enrollment Requirements: Prerequisite: CUL 108

Term Offered: Spring

CUL 170 - Retail Deli and Bakery

Units: 3

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.

Enrollment Requirements: Prerequisite: CUL 106 and CUL 125.

Term Offered: Spring

CUL 195 - Selected Topics in Culinary Arts

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.

Term Offered: Spring and Fall

CUL 198 - Special Topics in Culinary Arts

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.

Term Offered: Spring and Fall

CUL 200 - Aromatics/Restaurant Experience

Units: 4

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.

Enrollment Requirements: Prerequisite: CUL 108.

Term Offered: Spring

CUL 210 - American Regional Cuisine

Units: 3

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.

Enrollment Requirements: Prerequisite: CUL 108.

Term Offered: Fall

CUL 220 - International Cuisine

Units: 3

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.

Enrollment Requirements: Prerequisite: CUL 108.

Term Offered: Spring

CUL 225 - Advanced Baking

Units: 3

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.

Enrollment Requirements: Prerequisite: CUL 125.

Term Offered: Fall

CUL 230 - Pastry Arts

Units: 3

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.

Enrollment Requirements: Prerequisite: CUL 125 and CUL 225.

CUL 245 - The Business Chef

Units: 3

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.

Enrollment Requirements: Prerequisite: ENG 100 or higher.

Term Offered: Spring

CUL 250 - Saucier

Units: 3

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.

Enrollment Requirements: Prerequisite: CUL 106.

Term Offered: Fall

CUL 295 - Work Experience in Culinary Arts

Units: 1-6

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).

Enrollment Requirements: Prerequisite: CUL 108 and CUL 125 and department approval.

Term Offered: Spring

DA - Dental Assisting

DA 101 - Infection Control in the Dental Office/Sterilization Technician

Units: 4

Introduction to infection prevention in the dental office and management of hazardous materials. Hazardous materials management, OSHA Bloodborne Pathogen Standard, personal protective equipment (PPE), and disease transmission protocol. Introduction and application of surface disinfection and instrument sterilization techniques. This course can be used for preparation for the Dental Assisting National Board Infection Control Exam. The information in this course can be used by those individuals seeking a position as a dental sterilization technician.

*This is an online course with three mandatory class/lab meetings.

Discussion participation is required.

Transferability: May not transfer towards an NSHE bachelor's degree

DA 102 - Entry Level Radiation Health and Safety

Units: 3

Introduction to radiation health and safety protocols for those students needing formal training, more experience, new hires, and on the job trained assistants. This course can assist in preparing the student to take the Dental Assisting National Board Radiation Health and Safety Examination. General dental anatomy and terminology. Placing, exposing, developing and mounting intraoral films, and taking digital X-rays. Infection control techniques will be practiced during film exposure and processing. Hybrid course online and mandatory six mandatory lab meetings.

Transferability: May not transfer towards an NSHE bachelor's degree

DA 103 - Introduction to the Basics of Clinical Dental Assisting

Units: 4

Introduction to Clinical Dental Assisting entry-level skills for those students requiring formal training, new hires, and on the job trained assistants. Introduction to the history of dental assisting, general dental anatomy, professional and legal aspects of dental assisting. Introduction to medical emergencies in the dental office, patient pain, and anxiety control. Introduction to basic preventative, restorative, and laboratory procedures. Including moisture control, alginate impressions, office pours, coronal polishing, and sealants. Hybrid course online and mandatory lab meetings.

Transferability: May not transfer towards an NSHE bachelor's degree

DA 109 - Dental Careers Exploration

Units: 1

This exploration of dental careers course is designed to introduce students to the varied career opportunities in the dental field. Students will gain a greater knowledge of the roles and tasks as well as skills and education required to work as a sterilization tech, dental assistant, dental hygienist, practice manager, and general or specialty dentist, such as an orthodontist. In this course, students will be introduced to information designed to assist them in selecting a dental career that works best for them.

Transferability: May not transfer towards an NSHE bachelor's degree

DA 110 - Orientation to Dental Assisting

Units: 2

A survey of dental careers to include 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, an introduction to dental and medical terminology, cultural considerations in patient care and interprofessional practice. Two (2) hour of class time per week.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite: Acceptance to the Dental Assisting Program.

Term Offered: Fall

DA 111 - Dental Radiography I

Units: 3

The intraoral paralleling technique with its variables; 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.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite: Acceptance to the Dental Assisting Program.

Term Offered: Fall

DA 112 - Dental/Head and Neck Anatomy

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Acceptance to the Dental Assisting Program.

Term Offered: Fall

DA 115 - Dental Health Education

Units: 1

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Acceptance to the Dental Assisting Program.

Term Offered: Fall

DA 116 - Preclinical Dental Science

Units: 1.5

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Acceptance to the Dental Assisting Program.

Term Offered: Fall

DA 117 - Dental Materials and Techniques I

Units: 2

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Acceptance to the Dental Assisting Program.

Term Offered: Fall

DA 119 - Dental Chairside Procedures

Units: 5

A course designed for the development of laboratory proficiency in the dexterity and professional competencies needed to assist in four and six handed dentistry procedures utilized in general dentistry. Demonstration of proper posture and form at chair side, positive communication, sterilization and disinfecting, manipulation of dental materials, adherence to infection control protocols and OSHA requirements of instrument names. Use and care are stressed. Two hours of lecture and eleven (11) hours laboratory are required each week. Completion of this course satisfies 3 hours of instruction toward completing the embedded math curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Acceptance to the Dental Assisting Program.

Term Offered: Fall

DA 121 - Dental Radiography II

Units: 2

Bisecting the angle intraoral technique adapted to an adult and pediatric manikin; 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; legal considerations; digital x-ray intraoral techniques.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Acceptance to the Dental Assisting Program.

Term Offered: Spring

DA 122 - Clinical Dental Science

Units: 2

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Acceptance to the Dental Assisting Program.

Term Offered: Spring

DA 123 - Practice Management and Procedures

Units: 1-3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Acceptance to the Dental Assisting Program.

Term Offered: Spring

DA 125 - Supervised Clinical I

Units: 5

A continuation of DA119 elevating laboratory proficiency to clinical proficiency in accordance with the State Dental Practice Act during one (1) to two (2) rotations in selected private dental practices and public clinics. One hour lecture and 16 to 24 clinical experience hours per week. Students are expected to complete 180-225 clinical hours of the program total of 300 clinical hours, in this course.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Acceptance to the Dental Assisting Program.

Term Offered: Spring

DA 127 - Dental Materials and Lab Techniques II

Units: 2

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Acceptance to the Dental Assisting Program.

Term Offered: Spring

DA 135 - Supervised Clinical II

Units: 5

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Acceptance to the Dental Assisting Program.

Term Offered: SUMMER

DA 137 - Specialized Dental Assisting

Units: 1

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Acceptance to the Dental Assisting Program.

Term Offered: SUMMER

DA 198 - Special Topics Dental Assisting

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.

DA 285 - Selected Topics in Dental Assisting

Units: 1-6

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Acceptance to the Dental Assisting Program.

DA 290 - Internship in Dental Assisting

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. 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.

DAN - Dance

DAN 101 - Dance Appreciation

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.

Term Offered: Spring and Fall

DAN 132 - Jazz Dance (Beginning)

Units: 1

Beginning techniques of jazz dance. May be repeated to a maximum of four credits.

Term Offered: Spring and Fall

DAN 135 - Ballet, Beginning

Units: 1

Beginning techniques of ballet. May be repeated to a maximum of four credits.

Term Offered: Spring and Fall

DAN 138 - Modern Dance, Beginning Units: 1
Beginning techniques of modern dance. May be repeated to a maximum of four credits.
Term Offered: Spring and Fall

DAN 144 - Tap Dance (Beginning) Units: 1
Beginning, basic techniques of tap dance. Repeatable up to four credits.
Term Offered: Spring and Fall

DAN 188 - Choreography I: Improvisation for Composition Units: 2
Practical application of the techniques of improvisation for its use in composition.
Enrollment Requirements: Successful completion of at least one dance technique course in Jazz, Ballet or Modern or instructor approval.

DAN 232 - Jazz Dance (Intermediate) Units: 1
Intermediate work in the techniques of jazz dance.
Enrollment Requirements: Prerequisite: DAN 133 or instructor approval.
Term Offered: Spring and Fall

DAN 235 - Ballet (Intermediate) Units: 1
Ballet, Intermediate work in the techniques of ballet. Repeatable up to four credits.
Enrollment Requirements: Prerequisite: DAN 136 or instructor approval.
Term Offered: Spring and Fall

DAN 238 - Modern Dance Intermediate Units: 1
Intermediate techniques of modern dance. May be repeated to a maximum of four credits.
Enrollment Requirements: Prerequisite: DAN 138 or equivalent.
Term Offered: Spring and Fall

DAN 239 - Modern Dance, Intermediate/Advanced Units: 1
Intermediate/Advanced work in the techniques of modern dance. Repeatable up to four credits.
Enrollment Requirements: Prerequisite: DAN 238 or equivalent experience.
Term Offered: Spring and Fall

DAN 244 - Tap Dance (Intermediate) Units: 1
Intermediate work in the techniques of tap dance. Repeatable up to four credits.
Enrollment Requirements: Prerequisite: DAN 145 or instructor approval.
Term Offered: Spring and Fall

DAN 281 - Dance Performance Units: 1
Learning of repertory and new choreography leading to formal and informal performance opportunities. Repeatable up to four credits.
Enrollment Requirements: Prerequisite: Audition and/or approval of instructor.

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
Elements of dance composition including experience in spatial relationships, dynamics, movement qualities and design. Exploration of these elements through movement studies.
Enrollment Requirements: Prerequisite: DAN 188.

DAN 295 - Independent Study: Dance Units: 1-3
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.
Enrollment Requirements: Prerequisite: Approval of instructor.

DATA - Data Science/Analytics

DATA 101 - Introduction to Data Science Units: 3
A survey course of the core elements of data science: Asking questions, collecting and cleaning data, exploring the data, creating models, and communicating the results. No programming background or statistics background is assumed.

DATA 210 - Introduction to SQL for Data Science Units: 3
This course is an introduction to using SQL (Structured Query Language) to create, manage, and analyze a basic database, with a focus on finding patterns within data.
Enrollment Requirements: Prerequisite: DATA 101

DATA 220 - Research Methods for Data Science Units: 3
A first course in research methods for students pursuing data science. The emphasis of this course is on developing the habits of sound critical thinking, especially with regards to larger data sets. The entire research process will be examined, including the formation of a research question, the means of data collection, and the resulting conclusions that can be drawn from the data.
Enrollment Requirements: Prerequisites: DATA 101 and DATA 210

DFT - Drafting

DFT 100 - Basic Drafting Principles Units: 3-4
This entry level drafting course covers use of drafting instruments, lettering, perception theories, geometric and multi-view problem solving, sketching and dimensioning.
Term Offered: All Semesters

DFT 110 - Print Reading for Industry Units: 3
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.
Transferability: May not transfer towards an NSHE bachelor's degree

DFT 240 - Introduction to 3D Studio Max Units: 3
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.
Enrollment Requirements: Prerequisite: CADD 105.
Term Offered: Fall

DH - Dental Hygiene

DH 102 - Oral Biology Units: 4
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.
Enrollment Requirements: Prerequisite: Acceptance into the Dental Hygiene Program.
Term Offered: Fall

DH 103 - Head and Neck Anatomy

Anatomy of the head and neck with emphasis on structure and physiology of the oral cavity.

Enrollment Requirements: Prerequisite: Acceptance into the Dental Hygiene Program.

Term Offered: Fall

Units: 2

DH 209 - Pain and Anxiety Control

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.)

Enrollment Requirements: Prerequisite: Acceptance into the Dental Hygiene Program.

Term Offered: Spring

Units: 3

DH 299 - Skills Lab

Covers selected topics of interest to dental hygiene students, including review of Dental Hygiene National Board Examination. Graded Satisfactory/Unsatisfactory.

Enrollment Requirements: Prerequisite: Acceptance into the Dental Hygiene Program.

Units: 1

DH 304 - Dental Hygiene Theory I

This course is designed to introduce the student to dental hygiene practice which includes the role of the dental hygiene professional, dental hygiene process of care, evidence-based dental hygiene practice, ethical decision making, medical emergency care, medical and dental histories, extra/intra-oral examinations, dental biofilm, deposits, stains, fluorides, periodontal disease and carious lesion development and classifications, calculus classifications, documenting calculus, occlusal assessments, caries and restorations, treatment planning, oral infection control, and dental hygiene appointment procedures.

Enrollment Requirements: Prerequisite: Acceptance into the Dental Hygiene Program.

Units: 3

DH 305 - Pre-Clinical Practice

Must be taken concurrently with DH 304 Dental Hygiene Theory I. This course focuses on clinical application processes which include infectious diseases, infection and exposure control. Concept and skill application to include sterilization, dental unit operation and maintenance, ergonomics, patient medical/dental history assessment, patient vitals, emergency care, basic instrument design, principles of instrumentation techniques, dental , extra/intra-oral assessment, introduction to periodontal and dental charting, inspection of teeth, dental hygiene diagnosis and care planning, oral prophylaxis, disclosing, coronal polishing, fluoride application, patient management, time management, documenting manual and electronic information in a dental software system. Students are required to pass instrumentation proficiencies on a typodont, prior to applying their instrumentation skills on a student classmate. Students will be required to bring in two patients for assessments, building upon their skill level. An instrumentation practicum exam will be required as part of the exit exam to move into DH 315 Clinical Practice I.

Enrollment Requirements: Acceptance to the Dental Hygiene Program. Must be taken concurrently with DH 304 Dental Hygiene Theory I.

Units: 3

DH 308 - Dental Materials

Introduction into the physical properties of dental materials, including laboratory experience in manipulation and preparation of dental materials commonly used in dental practice.

Enrollment Requirements: Prerequisite: Acceptance into the Dental Hygiene Program.

Units: 2

DH 310 - Foundations of Dental Hygiene Practice

This course is designed to introduce the student to dental terminology, introduction to infectious diseases and infection and exposure control, basic concepts of oral health and prevention, oral disease process, role of saliva, product evaluation, human needs assessment, behavior modification, learning principles, deposits, stains and fluoride. Students will have an opportunity to develop a time management schedule, present evidence-based information on oral healthcare products and develop an oral hygiene instruction flip chart which will be utilized by the student when treating patients in the dental clinic setting throughout the two year program.

Enrollment Requirements: Prerequisite: Acceptance into the Dental Hygiene Program.

Units: 3

DH 311 - Pharmacology

A study of drugs by groups with special emphasis on those used in dentistry including their physical and chemical properties, dosage and therapeutic effects.

Enrollment Requirements: Prerequisite: Current enrollment in the Dental Hygiene Program and successful completion of all first semester courses.

Units: 2

DH 312 - General and Oral Pathology for the Dental Hygienist

DH 312 is designed to assist students in recognizing pathological processes and differentiating the normal from the abnormal by providing the fundamentals of gross pathology of disease, healing, repair and regression in the oral cavity and human body. The focus is on the role of the dental hygienist in recognizing deviations from normal, documentation, differential diagnosis, patient education on prevention, early detection and referral.

Enrollment Requirements: Prerequisite: Acceptance into the Dental Hygiene Program.

Units: 3

DH 313 - Periodontic Principles I

The focus of Periodontic Principles I is on advanced instrumentation, ultrasonic devices, root planing, gingival curettage, subgingival irrigation, hypersensitivity treatment, instrument sharpening and care, care of dental implants and oral prostheses, and other adjunctive treatments.

Enrollment Requirements: Prerequisite: Acceptance into the Dental Hygiene Program.

Units: 2

DH 314 - Oral Radiology and Interpretation

Focuses on the study of the theory of radiology, the techniques of film exposure, processing, mounting and interpretation. Radiation dosage and hazards as well as protection services for patient and operator are emphasized.

Enrollment Requirements: Prerequisite: Acceptance into the Dental Hygiene Program.

Units: 3

DH 315 - Clinical Dental Hygiene I

Units: 3

This course has a clinical and seminar component. The clinical component is designed to focus on application of clinical practice including, infection and exposure control, sterilization, ergonomics, emergency care, oral prophylaxis, patient medical/dental assessment, extra/intra oral assessment, caries and periodontal risk assessments, periodontal and dental charting, nutrition and diet counseling, oral hygiene education, digital/radiography imaging, inspection of teeth, dental hygiene diagnosis and care planning, instrumentation skills and techniques, patient management, health promotion and disease prevention, patient scheduling, re-care systems, documenting manual and electronic information in a dental software system. The seminar component focuses on research, patient case presentations, clinic journal reflections, continuation of electronic portfolio from first semester, and discussions and review of clinical policies, processes and procedures.
Enrollment Requirements: Current enrollment in the dental hygiene program and successful completion of all first semester dental hygiene courses.

DH 403 - Periodontic Principles II

Units: 2

Fundamental principles of periodontics, etiology, histo-pathology, classification of gingival and periodontal diseases, assessment, prevention and non-surgical treatment.
Enrollment Requirements: Prerequisite: Acceptance into the Dental Hygiene Program.

DH 404 - Research Methodology

Units: 2

This course is designed to introduce students to the research process and how it applies to evidence-based patient care. Emphasis is on research design and methods, scientific databases and evidence-based strategies. Application of research methods and statistical techniques to the critical evaluation of current scientific literature will be addressed. Evidence-based decision making and development of critical thinking skills will be discussed.
Enrollment Requirements: Prerequisite: Acceptance into the Dental Hygiene Program.

DH 405 - Clinical Dental Hygiene II

Units: 4

A continuation of Clinical Dental Hygiene Practice I. Clinical practice in application of the following: Infection and exposure control, sterilization, ergonomics, emergency care, oral prophylaxis, patient medical/dental assessment, extra/intra oral assessment, caries and periodontal risk assessments, periodontal and dental charting, nutrition and diet counseling, oral hygiene education, digital/radiography imaging, inspection of teeth, dental hygiene diagnosis and care planning, instrumentation skills and technique, patient management, pain management, health promotion and disease prevention, patient scheduling, re-care and manual and electronic documentation in a dental software system; with increased levels of achievement in all dental hygiene skills.
Enrollment Requirements: Prerequisite: Acceptance into the Dental Hygiene Program.

DH 407 - Dental Public Health Concepts

Units: 2

DH 407 is the first in a series of two courses in the study of community dental health problems and disparities within the integrated health care system. (DH 417 Community Dental Health is the continuation.) The main focus is on local, state, and federal public health agencies, dental hygiene public health career options, the epidemiology of oral diseases, public prevention programs and measures, evaluation of research design and scientific literature and statistical data related to public health, methods of assessing the oral health status and needs of a population, with an emphasis on designing oral health educational programs/materials for a population based on their needs.

Enrollment Requirements: Prerequisite: Acceptance into the Dental Hygiene Program.

Term Offered: Fall

DH 409 - Ethics, Law, and Business Practices

Units: 2

The study of ethics, jurisprudence, business practices, finance, management, and policy creation for oral health care professionals, programs and businesses. This course examines current societal and professional issues and their impact on dental hygiene practices and management. This course will cover the following areas: planning, strategy and leadership, legal and ethical issues affecting businesses in the oral health care sector, financial statements, and professional considerations. The course will prepare students to take the Nevada Dental Hygiene Law and Ethics exam required for licensing as a Registered Dental Hygienist.

Enrollment Requirements: Prerequisite: Acceptance into the Dental Hygiene Program.

Term Offered: Spring

DH 410 - Foundations of Inter-Professional Collaborative Practice

Units: 2

This course is the first in a two course sequence for second year dental hygiene students and is designed to introduce healthcare students to inter-professional education (IPE) and collaborative practice and the evidence base that supports its effectiveness. The students will actively work within inter-professional student teams focusing on understanding professions' roles and responsibilities, scope of practice and a collaborative approach to patient-centered care. An emphasis will be on the impact of culture on healthcare delivery, respectful team interaction, effective communication and evidence-based practice.

Enrollment Requirements: Current enrollment in the dental hygiene program and successful completion of all first year dental hygiene courses.

DH 411 - Dental Public Health Field Experience

Units: 1

This course will prepare the student to function as effective oral health educator, practitioner, and resource person in public health settings. This course involves 3 hours per week of field work. Some rotations will be arranged by instructor, others will be arranged by the student with prior approval from the instructor. Externship rotations may include, but are not limited to the VA dental clinic, Indian Health Service dental clinics, Community Health Alliance dental clinic, Early Head Start or Head Start programs, Future Smiles, Remote Area Medical events, nursing homes, oncology or memory care facilities, homeless shelters, and public schools.

Enrollment Requirements: Prerequisite: Acceptance into the Dental Hygiene Program.

DH 413 - Periodontic Principles III

Units: 1

Advanced study of periodontology with emphasis on new surgical modalities and equipment. Orientation to all aspects of periodontal practice.

Enrollment Requirements: Prerequisite: Successful completion of DH 403 and acceptance to the Dental Hygiene Program.

DH 415 - Clinical Dental Hygiene III

Units: 4

A continuation of Clinical Dental Hygiene Practice II. 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.

Enrollment Requirements: Acceptance to Dental Hygiene Program Successful Completion of DH405

DH 416 - Inter-Professional Collaborative Practice Field Experience

Units: 2

This is the final course in a two-part series focusing on Inter-professional education. This course is designed to give students the opportunity to take concepts learned in DH 410 Foundations of Inter-professional Collaborative Practice and apply skills and knowledge during external clinical enrichment rotations in the community. Clinical rotation sites may include but are not limited to, hospitals, medical offices, short and long-term care facilities. This course will give the students the opportunity to present their inter-professional collaborative practice team experience to their classmates as a way of self-reflective practice to improve upon professional growth.

Enrollment Requirements: Current enrollment in the dental hygiene program and successful completion of DH 410 Foundations of Inter-Professional Collaborative Practice.

DH 417 - Community Dental Health

Units: 2

DH 417 Community Dental Health is the continuation of DH 407 Dental Public Health Concepts. This course is designed to prepare the student to function as an effective oral health practitioner, educator, and resource person in a variety of community health settings. Evidence-based decision making will be applied to dental public health settings. Community water fluoridation, other forms of fluoridation, and other public health methods of primary prevention will be explored in terms of cost efficiency, efficacy, and safety. The role of the dental hygienist in tobacco cessation education will be emphasized. Community partners will be identified, if applicable to the class project. Students will conduct field work to identify an area of interest by contacting organizations, businesses, or educational institutions to discuss the feasibility of project ideas and the availability of participation. Emphasis will be on the development of a community service project on dental hygiene related topics taking into consideration the education level, SES, ethnicity, gender, age, and cultural considerations of their intended target population or audience.

Enrollment Requirements: Prerequisite: Acceptance into Dental Hygiene Program and passing grade in DH 407.

Term Offered: Spring

DH 420 - Dental Management of Special Patients

Units: 2

This course provides the foundation for critical decision making in the management of medically compromised patients during oral health care treatment within the integrated healthcare system, with a special emphasis on the geriatric patient. The major focus is on precautions and treatment modifications needed to safely treat patients with physical or mental complications and protocols for preventing and managing medical emergencies.

Enrollment Requirements: Prerequisite: Acceptance into the Dental Hygiene Program.

DH 440 - Capstone I

Units: 1

First in a series of two capstone courses. Students will work in groups of two or three. This course will focus on the introduction to the capstone project and evaluation of scientific, evidence-based literature, and ethical research methods. Basic research design components and writing skills will be reviewed. Projects could potentially involve but are not limited to clinical research, interprofessional collaboration, public health, or education. Students will design a six-minute PowerPoint presentation on a topic of interest related to dental public health.

Enrollment Requirements: Prerequisite: Acceptance into the Dental Hygiene Program.

DH 442 - Capstone Seminar II

Units: 2

This is the final course in the series of two capstone project courses.

This course will provide the opportunity to implement and evaluate the culminating project to demonstrate achievement of program outcomes.

Enrollment Requirements: Prerequisite: Acceptance into the Dental Hygiene Program and a passing grade in DH 440.

DT - Diesel Technology

DT 100 - Introduction to Diesel Technologies

Units: 2

This course will provide an overview of diesel technology. An introductory course describing the principles of operation, design, construction and maintenance of Heavy/Medium duty vehicles. 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 diesel industry will also be covered.

Transferability: May not transfer towards an NSHE bachelor's degree

DT 101 - Basic Diesel Engines

Units: 4

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite/corequisite: DT 100 or instructor permission

DT 102 - Basic Heavy Duty Electrical Systems

Units: 4

Foundation course in concepts and theories of Heavy/Medium 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 6 hours of instruction toward completing embedded human relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course satisfies 20 hours of instruction toward completing the embedded math curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite/corequisite: DT 100 or instructor permission

DT 105 - Mobile Heating and Air Conditioning

Units: 3

Foundation course in concepts and theories of Heavy/Medium duty vehicle air conditioning and heating systems. Emphasis is placed on application of principles to operate A/C recovery machines, EPA rules and regulations regulating the recovery of refrigerant, testing mobile heating and A/C systems and diagnostics of these systems.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Corequisite/prerequisite: DT 100 and DT 102 (or Auto 111) or instructor permission.

DT 106 - Heavy Duty Transmissions and Power Trains

Units: 4

This course introduces and reinforces the theory, operation and service techniques of medium/heavy duty manual transmissions and associated components including clutch and flywheel.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite/corequisite: DT 100 or instructor permission

DT 107 - Heavy Duty Automatic Transmissions and Drive Trains

Units: 4

This course introduces and reinforces knowledge of heavy duty automatic transmissions and drive trains including study in components, maintenance, diagnostics and repair.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite/corequisite: DT 100 or instructor permission

DT 110 - Heavy Duty Electrical Systems

Units: 3

This course provides the student with theory, knowledge, information and basic skills for the understanding of electricity and how it pertains to diesel powered equipment. Topics will include starters, charging, electrical controls, power generation and electrical systems. This course 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.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Corequisite/prerequisite: DT 100 and DT 102 (or Auto 111) or instructor permission.

DT 130 - Heavy Duty Hydraulics

Units: 3

Theory of operation and service for heavy duty off-road vehicles and equipment. Topics will include diagnosis and repair of hydraulic pumps, motors, cylinders, and control valves. This course satisfies 10 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.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite/corequisite: DT 100 or instructor permission

DT 198 - Special Topics in Diesel Technology

Units: 0.5-6

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.

Transferability: May not transfer towards an NSHE bachelor's degree

DT 201 - Diesel Brakes and Pneumatics

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite/corequisite: DT 100 or instructor permission

DT 210 - Advanced Diesel Engines

Units: 4

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Co-requisite/Prerequisite: DT 100, 101 or instructor permission.

DT 211 - Light Duty Performance

Units: 2

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.

Transferability: May not transfer towards an NSHE bachelor's degree

DT 217 - Electronic Diesel Fuel Injection

Units: 4

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Co-requisite/Prerequisite: DT 100, 101 and DT 210 or instructor permission.

DT 235 - Steering and Suspension

Units: 2

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite/corequisite: DT 100 or instructor permission

DT 250 - Preventive Maintenance

Units: 2

This course provides students with introductory level basics in preventive maintenance including study in components, maintenance, diagnostics and repair. 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.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite/corequisite: DT 100 or instructor permission

DT 290 - Internship in Diesel Technology

Units: 0.5-6

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.

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.

ECE - Early Childhood Education

ECE 121 - Parent Caregiver Relationships

Units: 1

This course focuses on effective, positive communication skills to enhance family-teacher relationships in early childhood education programs. Students will learn formal and informal verbal and written communication strategies. Daily interactions, newsletters, phone conversations, informational bulletin boards, record keeping, family conferences and home visits will be introduced as methods of communication.

Term Offered: Fall

ECE 126 - Social/Emotional Development for Infants and Toddlers

Units: 1-3

The course is the study of social/emotional development in young children from birth to age three. Students will be introduced to child development theory, as well as how to develop activities and materials to foster social/emotional skills in infants and toddlers.

Term Offered: AS NEEDED

ECE 127 - Role of Play for Infants and Toddlers

Units: 1

This course is the study of the role of play as it affects the social, emotional, physical and intellectual growth and development of young children from birth to age three. Students will be introduced to theory and research on play, as well as how to develop activities and materials to foster play in infants and toddlers.

Term Offered: AS NEEDED

ECE 129 - Environments for Infant and Toddler

Units: 1-2

The course focuses on how to establish and maintain developmentally appropriate, high quality infant/toddler environments in early childhood education programs. Students learn about the importance of relationship-based care, health and safety, space utilization, selecting appropriate equipment and materials, aesthetics, and making accommodations for children with differing abilities.

Term Offered: AS NEEDED

ECE 130 - Infancy

Units: 3

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 will be placed on physical, emotional, social, and cognitive growth. Students will explore high quality infant/toddler care and the power of caregiving as curriculum.

Term Offered: Spring and Fall

ECE 154 - Literature for Preschool Children

Units: 1

This course focuses on the elements of quality literature for young children in early childhood education settings. Students learn criteria for selecting and using children's literature, techniques for effective read-alouds, and other story telling strategies with and without visual aids.

Term Offered: AS NEEDED

ECE 155 - Literacy and the Young Child

Units: 1

This course focuses on teaching literacy skills to young children in early childhood education programs. Students learn about the developing auditory and visual perception skills of preschoolers, as well as effective techniques to support literacy development including listening, speaking, pre-reading and pre-writing skills.

Term Offered: AS NEEDED

ECE 190 - Professionalism in Early Care and Education **Units: 3**

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.

Term Offered: Fall

ECE 198 - Special Topics in ECE **Units: 0.5-6**

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**

This course is a study of young children with differing physical, social/emotional, language, and/or cognitive abilities. Students are introduced to typical and exceptional development, specific developmental disabilities, as well as strategies for including all children in early care and education programs. Adaptive teaching approaches to support children with differing abilities, working with families of exceptional children, and behavior and classroom management strategies are also explored.

Term Offered: Spring and Fall

ECE 204 - Principles of Child Guidance **Units: 3**

This course will explore key components of social emotional learning and development in children birth through age eight. Coursework will focus on the study and use of positive techniques to effectively support child behavior in early childhood settings in order to help children build positive self-concepts and individual strengths within the context of appropriate limits. The study includes uses of direct and indirect guidance techniques.

Term Offered: Spring

ECE 210 - Observation, Documentation and Assessment of Young Children **Units: 3**

This course focuses on how to observe, document, and assess the growth and development of young children in early care and education settings. Students learn and practice a variety of appropriate observation techniques, documentation methods, and assessment strategies and tools. Students are introduced to the goals, benefits, and uses of assessment for young children. Confidentiality and assessment partnerships with families and other professionals are also explored.

Enrollment Requirements: Prerequisite: ECE 250.

Term Offered: Spring

ECE 231 - Preschool Practicum: Early Childhood Lab **Units: 3**

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 requirements, as well as have the practicum instructor's approval prior to enrolling in a practicum course.* Students must work with the practicum instructor to arrange a practicum schedule and placement site.

Enrollment Requirements: Prerequisites: ECE 190, ECE 204, ECE 210, ECE 250, ECE 251. Instructor approval required.

Term Offered: Spring

ECE 232 - Practicum: Infant and Toddler **Units: 2**

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.

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.

Term Offered: Spring

ECE 240 - Administration of the Preschool **Units: 3**

This course is a study of the effective management and administration of high quality early care and education programs. Students are introduced to a variety of topics related to opening and/or managing an early childhood program, including community needs assessments, program planning, implementation, and evaluation, finance and budget, marketing, and personnel development and management. Licensing and regulation, facilities development and maintenance, parent and community interaction, nutrition, and health and safety issues are also explored.

Enrollment Requirements: Prerequisite: ECE 190, ECE 250, ECE 251, and HDFS 201, or permission of the instructor.

Term Offered: Fall

ECE 244 - Practicum in Administration in ECE Programs Units: 1-5

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.

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.

Term Offered: Spring

ECE 250 - Introduction to Early Childhood Education Units: 3

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.

Term Offered: Spring and Fall

ECE 251 - Curriculum in Early Childhood Education Units: 3

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 35 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 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.

Enrollment Requirements: Prerequisite: ECE 190, ECE 204, ECE 210, and HDFS 201.

Term Offered: Fall

ECE 252 - Infant-Toddler Curriculum Units: 3

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.

Enrollment Requirements: Prerequisite: ECE 127, ECE 128, ECE 129, ECE 130, ECE 190, ECE 204, ECE 210, and HDFS 201.

ECE 290 - Internship in Early Childhood Education 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. 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.

ECON - Economics

ECON 102 - Principles of Microeconomics Units: 3

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. Satisfies UNR Social Science core curriculum.

Enrollment Requirements: Prerequisite: BUS 117, MATH 120, MATH 124, MATH 126 or higher. Or co-requisite: BUS 117, MATH 124, MATH 126, or MATH 120 without support.

Term Offered: All Semesters

ECON 103 - Principles of Macroeconomics Units: 3

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.

Enrollment Requirements: Prerequisite: BUS 117, MATH 120, MATH 124, MATH 126 or higher. Or co-requisite: BUS 117, MATH 124, MATH 126, or MATH 120 without support.

Term Offered: All Semesters

ECON 104 - Current Economic Issues

Units: 3

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.

Enrollment Requirements: Prerequisite: ENG 101 or equivalent

ECON 105 - History and Comparison of Economic Systems

Units: 3

The course is an introduction to the history of economic thought. While historical events have influenced the development of economic theory, so has economic theory had significant impacts on historical outcomes. Therefore, there will be an emphasis on the interdependence of economic theories with ideas arising from socio-political events and philosophies. The course will also prepare students for further study of economic theory by revealing the roots of concepts taught in economics. In addition, it will provide students with an understanding of both the current use and misuse of concepts of economics and political economy, as well as the important current economic debates.

ECON 198 - Special Topics in Economics

Units: 1-3

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

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.

Enrollment Requirements: Prerequisite: MATH 124 or MATH 126 or equivalent or qualifying Accuplacer, ACT/SAT test results

Term Offered: Spring and Fall

ECON 262 - Principles of Statistics II

Units: 3

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.

Enrollment Requirements: Prerequisite: ECON 261 or approval of instructor.

Term Offered: Spring and Fall

ECON 290 - Internship in Economics

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. 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.

EDCT - Career and Technical Education

EDCT 301 - Career and Technical Education and Leadership Foundations

Units: 3

Career and Technical education history, philosophy, policies, goals and objectives and student organizations. An introduction to the scope of leadership within career education and workforce training.

Enrollment Requirements: Admission to the Career and Technical Education and Leadership program or instructor permission.

EDCT 302 - Instructional Facility Design

Units: 3

Organization, management and leadership strategies for career and technical education instructional facilities. Instruction focuses on facility planning and management, and facilitating a safe learning and working environment. Considerations include, space and activity relationships, personnel and student requirements, material handling, and layout. Americans with Disabilities requirements and Occupational Health and Safety requirements are explored.

Enrollment Requirements: Admission to the Career and Technical Education and Leadership program or instructor permission.

EDCT 304 - Assessment and Instruction in Career and Technical Education and Leadership

Units: 3

This course examines strategies for assessing student progress and program effectiveness in career and technical education and leadership. Included are concepts and terms associated with student progress and program effectiveness, current issues associated with assessment and methods for identifying factors associated with curriculum and teaching effectiveness.

Enrollment Requirements: Admission to the Career and Technical Education and Leadership program or instructor permission.

EDCT 305 - The Global Workforce

Units: 3

Legal and career topics related to career and technical education and leadership. Students will identify, analyze and critically evaluate workforce issues from a global perspective to include political, ethical and cultural beliefs. This course provides a working knowledge of strategies and resources for integrating global competence into existing career and technical fields.

Enrollment Requirements: Admission to the Career and Technical Education and Leadership program or instructor permission.

EDCT 306 - Teaching Diverse Learners in Career and Technical Education and Leadership

Units: 3

Demonstrates how to design effective instruction for students from different language, abilities, gender, religious, cultural heritage, sexual orientation and ethnic groups. Integrates the use of technology and computers in instruction.

Enrollment Requirements: Acceptance to the Career and Technical Education and Leadership Program and completion of EDCT 447 or Instructor permission.

EDCT 402 - Teaching Students with Disabilities or Special Needs

Units: 3

Introduces standards and practices of inclusion of special needs students as provided under federal regulations. Methods of adapting instruction and creating positive support of students with diverse abilities is examined. Assessment methods to determine progress of students and workers with disabilities or special needs is studied.

Enrollment Requirements: Admission to the Career and Technical Education and Leadership Program and completion of EDCT 306 or instructor permission.

EDCT 403 - Career and Technical Education and Workforce Leadership Units: 3

Major Theories associated with the art and practice of CTE and workforce leadership including conflict resolution, industry relations and career development. Design and implementation of strategies to manage the learning behavior of technical education students in the classroom and workplace.

Enrollment Requirements: Admission to the Career and Technical Education and Leadership program or instructor permission.

EDCT 411 - Supervised Classroom Internship in Career Technical and Workforce Education Units: 6

Observation and teaching under supervision in a secondary school, community or technical college, or business and industry training environment. Relevant education and workplace law is explored.

Enrollment Requirements: Admission to the Career and Technical Education and Leadership Program and completion or co-enrollment of EDCT 301, 447, 304, 306, and 439 or instructor permission.

EDCT 413 - Advanced Program Evaluation and Leadership Units: 3

Examines critical-thinking and problem-solving skills. Develops and uses student and employer follow-up studies as a part of an evaluation plan that drives program improvement. Instructs the student how to recruit, place and guide students, organize a program advisory committee, plan and manage a program budget, implement a plan for preventive maintenance, and manage customer service. Examines local, state and federal structure of workforce education.

Enrollment Requirements: Admission to the Career and Technical Education and Leadership Program and completion of EDCT 301, 447, 304 and 306 or instructor permission.

EDCT 416 - Instructional Leadership and Coordination I Units: 3

Instruction in includes school finance, grants and proposals, student and staff development strategies and teacher/trainer evaluation models.

Enrollment Requirements: Admission to the Career and Technical Education and Leadership program or instructor permission.

EDCT 426 - Instructional Leadership and Coordination II Units: 3

Instruction addresses the following major topics: Program coordination skills, supervision/leadership models, facilitation and curriculum management and labor relationships.

Enrollment Requirements: Admission to the Career and Technical Education and Leadership Program. Completion or co-enrollment of EDCT 416 or instructor permission.

EDCT 439 - General Methods of Teaching Career and Technical Education Units: 3

Teaching methods, instructional strategies, classroom management and assessment in career, technical and workforce education. Technical competence of instructors and managers is explored.

Enrollment Requirements: Admission to the Career and Technical Education and Leadership Program and completion of EDCT 447, 304 or instructor permission.

EDCT 447 - Curriculum Development in Career and Technical Education Units: 3

Principles of curriculum planning, design, implementation and evaluation in career and technical education. Topics include curriculum development and validation, academic integration and assessment.

Enrollment Requirements: Admission to the Career and Technical Education and Leadership program or instructor permission.

EDU - Education

EDU 110 - Success Strategies in Education and Human Development Units: 3

This course will help prepare students for a degree in Education by examining the history, philosophy, and sociology of education.

Term Offered: Spring and Fall

EDU 201 - Introduction to Elementary Education Units: 3

Introduction to historical, philosophical, sociological and psychological foundations of elementary education, overview of curriculum, instruction and issues of diversity. Includes a field experience.

Term Offered: Spring and Fall

EDU 202 - Introduction to Secondary Education Units: 3

This course introduces the prospective middle/secondary teacher to the role of thinker/reflective practitioner and develops awareness of the historical, political and economic forces influencing schooling in the United States. This course includes field experience.

Term Offered: Spring and Fall

EDU 203 - Introduction to Special Education Units: 3

This course examines various types of exceptionalities and presents characteristics of effective instruction for students with disabilities.

Term Offered: Spring and Fall

EDU 205 - Early Foundations in Mathematics Units: 3

This course focuses on the development of foundational mathematical knowledge for infancy through the early primary grades. Students will examine what math looks like at each developmental stage, discuss the underlying cognitive processes, and learn specific ways to support the teaching and learning of mathematics in young children's classroom and home environment. Standards, assessment, and understanding the needs of diverse populations will also be addressed.

Term Offered: Spring and Fall

EDU 206 - Classroom Learning Environments Units: 3

This course examines the characteristics of effective classroom management styles.

Term Offered: Spring

EDU 207 - Exploration of Children's Literature Units: 3

This course surveys children's literature genres and explores the historical background, including censorship, of literature programs.

Term Offered: Spring and Fall

EDU 208 - Students with Diverse Abilities and Backgrounds Units: 3

Focus on successful inclusion of students with various disabilities, students from culturally diverse backgrounds, and English language learners in a general education classroom.

Enrollment Requirements: Prerequisite: EDU 203.

Term Offered: Fall

EDU 210 - Nevada School Law Units: 3

The course surveys federal and state legal issues relating to education, specifically teacher/student rights and responsibilities and liability issues.

Term Offered: Spring and Fall

EDU 214 - Preparing Teachers to Use Technology Units: 3

This course provides prospective teachers with the opportunity to apply advanced skills and strategies for integrating technology in the classroom. There is an additional focus on creating a professional portfolio.

Term Offered: Spring and Fall

EDU 288 - Foundations of Teaching Multilingual Learners

Units: 3

This course is designed to help pre-service and in-service educators understand English language development (ELD) in K-12 settings with the goal of supporting multilingual learners to equitably access academic content while simultaneously developing academic English proficiency. This course explores the theories and research that serve as the basis for the Nevada English Language Development (ELD) Standards Framework and how to successfully implement evidence-based instructional practices that support steady progression toward English language proficiency and achievement in academic content areas. Course participants will also deepen their understanding of how to prioritize culturally and linguistically responsive and sustaining instructional practices. Course participants will be expected to demonstrate understanding of key theories and research, evidence-based practices, and lesson design aligned with the Nevada ELD Standards Framework and the NEPF. The culminating activity will require course participants to design a lesson plan that supports multilingual learners, provide feedback on their peers' projects, and use the feedback provided by their peers to revise their own lesson.

Term Offered: Spring and Fall

EE - Electrical Engineering

EE 220 - Circuits I

Units: 4

The course is an introduction to analysis methods and network theorem use to describe operation of electric circuits. Topics covered include resistive, capacitive, and inductive components in DC and AC circuits and the analysis techniques. This course will transfer to UNR as EE 220 and EE 220L.

Enrollment Requirements: Prerequisites: PHYS 181/181L with a C or better.

EIT - Electrical Instrumentation Technology

EIT 437 - Introduction to Control Systems

Units: 4

A continuation of ELM233, this course provides a in-depth look into Supervisory Control and Data Access (SCADA) systems, Distributed Control systems (DCS), and Programmable Control systems (PLC). Students will discuss and apply the hardware, software, and telemetry systems involved with these control mechanisms.

Enrollment Requirements: Prerequisite: Admissions to the Bachelor of Applied Science Cyber-Physical Manufacturing program and ELM 233 or Instructor approval.

EIT 468 - Advanced Control Systems

Units: 3

The course is a continuation of ELM 134 and will provide students a more in-depth knowledge of programmable logic controllers (PLC's) and programming functions. The course is designed to provide the student with advanced PLC functions used for data manipulation using the two leading PLC operating systems and software; Rockwell and Siemens.

Enrollment Requirements: Prerequisite: ELM 134

ELM - Electrical and Mechanical Technology

ELM 110 - Electrical/Electronic Circuits

Units: 3

This course will cover basic principles of AC/DC electrical circuits. Topics will include foundational mathematical calculations, use of diagnostic equipment to perform troubleshooting, and introductory electrical circuit diagrams. This course satisfies 15 embedded hours toward specified programs and certificates for AAS Math/Quantitative Reasoning General Education requirements.

Term Offered: Summer and Fall

ELM 127 - Introduction to AC Controls

Units: 3

This course is an introduction to motor control and control logic. Students will work with a variety of industry-standard dynamics related to the application of motors in a manufacturing setting. This course satisfies 5 embedded hours toward specified programs and certificates for AAS Human Relations and 10 embedded hours toward specified programs and certificates for AAS Science General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

ELM 129 - Electric Motors and Drives

Units: 3

This course is an introduction to electric motor drives. Topics will include how to connect, configure, adjust and operate different drives for motor operation.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: ELM 127 or instructor approval.

ELM 134 - Programmable Logic Controllers I

Units: 3

This course is an introduction to Programmable Logic Controllers (PLC) and related topics. Programming, troubleshooting, and theory will all be covered. This course satisfies 10 embedded hours toward specified programs and certificates for AAS Math/Quantitative Reasoning as well as 10 embedded hours toward specified programs and certificates for AAS Science General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

ELM 136 - Programmable Logic Controllers II

Units: 3

This is a continuation of ELM 134 and designed to provide students intermediate level skills in Programmable Logic Control (PLC) programming instruction and control concepts. Emphasis will be placed on programming structure, instructions, and execution for Controllogix platforms. Additional focus will be on network and network protocols throughout the course. Students will utilize advanced simulation software to develop and execute various PLC programs.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: ELM 127, ELM 134 and MPT 120 or by Instructor Approval.

ELM 140 - Industrial Robotics I

Units: 3

This is an introductory course for industrial robotics. Students will learn how to safely test and operate various elements of industrial robots. This course satisfies 10 embedded hours toward specified programs and certificates for AAS Math/Quantitative Reasoning General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

ELM 198 - Special Topics in Electrical and Mechanical Technology Units: 0.5-4

This course is designed to give students a basic understanding and hands-on experience of current theories in electrical and mechanical technologies. As local manufacturers begin to utilize advanced technologies in their processes, this course will provide a hands on approach to learning the technology in these areas necessary for students to succeed in the new economy.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

ELM 233 - Introduction to Instrumentation Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: ELM 134 or instructor approval.

ELM 240 - Advanced Manufacturing and Robotic Systems Units: 3

This course is an introduction to programming for industrial robots. Students will learn various aspects of robotic programming, how peripheral components can be integrated, and how to troubleshoot faulty programs. This course satisfies 5 embedded hours toward specified programs and certificates for AAS Human Relations, 10 Embedded hours toward specified programs and certificates for AAS Math, and 5 embedded hours toward specified programs and certificates for AAS Science General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

ELM 340 - Robotic Programming Offline Units: 3

This course provides a comprehensive look into robot simulation programming software utilized for offline programming of Fanuc and Kuka robots. Students will gain first hand knowledge of Fanuc and Kuka robotic programming software for the design and setup of a robotic work-cell.

Enrollment Requirements: Prerequisite: Admissions to the Bachelor of Applied Science, Cyber-Physical Manufacturing program.

ELM 440 - Collaborative Robot Design and Operation Units: 3

This course provides an in-depth look into the programming, design, and application of collaborative robots. Students will study the history and evolution of collaborative robots within the manufacturing environment, existing limitations, advanced safety system requirements, and the future of collaborative robots.

Enrollment Requirements: Prerequisite: Admissions to the Bachelor of Applied Science, Cyber-Physical Manufacturing program and ELM 340.

EMHS - Emergency Management and Homeland Security

EMHS 200 - ICS/NIMS/EOC Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: Spring and Fall

EMHS 300 - Principles, Practices Philosophy & Doctrine of Emergency Management Units: 3

This course focuses on the philosophical and theoretical underpinnings of the emergency management profession and the principles that define effective practice.

Enrollment Requirements: Students must be provisionally or fully admitted to the EMHS program and have EMHS 200 as a prerequisite or corequisite.

Term Offered: Fall

EMHS 302 - Principles and Practices of Mitigation and Recovery in Emergency Management Units: 3

This course examines sustainable disaster mitigation and recovery including principles, concepts, processes, and practices currently used in the United States.

Enrollment Requirements: Students must be provisionally or fully admitted to the EMHS program and have EMHS 200 as a prerequisite or corequisite.

Term Offered: Fall

EMHS 304 - Hazard Risk Management: Vulnerability and Risk Units: 3

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.

Enrollment Requirements: Students must be provisionally or fully admitted to the EMHS program and have EMHS 200 as a prerequisite or corequisite.

Term Offered: Spring

EMHS 306 - Advanced ICS-EOC Interface Units: 3

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.

Enrollment Requirements: Students must be admitted to the EMHS program or have department approval at <https://www.tmcc.edu/emergency-management-homeland-security/contact>.

Term Offered: Fall

EMHS 311 - International and Domestic Terrorism Units: 3

The course examines issues and concepts that make up the field of International and Domestic Terrorism. It will examine anti-terrorism and counter terrorism measures that are utilized and evolving to deal with this complex problem.

Enrollment Requirements: Students must be provisionally or fully admitted to the EMHS program and have EMHS 200 as a prerequisite or corequisite.

Term Offered: Fall

EMHS 313 - Homeland Security: Preparedness, Prevention, Deterrence & Emergency Management Units: 3

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.

Enrollment Requirements: Students must be provisionally or fully admitted to the EMHS program and have EMHS 200 as a prerequisite or corequisite.

Term Offered: Fall

EMHS 320 - History of United States Hazards and Disasters Units: 3

This course presents an overview of background and history of hazards, disasters and Emergency Management in the United States. It covers the birth of disaster response and identifies some of the early disasters that helped found the fundamentals of Emergency Management.

Enrollment Requirements: Students must be admitted to the EMHS program or have department approval at <https://www.tmcc.edu/emergency-management-homeland-security/contact>.

Term Offered: Spring

EMHS 321 - Homeland Security Policy, Ethics and Civil Liberties Units: 3

This course will examine the Federal Government response to terrorism since the 9/11 terrorist attacks and how that response affects protecting the Homeland and the ethics of balancing security and civil liberty.

Enrollment Requirements: Students must be provisionally or fully admitted to the EMHS program and have EMHS 200 as a prerequisite or corequisite.

Term Offered: Spring

EMHS 322 - Trauma Treatment in an age of disaster and terrorism Units: 3

This course provides a broad overview of the causes and "first responder" treatment of psychological trauma in both human caused and natural disasters.

Enrollment Requirements: Students must be admitted to the EMHS program or have department approval at <https://www.tmcc.edu/emergency-management-homeland-security/contact>.

Term Offered: Spring

EMHS 323 - Physical Security and Deterrents to Terrorism Units: 3

This course will focus on the development and implementation of a physical security program and deterrents to terrorism utilizing a hazards analysis and vulnerability process.

Enrollment Requirements: Students must be admitted to the EMHS program or have department approval at <https://www.tmcc.edu/emergency-management-homeland-security/contact>.

Term Offered: Spring

EMHS 325 - Terrorism, Weapons of Mass Destruction and Homeland Security Units: 3

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.

Enrollment Requirements: Students must be admitted to the EMHS program or have department approval at <https://www.tmcc.edu/emergency-management-homeland-security/contact>.

Term Offered: Spring

EMHS 410 - Social Dimensions, Lifecycle and Ethics of Disaster Units: 3

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.

Enrollment Requirements: Students must be admitted to the EMHS program or have department approval at <https://www.tmcc.edu/emergency-management-homeland-security/contact>.

Term Offered: Spring

EMHS 412 - Emergency Management Fiscal Administration Units: 3

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.

Enrollment Requirements: Students must be admitted to the EMHS program or have department approval at <https://www.tmcc.edu/emergency-management-homeland-security/contact>.

Term Offered: Spring

EMHS 414 - Organizational Crisis & Continuity Management Units: 3

This course will explore various strategies to insure public and private organizational continuity during and following crisis.

Enrollment Requirements: Students must be admitted to the EMHS program or have department approval at <https://www.tmcc.edu/emergency-management-homeland-security/contact>.

Term Offered: Fall

EMHS 416 - Introduction to Exercise Design and Evaluation Units: 3

This course is designed to introduce students to the fundamentals of emergency management exercise design, management and evaluation. Students will design an exercise, identify the logistics necessary for execution and management of the exercise, and develop an exercise evaluation plan.

Enrollment Requirements: Students must be admitted to the EMHS program or have department approval at <https://www.tmcc.edu/emergency-management-homeland-security/contact>.

Term Offered: Fall

EMHS 420 - Advanced Disaster Case Study Units: 3

This course will focus on the analysis of disaster events across a broad spectrum of causation, mitigation, response and recovery and their impacts on involved communities.

Enrollment Requirements: Students must be admitted to the EMHS program or have department approval at <https://www.tmcc.edu/emergency-management-homeland-security/contact>.

Term Offered: Spring

EMHS 421 - Critical Thinking and Strategic Intelligence Units: 3

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.

Enrollment Requirements: Prerequisite: EMHS 300 or EMHS 311. Students must be admitted to the EMHS program or have department approval at <https://www.tmcc.edu/emergency-management-homeland-security/contact>.

Term Offered: Spring

EMHS 422 - Public Health and Disasters Units: 3

The course examines the issues and concepts that make up the field of Public Health and how Public Health prepares for and supports disaster response. It will examine the intersection of security and public health policy, threats to public health, legal and policy infrastructure and the tools that are available to improve preparedness, response and recovery efforts.

Enrollment Requirements: Students must be admitted to the EMHS program or have department approval at <https://www.tmcc.edu/emergency-management-homeland-security/contact>.

Term Offered: Fall

EMHS 423 - Critical Infrastructure and Resource Protection Units: 3

Critical Infrastructure Protection (CIP) is a cornerstone of homeland security. This course examines the framework of CIP and provides the tools and techniques to identify, plan and implement protection for CIP.
Enrollment Requirements: Students must be admitted to the EMHS program or have department approval at <https://www.tmcc.edu/emergency-management-homeland-security/contact>.
Term Offered: Fall

EMHS 425 - Emergency Management/Homeland Security Leadership & Communication Units: 3

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.
Enrollment Requirements: Students must be admitted to the EMHS program or have department approval at <https://www.tmcc.edu/emergency-management-homeland-security/contact>.
Term Offered: Fall

EMHS 427 - Critical Incident Management for Public Safety Units: 3

This course prepares the student in the direct response, operations and management of critical incidents. Emphasis is placed upon the theoretical and applied models to understand and manage disasters, terrorism, and school/work place violence.
Enrollment Requirements: Students must be admitted to the EMHS program or have department approval at <https://www.tmcc.edu/emergency-management-homeland-security/contact>.
Term Offered: Spring

EMHS 429 - Transportation Systems: Security and multi-modal transportation Units: 3

This course examines issues and concepts that make up the field of transportation systems and their security from potential terrorist activity or attacks. It also examines historical transportation disasters.
Enrollment Requirements: Students must be admitted to the EMHS or the LOM bachelors program or have department approval at <https://www.tmcc.edu/emergency-management-homeland-security/contact>.
Term Offered: Spring

EMHS 470 - Emergency Management Homeland Security Internship Units: 3

This course will provide the student with the practical experience in an actual work environment. Emphasis is placed on all phases of the industry in the student's area of specialization (Local or State Emergency Management Office, Public Health, Homeland Security or Business Continuity). Students are acquainted with occupational responsibilities through realistic work situations and are provided with insights into management applications on the job. Topics include: Adaptability to the job setting, use of proper interpersonal skills, application of emergency preparedness skills and techniques, and professional development.
Enrollment Requirements: Prerequisite: Students must be admitted to the Emergency Management/Homeland Security program and have completed 30 program credits.
Term Offered: All Semesters

EMHS 490 - Emergency Management Homeland Security Capstone Units: 3

This is a capstone course which will provide the student with a thorough review of all theories, techniques, and management practices within the field of emergency management and homeland security.
Enrollment Requirements: Students must be admitted to the Emergency Management/Homeland Security program and must have either already taken EMHS 425 or at a minimum take EMHS 425 and EMHS 490 concurrently.
Term Offered: All Semesters

EMS - Emergency Medical Services

EMS 101 - CPR and First Aid Units: 1

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.
Transferability: May not transfer towards an NSHE bachelor's degree

EMS 108 - Emergency Medical Technician Training Units: 6-8

The primary focus of the Emergency Medical Technician is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transport. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. At the successful completion of this course, the student will be eligible to receive EMT Certification from the National Registry of EMTs and the State of Nevada Health Division. Students must be 18 years old upon completion of this class. * This course satisfies 18 hours of instruction toward completing the embedded Human Relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A.
Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite: Current American Heart Association Healthcare Provider CPR card.

EMS 113 - Emergency Medical Responder Units: 4

The primary focus of the Emergency Medical Responder is to initiate immediate lifesaving care to critical patients who access the emergency medical system. This course was designed using the National EMS Education Standards to help students understand the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and to assist higher-level personnel at the scene and during transport. Emergency Medical Responders function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Responders perform basic interventions with minimal equipment. Completion of the course will allow the student to be eligible for national and state certification as an EMR and provide a gateway to becoming an EMT.
Transferability: May not transfer towards an NSHE bachelor's degree

EMS 115 - Advanced Emergency Medical Technician

Units: 7

The primary focus of the Advanced Emergency Medical Technician is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of this course allows the candidate to sit for the National Registry of EMT's and State of Nevada's certification exam. This course satisfies 23 hours of instruction toward completing the embedded Human Relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Current Nevada EMT certification, immunizations, and American Heart Association Healthcare Provider CPR certification.

EMS 198 - Special Topics in EMS

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.

Transferability: May not transfer towards an NSHE bachelor's degree

EMS 200 - Fundamentals of Paramedic Medicine

Units: 2-4

This course defines the roles and responsibilities of the paramedic and the importance of scene safety, stress management, 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 affect them in their career. Students will also develop communication and documentation skills necessary to perform their duties. They will overview life span development and how it influences their assessment of different patient populations. Students will also develop critical thinking and clinical decision-making skills utilizing crew resource management and leadership skills to be able to effectively manage a scene. Students will also discuss career options in the field of paramedicine. This course satisfies 10 hours of Human Relations general education requirement.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Acceptance into the Paramedic Program.

EMS 202 - Advanced Cardiology for Paramedics

Units: 3

This course will prepare the Paramedic student to recognize and identify cardiac abnormalities in a 12-lead ECG as well as be able to identify when to treat abnormalities based on the presentation of the patient.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Current enrollment in TMCC Paramedic Program.

Term Offered: Spring and Fall

EMS 203 - Paramedic Skills

Units: 3-4

This course is designed for students to practice skills appropriate to national level exams within the paramedic scope.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Current enrollment in TMCC Paramedic Program.

Term Offered: Spring and Fall

EMS 204 - Principles of Anatomy & Physiology for Paramedicine

Units: 4

This course is designed to provide more in-depth knowledge of anatomy and physiology to help students build a foundation when entering the paramedic academy. This course has a lecture and lab component where the structure and function of all of the body systems will be discussed and applied. This course satisfies the science credit for the Associates in Applied Science- Prehospital Emergency Services only. This course is also a prerequisite to enter into the paramedic program.

Transferability: May not transfer towards an NSHE bachelor's degree

EMS 205 - Principles of Pathophysiology

Units: 3-4

Pathophysiology is the foundation of any medical career. This course focuses on the concepts of pathophysiology essential to understanding alterations in body systems. A strong knowledge base on pathophysiology is important in clinical decision-making in the emergency setting. The students will also understand how the pathological processes manifest themselves in the body and relate to the disease process of medical conditions that healthcare professionals encounter in the field.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: EMT or EMT Advanced and acceptance into the Paramedic Program.

EMS 206 - Prin Pharmacology/Medication Admin/Venous Access

Units: 3-4

This course prepares the student to understand and be able to integrate the principles of pathophysiological pharmacology and the assessment findings to formulate a field impression and implement a pharmacologic management plan for patients in the prehospital environment. The course also introduces the paramedic student to venous access, IV therapy, medication administration and drug calculations that will be used in treating patients in the prehospital environment. This course satisfies 16 embedded hours toward specified programs and certificates for AAS Math/Quantitative Reasoning General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Acceptance into the Paramedic Program.

EMS 207 - Airway Management and Ventilation for Paramedics

Units: 3-4

Integrates complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of ensuring a patent airway, adequate mechanical ventilation, and respiration for patients of all ages.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: EMT or EMT Advanced and acceptance into the Paramedic Program.

EMS 208 - Paramedic Practicum

Units: 2-4

This course is designed to apply concepts learned from the first semester of the paramedic program and incorporate the knowledge gained in that time to a set number of hours in field time with an assigned agency and clinical time in an assigned hospital. This will help students practically apply their knowledge and skills to build on their experience and critical thinking skills for the second semester. This course satisfies 12 embedded hours toward specified programs and certificates for AAS Human Relations General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Successful completion of EMS 207, EMS 209, EMS 210

EMS 209 - Patient Assessment for Paramedics

Units: 3-4

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 10 hours of Human Relations general education requirement. This course satisfies 16 embedded hours toward specified programs and certificates for AAS Math/Quantitative Reasoning General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Acceptance into the Paramedic Program.

EMS 210 - Principles of Cardiology for the Paramedic

Units: 3-4

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: EMT or EMT Advanced and acceptance into the Paramedic Program.

EMS 211 - Paramedic Care for Medical Emergencies

Units: 3-4

This course will prepare the Paramedic student to identify, assess, manage, and treat various medical emergencies and communicable diseases utilizing proper assessment, communication techniques, and interventions. This course satisfies 12 hours of Human Relations general education requirement. This course satisfies 13 embedded hours toward specified programs and certificates for AAS Math/Quantitative Reasoning General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Acceptance into the Paramedic Program.

EMS 212 - Paramedic Trauma Emergencies

Units: 3

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 embedded hours toward specified programs and certificates for AAS Human Relations General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Acceptance into the Paramedic Program.

EMS 214 - Special Populations in Paramedicine

Units: 3

This course prepares the Paramedic to identify, assess, manage, and treat age-related emergencies, and other special challenges. The student will also be introduced to the concept of assessment-based management. Topics include Neonatology, Pediatrics, Geriatrics, Abuse and Assault, and Patients with Special Challenges. This course satisfies 12 hours of instruction toward completing the embedded Human Relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Acceptance into the Paramedic Program.

EMS 215 - EMS Incident Management and Operations

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Acceptance into the Paramedic Program.

EMS 216 - Hospital Clinical Experience for the Paramedic

Units: 4-7

This course allows the paramedic student to apply learned classroom skills and knowledge in the hospital environment such as telemetry, intensive care unit, psychiatric unit, emergency department, and labor and delivery. The student will function under the direction of a nurse or paramedic preceptor. This course satisfies 15 embedded hours toward specified programs and certificates for AAS Human Relations General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Current enrollment in TMCC Paramedic Program.

EMS 217 - Field Internship for the Paramedic

Units: 4-8

This course is designed to introduce the Paramedic student to the advanced life support prehospital operations. The student will also become familiar with procedures and care provided by paramedics in the field, and will be a third person on a paramedic rescue unit and will work directly with his or her paramedic preceptor. This course satisfies 30 embedded hours toward specified programs and certificates for AAS Human Relations General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Current enrollment in TMCC Paramedic Program.

ENG - English

ENG 100 - Composition Enhanced

Units: 5

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. Course provides additional assistance in comprehensive writing and reading skills.

Enrollment Requirements: Pre-requisite: Qualifying ACCUPLACER Reading Comprehension (RC) score, SAT, or ACT placement. Successful completion of ENG 100 with a C- grade or better satisfies ENG 101 requirement and students can enroll in ENG 102.

ENG 101 - Composition I

Units: 3

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.

Enrollment Requirements: ACCUPLACER, SAT, or ACT test score—OR—high school unweighted cumulative GPA of 3.0 or above—OR—AP English Course (passing grade of B or better). Students who have successfully completed ENG 100 do not need to take ENG 101; they may enroll in ENG 102.

Term Offered: All Semesters

ENG 102 - Composition II

Units: 3

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.

Enrollment Requirements: Prerequisite: A grade of C- or better in ENG 100 or ENG 101 or equivalent or qualifying SAT/ACT score.

Term Offered: All Semesters

ENG 107 - Technical Communications I

Units: 3

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.

Term Offered: All Semesters

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 113 - Composition I for International and Multilingual Students

Units: 3

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.

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 111 or ENG 112D. Corequisite: READ 135 with qualifying ACCUPLACER test score.

Term Offered: Spring and Fall

ENG 114 - Composition II For International and Multilingual Students

Units: 3

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.

Enrollment Requirements: Prerequisite: ENG 113 or equivalent or qualifying SAT/ACT score.

Term Offered: Spring and Fall

ENG 181 - Vocabulary and Meaning

Units: 3

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.

Term Offered: All Semesters

ENG 202 - Film Analysis and Interpretation

Units: 3

Introduces the critical study and interpretation of film art, exploring aspects of film style and basic theoretical concerns while presenting a survey of important film genres, both narrative and non-narrative.

Term Offered: Spring and Fall

ENG 205 - Intro to Creative Writing: Fiction and Poetry

Units: 3

This class is an introductory level creative writing class in which primarily the principles of poetry and fiction will be addressed, with some limited discussion of creative nonfiction. Students who successfully complete this course will have a working knowledge of the literary arts and the life of the literary artist and should be better prepared to go on to advanced study in the genre of their choice.

Term Offered: Spring and Fall

ENG 220 - Writing Poetry

Units: 3

This class is an introductory level poetry writing class in which the study of poetic writing methods and forms will be addressed, with concentration on the student's creative writing. Students who successfully complete the course will have a working knowledge of the literary arts and the life of the literary artist and should be better prepared to go on to the advanced study of poetry.

Term Offered: Spring and Fall

ENG 221 - Writing Fiction

Units: 3

The study of fiction writing methods and forms with concentration on the student's writing and a focus on developing students' knowledge of the literary arts and the life of the literary artist.

Term Offered: All Semesters

ENG 222 - Intermediate Fiction: Novel Writing

Units: 3

This course is a continuation of ENG 221 with an emphasis on novel writing. The class will be conducted as a combination craft lecture and writer's workshop.

Enrollment Requirements: Prerequisite: ENG 221 or instructor approval.

Term Offered: Spring and Summer

ENG 224 - Introduction to Screenwriting

Units: 3

The study of screenwriting methods and forms with a concentration on the student's creative writing.

Enrollment Requirements: Prerequisite: ENG 101 or ENG 113 or instructor approval.

Term Offered: Fall

ENG 231 - World Literature I

Units: 3

Introduction to aesthetic and ideological trends in world literature.

Reading of literary masterpieces through the year 1650.

Term Offered: Summer and Fall

ENG 232 - World Literature II

Units: 3

Introduction to aesthetic and ideological trends in world literature through reading of literary masterpieces from 1650 to present.

Term Offered: Spring and Summer

ENG 246 - The Art of Literature

Units: 3

Intro to literature that explores and considers the ways in which major literary genres (poetry, fiction, drama), themes, and literary movements interact with, reflect, inspire, and inform artworks in different fine arts (painting and sculpture, film, theater, music, and dance).

ENG 250 - Introduction to Children's Literature

Units: 3

A survey of historical periods, major writers, and trends in children's literature, primarily in the Western tradition.

Enrollment Requirements: Prerequisite: ENG 101 or ENG 113 or instructor approval.

Term Offered: Spring

ENG 267 - Introduction to Women and Literature

Units: 3

A consideration of women as writers and as characters in literature. Readings are drawn from poetry, drama, fiction and biography. Women's voices are represented as diverse within a variety of cultures, sub-cultures, regions, and periods.

Term Offered: Spring and Fall

ENG 275 - Contemporary Literature

Units: 3

The reading of recent literature of various types to acquaint students with contemporary writers.

Enrollment Requirements: Prerequisite: ENG 101 or ENG 113 or instructor approval.

Term Offered: AS NEEDED

ENG 281 - Introduction to Language

Units: 3

Nature and function of language, including an introduction to the linguistics subsystem of Modern English and the development of the English language. Crosslisted with ANTH 281.

Enrollment Requirements: Prerequisite: ENG 101 or ENG 100 or ENG 113 or instructor approval.

Term Offered: Fall

ENG 282 - Introduction to Language and Literary Expression

Units: 3

The forms and function of language with special application to literary study.

Enrollment Requirements: Prerequisite: ENG 101 or ENG 113 or instructor approval.

Term Offered: Spring

ENG 298 - Writing About Literature

Units: 3

Introduction to literary study--literary terms, genre, time periods, and analysis.

Enrollment Requirements: Prerequisite: ENG 101 or ENG 100 or ENG 113 or instructor approval.

Term Offered: Fall

ENG 299 - Special Topics in English

Units: 1-3

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.

Enrollment Requirements: Prerequisite: ENG 101 or ENG 113 or instructor approval.

Term Offered: AS NEEDED

ENGR - Engineering

ENGR 100 - Introduction to Engineering Design

Units: 3

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.

Term Offered: Spring and Fall

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.

Term Offered: Spring and Fall

ENRG - Energy Technology

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.

Term Offered: All Semesters

ENRG 130 - Introduction to Solar Energy

Units: 3

This course will introduce students to solar energy, its history, sun movement, regional climatological data, energy reflection, transmission and absorption, heat transfer, storage, collector systems, and sizing.

Term Offered: AS NEEDED

ENRG 132 - Solar Photovoltaic Technologies

Units: 3

This course is designed to give students the basic 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.

Enrollment Requirements: Prerequisite: ENRG 130

Term Offered: AS NEEDED

ENRG 142 - Solar Thermal Technologies

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: ENRG 130.

Term Offered: AS NEEDED

ENRG 198 - Special Topics in Energy Technologies

Units: 0.05-6

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

ENRG 215 - Electrical Distribution Systems

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

ENT - Entrepreneurship

ENT 200 - Fundamentals of Entrepreneurship

Units: 3

Discover the fundamentals of entrepreneurship as you explore the characteristics of entrepreneurs, the cycle of entrepreneurship, idea generation and how to validate your ideas to determine if they will be successful. Learn how to present your business ideas to potential investors and know when you are ready to go for it.

Term Offered: Spring and Fall

ENT 230 - Financing Your Small Business Venture

Units: 3

Explore the options that are available for financing your small business venture. Learn about ownership structures, venture capital, angel financing and small business administration. When you complete the course, you will be aware of multiple avenues for funding your existing, expanding or new business ideas.

Enrollment Requirements: Prerequisite: ENT 200

Term Offered: Fall

ENT 240 - Marketing for Small Business

Units: 3

Effective marketing can be the key to your business's success. Delve into marketing principles to help your small business thrive. Learn about integrated marketing approaches, how to effectively market on a budget, and how to successfully build relationships to grow your small business venture.

Term Offered: Spring and Fall

ENT 280 - Entrepreneurship and Business Plan Development

Units: 3

Understand the principles of entrepreneurship and the tools you need to develop a quality business plan. Use your learned creativity and innovation techniques to generate new business ideas and then apply those skills as you develop an original, realistic and effective business plan. This hands-on course will take you through the steps of the business plan development process and give you the opportunity to present your business plan. You or your team may even choose to participate in a variety of local business plan competitions with your newfound skills and solid plan.

Term Offered: Spring

ENV - Environmental Science

ENV 101 - Introduction to Environmental Science

Units: 3

This course explores the fundamental components and interactions of earth's natural systems, the relationships between humans and environment, and solutions to current and potential environmental problems.

Term Offered: Spring and Fall

ENV 198 - Special Topics in Environment

Units: 0.5-6

Covers selected topics of interest to students in environmental science. May be repeated for up to 6 credits.

Term Offered: AS NEEDED

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.

Term Offered: AS NEEDED

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.

Term Offered: AS NEEDED

EPY - Educational Leadership and Psychology

EPY 100 - Transition into College

Units: 1

This one-credit course introduces students to concepts of personal responsibility including: motivation, emotional intelligence, and technical IQ necessary for entering or returning to college.

Transferability: May not transfer towards an NSHE bachelor's degree

EPY 101 - Educational, Career, and Personal Development

Units: 3

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.

Term Offered: Spring and Fall

EPY 220A - Principles of Elementary Educational Psychology

Units: 3

This course provides an overview of the psychology of learning, motivation, growth & development, personality dynamics, and social adjustments for students in grades K-8. The purpose of this course is to introduce students to various characteristics that impact learning. Students will explore the implications of learning theories and demonstrate how key concepts and principles can be applied in the educational environment.

FREN - French

FREN 111 - First Year French I

Units: 4

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.

Term Offered: Fall

FREN 112 - First Year French II

Units: 4

Introduction to the language through the development of language skills and through structural analysis. Includes an introduction to French culture.

Enrollment Requirements: Prerequisite: FREN 111 or qualifying French CAPE Placement score.

Term Offered: Spring

FREN 198 - Special Topics in French

Units: 1-6

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.

Term Offered: AS NEEDED

FREN 211 - Second Year French I

Units: 3

Emphasis is on structural review, conversation, writing, and readings from texts. This course transfers to UNR as FREN 211.

Enrollment Requirements: Prerequisite: FREN 112 or qualifying French CAPE Placement score.

Term Offered: Fall

FREN 212 - Second Year French II

Units: 3

A continuation of French 211. Structural review, conversation, writing and readings in modern literature. This course transfers to UNR as FREN 212.

Enrollment Requirements: Prerequisite: FREN 211 or equivalent or qualifying CAPE placement score.

Term Offered: Spring

FS - Fire Science

FS 150 - Physical Fitness and Nutrition for Fire Service **Units: 3**

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: Fall

FS 198 - Special Topics in Fire Science **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.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: AS NEEDED

FT - Fire Science Technology

FT 100 - Introduction to Emergency Services **Units: 3**

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: Spring and Fall

FT 101 - Introduction to Fire Protection **Units: 3**

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: Spring and Fall

FT 102 - Entry Level Firefighter **Units: 3**

This course will give the student the basic skills and knowledge necessary to combat structure fires under direct supervision.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: Spring and Fall

FT 106 - Firefighter I Academy **Units: 12**

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).

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite: EMS 108 or current State of Nevada EMT certification and FT 101 or FT 102 or six months of fire experience.
Corequisite or Prerequisite: FT 131.
Term Offered: Fall

FT 109 - Internship in Firefighting **Units: 5**

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite: FT 106 (or Firefighter II) and EMS 108 (or EMT-B)
Term Offered: AS NEEDED

FT 110 - Basic Wildland Firefighting **Units: 3**

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: Fall

FT 121 - Fire Prevention I **Units: 3**

Familiarization with national, state and local laws and ordinances influencing fire prevention and fire underwriting; principles and problems relating to fire prevention.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: Spring

FT 122 - Codes/Ordinances I **Units: 3**

Familiarization with national, state and local laws and ordinances which influence the field of fire protection.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: Fall

FT 125 - Build Construction I **Units: 3**

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: Spring

FT 131 - Hazardous Materials

Units: 3

A review of basic properties of solids, liquids and gases and the storage, handling, law, standards and firefighting practices pertaining to hazardous materials.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: Spring and Fall

FT 151 - Fire Protection Hydraulics and Water Supply

Units: 3

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. *

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite: MATH 96 or equivalent or Accuplacer, ACT/SAT test results.
Term Offered: AS NEEDED

FT 200 - Leadership and Ethics in Emergency Service

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: Spring and Fall

FT 206 - Firefighter II Academy

Units: 10

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite: FT 106 or Firefighter I Certification.

FT 212 - Fire and Ecology

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: Spring

GEOG - Geography

GEOG 103 - Physical Geography of Earth's Environment

Units: 3

Study of the physical processes and dynamic systems that shape Earth. Topics include the atmosphere, biosphere, lithosphere and hydrosphere, and also the interconnectedness of these systems with human society. Emphasis is placed upon evaluating scientific evidence and associating that evidence with scientific hypothesis. Four laboratory experiences required.

Enrollment Requirements: Prerequisite: MATH 120 or higher.
Term Offered: Spring and Fall

GEOG 106 - Introduction to Cultural Geography

Units: 3

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.

Term Offered: Spring and Fall

GEOG 198 - Special Topics in Geography

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.

Term Offered: AS NEEDED

GEOG 200 - World Regional Geography

Units: 3

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.

Enrollment Requirements: Prerequisite: Completion of or concurrent enrollment in ENG 98 or qualifying English placement score.
Term Offered: Spring and Fall

GEOG 205 - Applications of Geographic Information Systems

Units: 3

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.

Term Offered: AS NEEDED

GEOG 210 - Introduction to Geotechnology

Units: 3

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.

Term Offered: Spring and Fall

GEOG 290 - Internship in Geography

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. 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.

Term Offered: AS NEEDED

GEOL - Geology

GEOL 100 - Earthquakes, Volcanoes and Natural Disasters

Units: 3

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.

Term Offered: Spring and Fall

GEOL 101 - Geology: Exploring Planet Earth

Units: 4

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.

Term Offered: Spring and Fall

GEOL 102 - Earth and Life Through Time

Units: 4

A lecture- and laboratory-based course examining the history of the Earth system, including major events in plate tectonics, changes in the climate, and the evolution of the biosphere. Emphasis is placed using the tools of stratigraphy, geologic dating, and paleontology to interpret the physical and paleobiologic 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.

Term Offered: Fall

GEOL 198 - Selected Topics in Geology

Units: 0.5-6

Various short courses and experimental classes covering a variety of specific areas in the geological sciences. 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.

Transferability: May not transfer towards an NSHE bachelor's degree

GEOL 260 - Introduction to Field Methods

Units: 2

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.

Enrollment Requirements: Prerequisite: GEOL 101 or instructor approval.

Term Offered: Fall

GEOL 290 - Internship in Geology

Units: 1-3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

GRC 100 - Introduction To Graphic Arts and Media Technologies

Units: 3

Foundational course that introduces the many career opportunities available in graphic arts and media technologies. Creativity, methodologies, technologies, production workflows and distribution of media relevant to print, web/user interface and motion graphics will be discussed and hands-on projects will introduce skills required for GAMT degrees and certificates.

Term Offered: Spring and Fall

GRC 116 - Introduction to Digital Art & Design

Units: 3

Foundation course that introduces computer graphics applications for the development of content for visual media. Class will present a project-based overview of vector-drawing and pixel editing content creation software.

Enrollment Requirements: Prerequisite: GRC 100, or can be taken concurrently.

Term Offered: Spring and Fall

GRC 117 - Introduction to Motion Graphics

Units: 3

Foundation course that introduces computer systems and applications as they relate to motion graphics in digital media. Class will present a project-based overview of animation processes and digital video creation.

Enrollment Requirements: Prerequisite or co-requisite: GRC 116, or approval of instructor.

Term Offered: Spring and Fall

GRC 120 - Software Applications-Beginning Photoshop

Units: 0.5-1

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

GRC 123 - Software Applications-Advanced Photoshop

Units: 0.5-1

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

GRC 124 - Software Applications-Beginning Illustrator

Units: 0.5-1

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

GRC - Graphic Communications

Also see VIS (Visual Media) courses that are part of the Graphic Arts and Media Technology/Graphic Communications degrees and certificates.

GRC 125 - Graphics Software Certification

Units: 1-2

Intermediate level graphic design software courses meant to prepare students for the Adobe Certified Associate (ACA) exams. Classes will include information on production processes, design principles and software specific instruction, as outlined in the current published Adobe ACA exam objectives. Please verify version of Adobe software in the current class schedule. Course does not include taking the ACA exam. This course may be repeated for up to eight credits.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: NoneNOTE: If student is working towards the Graphic Software Skills Certificate, GRC 118 and GRC 119 should be taken prior to this class.

Term Offered: AS NEEDED

GRC 126 - Software Applications-Advanced Illustrator

Units: 0.5-1

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

GRC 127 - Software Applications-Beginning InDesign

Units: 0.5-1

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

GRC 128 - Software Applications-Advanced InDesign

Units: 0.5-1

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

GRC 129 - Software Applications-Beginning Dreamweaver

Units: 0.5-1

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

GRC 132 - Drawing for Animation

Units: 3

Drawing instruction for students wishing to pursue animation as a career field. Course will focus on human figure drawing, animal drawing, drawing humans and animals in motion, animation character design, animation background and location design, and drawing for visual storytelling applicable for motion graphics, video production and interactive design.

Enrollment Requirements: Prerequisite: ART 101 and GRC 100, or approval of instructor.

Term Offered: Spring

GRC 135 - Storyboarding

Units: 3

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.

Enrollment Requirements: Prerequisite: GRC 117

Term Offered: Fall

GRC 153 - Commercial Printing Processes

Units: 3

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.

Enrollment Requirements: Prerequisite: GRC 116, or approval of instructor.

Term Offered: Spring and Fall

GRC 175 - Web Design I

Units: 3

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.

Enrollment Requirements: Prerequisites: GRC 116, or approval of instructor.

Term Offered: Spring and Fall

GRC 182 - Digital Video Production

Units: 3

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.

Enrollment Requirements: Prerequisite: GRC 117 or instructor approval.

Term Offered: AS NEEDED

GRC 198 - Special Topics in Graphic Communications

Units: 0.5-6

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.

Term Offered: AS NEEDED

GRC 200 - Design Thinking & Methodologies

Units: 3

Intermediate course that will build upon skills and processes learned in GRC 116. Students will broaden their techniques for ideation and effective design thinking and analysis. Students will produce studio design exercises and projects that will increase technical fluency in industry-standard software applications. This class will prepare students for lower and upper division GAMT courses, and will increase conceptual thinking and improve their technical skillsets.

Enrollment Requirements: Prerequisite: GRC 116, or approval of instructor.

Term Offered: Spring and Fall

GRC 210 - Typography I

Units: 3

The historical context of letterforms, introducing the theories and technologies of typographic communication, design and execution. Studio-based projects focus on practical analysis, visual and conceptual interaction of type and image, and the creative exploration of type as a formal element.

*Enrollment Requirements: Prerequisites: GRC 200, or approval of instructor.
Term Offered: Fall*

GRC 220 - Graphic Design I

Units: 3

Principles and language of graphic design and media. The course will develop an understanding of visual communication theories, processes and methods using current industry technologies.

*Enrollment Requirements: Prerequisite: GRC 200, or approval of instructor.
Term Offered: Spring*

GRC 275 - Web Design II

Units: 3

Intermediate 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.

*Enrollment Requirements: Prerequisite: GRC 175 and CIT 151, or approval of instructor.
Term Offered: AS NEEDED*

GRC 282 - Motion Graphics for Video

Units: 3

The principles of visual design and color, animation and sound design applied to motion graphic design. The creation of combined animated and live action video title sequences, vignettes and advertising interstitials using typographic, visual and auditory elements.

*Enrollment Requirements: Prerequisite: GRC 135 or instructor approval.
Term Offered: AS NEEDED*

GRC 284 - 3D Modeling and Texturing

Units: 3

Introduction to 3-Dimensional (3D) modeling, texturing techniques within many CGI industry production processes. Topics include basic to intermediate geometric polygonal and organic 3D modeling, creating CGI environments, creating and applying 2D textures to 3D models, creating and applying CGI lighting techniques and basic rendering process.

*Enrollment Requirements: Prerequisite: VIS 120 and GRC 132 or approval of instructor.
Term Offered: AS NEEDED*

GRC 290 - Internship in Graphic Communications

Units: 1-8

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. 45 hours on the job per credit.

Enrollment Requirements: Minimum 18 units of GRC classes or approval of instructor.

Term Offered: AS NEEDED

GRC 294 - Portfolio Workshop

Units: 3

Development of a portfolio for employment in the graphic communications/visual 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.

Enrollment Requirements: Prerequisite: Minimum 24 units of GRC classes or approval of instructor.

Term Offered: Spring

GRC 298 - Special Problems in Graphic Communications

Units: 0.5-6

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.

Term Offered: AS NEEDED

GRC 299 - Independent Study

Units: 1-6

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.

Term Offered: AS NEEDED

GRC 300 - History of Graphic Arts and Media Technologies

Units: 3

This course covers the history of graphics and media from the dawn of writing until today, including the development of typography and books; Arts & Crafts and the private press; posters, printing history, history of advertising; the Bauhaus and 20th century design; and new media into the 21st century.

Enrollment Requirements: Prerequisite: GRC 100 and ENG 101 (or equivalent), or approval of instructor.

Term Offered: AS NEEDED

GRC 310 - Typography II

Units: 3

Advanced exploration of communication and structural aspects of typography. Focus on layout and page design systems, experimentation and expressively using type to enhance meaning.

Enrollment Requirements: GRC 210 or approval of instructor.

Term Offered: AS NEEDED

GRC 353 - Commercial Printing Processes II

Units: 3

An advanced course in commercial printing processes including screen printing and offset lithography. Hands-on course will focus on electronic pre-press and production processes used in commercial printing for content creation, optimization, output, and printing production.

Enrollment Requirements: Prerequisite: GRC 153 and GRC 200 or approval of instructor.

Term Offered: AS NEEDED

GRC 355 - Graphic Design II

Units: 3

Advanced visual communication problems within the context of graphic design, advertising design, and a variety of media.

Enrollment Requirements: GRC 220 or approval of instructor.

Term Offered: AS NEEDED

GRC 365 - Web & User Interface Design

Units: 3

Course will allow students to engage with the interfaces between human beings and information systems in a critical way. Students will learn industry-standard methods for how to approach the design of user interfaces and key theories and frameworks that underlie the design of most interfaces in use today.

Enrollment Requirements: GRC 210 and GRC 275, or approval of instructor.

Term Offered: AS NEEDED

GRC 375 - Modeling and Animation

Units: 3

Digital modeling and animation. Topics will include basic modeling, UVs, textures, materials, lighting rigging, skinning and animation. Investigate theories and methodologies of visual communication.

Enrollment Requirements: Prerequisite: GRC 284, or instructor approval

Term Offered: AS NEEDED

GRC 390 - Junior Capstone

Course will cover topics related to business practices and entrepreneurship and the development of a semester-long independent project in graphic arts and media technology. Students will create a multi-component, content-driven project that demonstrates their ability to identify, research, produce and implement complex solutions. A final professional presentation will be required.

Enrollment Requirements: Must be taken during the last semester of Advanced Certificate program, departmental approval is required.

Term Offered: AS NEEDED

Units: 3

HDFS - Human Development and Family Studies

HDFS 201 - Lifespan Human Development

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.

Term Offered: Spring and Fall

Units: 3

HDFS 202 - Introduction to Families

This course is a study of contemporary family life. Students are introduced to family research and theory and the family life cycle. The dynamics of family systems, including communication, gender issues, intimacy and love, marriage and divorce, sexuality, parenting, balancing work and family, diversity in family structure, and family stress are also explored.

Term Offered: Spring and Fall

Units: 3

HDFS 232 - Diversity in Children

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.

Term Offered: Spring and Fall

Units: 3

HIST - History

HIST 101 - US History to 1877

Survey of U.S. political, social, economic, diplomatic and cultural development from colonial times to 1877. Satisfies the United States Constitution requirement.

Term Offered: All Semesters

Units: 3

HIST 102 - U. S. History since 1877

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.

Term Offered: All Semesters

Units: 3

HIST 105 - European Civilization to 1648

Survey of the development of Western civilization up to 1648.

Term Offered: All Semesters

Units: 3

HIST 106 - European Civilization since 1648

Survey of the development of Western civilization from 1648 to the present.

Term Offered: All Semesters

Units: 3

HIST 111 - Survey of U.S. Constitutional History

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.

Term Offered: All Semesters

Units: 3

HIST 208 - World History I

A survey of the societies and cultures of Asia, Africa, the Middle East, Europe, the Americas and Oceania to 1600. Satisfies TMCC Diversity requirement.

Term Offered: Spring and Fall

Units: 3

HIST 209 - World History II

A survey of the societies and cultures of Asia, Africa, and Middle East, Europe, the Americas and Oceania since 1600. Satisfies TMCC Diversity requirement.

Term Offered: Spring and Fall

Units: 3

HIST 215 - History of Sexuality in the United States

History of sexual identities, practices, and politics in the United States, focusing on the 19th century through present.

Term Offered: AS NEEDED

Units: 3

HIST 217 - Nevada History

Nevada history from exploration to the present. Includes examination of the Nevada Constitution and satisfies the Nevada Constitution general education requirement.

Term Offered: All Semesters

Units: 3

HIST 227 - Introduction to Latin American History & Culture I

An overview of Hispanic history including language, literature, geography, religion, music and politics from the pre-Columbian era to 1826.

Term Offered: AS NEEDED

Units: 3

HIST 228 - Intro to Latin American History and Culture II

An overview of Hispanic history including language, literature, geography, religion, music and politics from 1826 to the present.

Term Offered: AS NEEDED

Units: 3

HIST 251 - Introduction to Historical Methods

Introduction to the basic concepts and techniques of historical investigation and writing.

Enrollment Requirements: Prerequisite: Completion of 9.0 units in History with grades of 'C' or better.

Term Offered: Spring

Units: 3

HIST 289 - Introduction to the History of the Middle East

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.

Term Offered: AS NEEDED

Units: 3

HIST 291 - Intro to Women's History and Literature in the US Units: 3

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. Same as ENG 294.

Term Offered: AS NEEDED

HIST 295 - Special Topics in History Units: 3

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.

Term Offered: AS NEEDED

HIT - Health Information Technology

HIT 180 - Health Information Management Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: Spring and Fall

HMD - Hotel Management

HMD 101 - Introduction to Hospitality Units: 3

Survey of the history, likely direction, and dynamics of the hospitality industry from the perspective of the global economy, with emphasis on the wide variety of career opportunities.

Term Offered: Spring and Fall

HMD 120 - Introduction to the Customer Experience Units: 3

Explore the intrapersonal, interpersonal, and structural components that make up an optimal customer service experience in the global hospitality industry.

Term Offered: Spring

HMD 198 - Special Topics in Hospitality and Tourism Management Units: 0.5-3

Various short courses and experimental classes covering a variety of subjects. The course will be a variable of one-half to three credits depending on the course content and number of hours required. The course may be repeated for up to three credits.

Term Offered: AS NEEDED

HMD 202 - Housekeeping Operations Units: 3

This course will provide an overview of the application of various systems, procedures, and controls associated with a housekeeping department at a modern hotel or another tourism venue. Emphasis on management delegation, scheduling systems, routines, and equipment requirements.

Enrollment Requirements: Prerequisite: HMD 101

Term Offered: AS NEEDED

HMD 203 - Front Office Operations Units: 3

A systematic learning approach to front office procedures where the flow of business through a hotel, from the reservations process to check-out and account settlement, is explored in detail. Various elements of effective front office management will be examined, paying particular attention to the planning and evaluation of front office operations.

Enrollment Requirements: Prerequisite: HMD 101

Term Offered: Fall

HMD 220 - Facilitating the Customer Experience Units: 3

Explore the skills and tools necessary to design and facilitate optimal customer experiences in the global hospitality industry.

Enrollment Requirements: Pre-requisite: HMD 101 and completion of ENG 101 or equivalent.

Term Offered: Fall

HMD 225 - Foundations of Hospitality Leadership Units: 3

Theories of leadership are introduced and examined in the context of personal leadership, team dynamics, emotional intelligence, coaching, and ethics. Success factors related to competencies, skills, and leader behaviors are investigated. The challenges of leading diverse groups are explored including cultural, gender, and generational differences.

Enrollment Requirements: HMD 101 and ENG 102

Term Offered: Spring

HMD 226 - Hospitality Technology Management Units: 3

This course is a survey of computer applications, issues, and trends in the hospitality industry. Emphasis is placed on the role of technology in operations and management of technology as a strategy. Additionally, current technology issues of interest and importance to the industry will be explored.

Enrollment Requirements: Prerequisite: HMD 101

Term Offered: AS NEEDED

HUM - Humanities

HUM 101 - Introduction to Humanities I Units: 3

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.

Term Offered: All Semesters

HUM 102 - Introduction to Humanities II Units: 3

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.

Term Offered: AS NEEDED

HUM 105 - The Art of Film Units: 3

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.)

Enrollment Requirements: Prerequisite: Completion of ENG 101 or equivalent.

Term Offered: Spring and Fall

HUM 106 - Introduction to the American Motion Picture Units: 3

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.

Enrollment Requirements: Prerequisite: Completion of ENG 101 or equivalent.
Term Offered: AS NEEDED

HUM 198 - Special Topics in Humanities 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.

Term Offered: AS NEEDED

HUM 211 - Survey of Chinese Culture Units: 3

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. Fulfills TMCC and UNR Diversity requirement.

Term Offered: AS NEEDED

HUM 295 - Issues in Humanities Units: 1-9

Explores ideas, issues, and movements worthy of special focus for their significant impact on the cultural, social, political, or spiritual values of human civilization.

Term Offered: AS NEEDED

IDS - Interdisciplinary Studies

IDS 299 - General Internship Program Units: 1-3

The purpose of this course is to prepare students for the world of work by providing a structured internship experience that reinforces classroom concepts through hands-on application. This course takes a reflective approach to career development by facilitating students' understanding and competence of a particular career path.

Enrollment Requirements: Prerequisite: Student must have 30 credits of completed coursework prior to enrollment in IDS 299. Student must have a minimum GPA of 2.5. Student must have permission of faculty member and internship coordinator.

Term Offered: AS NEEDED

IRW - Iron Worker

IRW 101 - Iron Worker 1st Year Apprenticeship Units: 6

This is a first-year course for individuals in the iron worker apprenticeship program. This course is taken twice in the first year. The total embedded material is covered when this course is taken twice in one year. This course satisfies 45 hours of instruction toward specified programs and certificates for AAS Human Relations General Education requirements. This course satisfies 50 hours of instruction toward specified programs and certificates for AAS Math/Quantitative Reasoning General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: Spring and Fall

IRW 151 - Iron Worker 2nd Year Apprenticeship Units: 6

This is a second-year course for individuals in the iron worker apprenticeship program. This course is taken twice in the second year. The total embedded content is covered when this course is taken twice. This course satisfies 20 hours of instruction toward specified programs and certificates for AAS Math/Quantitative Reasoning General Education requirements. This course satisfies 45 hours of instruction toward specified programs and certificates for AAS Science/Quantitative Reasoning General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite: IRW 101

IRW 201 - Iron Worker 3rd Year Apprenticeship Units: 6

This is a third-year course for individuals in the ironwork apprenticeship program. This course is taken twice in the third year.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite: IRW 151

IRW 251 - Iron Worker 4th Year Apprenticeship Units: 6

This is a fourth-year course for individuals in the iron work apprenticeship program. This course is taken twice in the fourth year.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite: IRW 201
Term Offered: Spring and Fall

IS - Information Systems

IS 101 - Introduction to Information Systems Units: 3

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 databases. "Hands-on" experience is provided through student use of open labs.

Term Offered: Spring and Fall

IS 201 - Computer Applications Units: 3

Advanced topics in spreadsheets, microcomputer-based database management systems and macro-programming.

Enrollment Requirements: Prerequisite: IS 101 or equivalent.
Term Offered: Spring and Fall

JOUR - Journalism

JOUR 101 - Critical Analysis of Mass Media Units: 3

Survey of the role of newspapers, radio, television, advertising and public relations organizations. Interpretation of the day's news and analysis of media performance.

Term Offered: Spring and Fall

JOUR 102 - News Reporting and Writing Units: 3

Introduction to the principles of researching news stories, gathering information in the appropriate arenas and writing clear and accurate articles in accordance with journalistic standards established by the Associated Press. Explores the roles and responsibilities of a reporter for a news organization in keeping the public informed as well as acting as a watchdog. Examines ethical concerns in journalism and legal issues that influence media coverage.

Enrollment Requirements: Prerequisite: ENG 98 or qualifying Accuplacer, ACT or SAT scores.
Term Offered: Spring and Fall

JOUR 103 - Introduction to Media and Society

Units: 3

Learn to observe, analyze and critique mass and networked media using principles grounded in the social sciences. Study how media are used to inform and persuade and strengthen your ability to use media critically.

JOUR 107 - Media Writing

Units: 3

Introduction to journalism and strategic communications in the 21st century. Learn the foundations of producing news and strategic communications: how to ethically collect, analyze, aggregate create and publish timely information to engage public audiences.
Term Offered: Spring and Fall

JOUR 108 - Media Design

Units: 3

Introduction to design principles for media production including the basics of color, typography and composition.
Enrollment Requirements: Prerequisite: ENG 101 or ENG 100 with a grade of C- or better, or concurrent enrollment in ENG 100 or ENG 101.
Term Offered: AS NEEDED

JOUR 208 - Media Production

Units: 3

Critique and create photo, audio and video stories that are technically adept and which effectively convey a message, as well as analyze aesthetic and storytelling choices in digital media.
Enrollment Requirements: Prerequisite: JOUR 107 and 108 with a grade of C or better. ENG 102 with a grade of C- or better, or concurrent enrollment in ENG 102.
Term Offered: AS NEEDED

LAW - Law/Paralegal

LAW 101 - Fundamentals of Law I

Units: 3

(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.
Term Offered: Spring and Fall

LAW 198 - Special Topics Legal Assistant

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.
Enrollment Requirements: Prerequisite: LAW 101.
Term Offered: AS NEEDED

LAW 203 - Real Property

Units: 3

(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.
Enrollment Requirements: Prerequisite: LAW 101 with a grade of 'B' or better, LAW 259 and LAW 261. This course can be taken concurrently with LAW 259.
Term Offered: Fall

LAW 204 - Torts

Units: 3

(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.
Enrollment Requirements: Prerequisite: LAW 101 with a grade of 'B' or better, LAW 259 and LAW 261. This course can be taken concurrently with LAW 259.
Term Offered: Spring

LAW 205 - Contracts

Units: 3

(Legal Specialty course) This course covers the theory and practical aspects of the general law governing contracts, including the essential elements of contracts, legality, the Uniform Commercial Code, third party contracts, discharge and satisfaction, and remedies.
Enrollment Requirements: Prerequisite: LAW 101 with a grade of 'B' or better, LAW 259, and LAW 261. This course can be taken concurrently with LAW 259.
Term Offered: Fall

LAW 231 - Procedure - Civil

Units: 3

(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.
Enrollment Requirements: Prerequisite: LAW 101 with a grade of 'B' or better, LAW 259 and LAW 261. This course can be taken concurrently with LAW 259.
Term Offered: Spring

LAW 232 - Procedure - Criminal

Units: 3

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.
Enrollment Requirements: Prerequisite: LAW 101 with a grade of 'B' or better, LAW 259 and LAW 261. This course can be taken concurrently with LAW 259.
Term Offered: Fall

LAW 233 - Business Structures

Units: 3

(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.
Enrollment Requirements: Prerequisite: LAW 101 with a grade of 'B' or better, LAW 259 and LAW 261. This course can be taken concurrently with LAW 259.
Term Offered: SUMMER

LAW 251 - Bankruptcy

Units: 3

(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.
Enrollment Requirements: Prerequisite: LAW 101 with a grade of 'B' or better, LAW 259 and LAW 261. This course can be taken concurrently with LAW 259.
Term Offered: SUMMER

LAW 252 - Family Law

Units: 3

(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.
Enrollment Requirements: Prerequisite: LAW 101 with a grade of 'B' or better, LAW 259 and LAW 261. This course can be taken concurrently with LAW 259.
Term Offered: Spring

LAW 255 - Probate Procedures

Units: 3

(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.
Enrollment Requirements: Prerequisite: LAW 101 with a grade of 'B' or better, LAW 259 and LAW 261. This course can be taken concurrently with LAW 259.
Term Offered: SUMMER

LAW 259 - Legal Writing

Units: 3

(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.

Enrollment Requirements: Prerequisite: LAW 101 with a grade of 'B' or better and LAW 261.

Term Offered: Fall

LAW 261 - Legal Research I

Units: 3

(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.

Enrollment Requirements: Prerequisite: LAW 101 with a grade of 'B' or better.

Term Offered: Spring

LAW 263 - Ethics

Units: 3

(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.

Enrollment Requirements: Prerequisite: LAW 101 with a grade of 'B' or better.

Term Offered: Spring and Fall

LAW 264 - Civil Evidence

Units: 3

(Legal Specialty course) Covers interviewing skills, fact pattern analysis, discovery preparation and evidence. Emphasis is placed on preparation of documents throughout the court process.

Enrollment Requirements: Prerequisite: LAW 101 with a grade of 'B' or better, LAW 231, LAW 259, LAW 261 and 12 additional semester LAW units.

Term Offered: Spring

LAW 295 - Supervised Field Experience

Units: 3

(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.

Enrollment Requirements: Prerequisite: LAW 101 with a 'B' or better, LAW 231, LAW 259, LAW 261, LAW 263 and 12 semester LAW units.

Term Offered: Spring and Fall

LGM - Logistics Management

LGM 201 - Essentials of Logistics Management

Units: 3

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.

Term Offered: Spring and Fall

LGM 202 - International Logistics Management

Units: 3

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.

Term Offered: Fall

LGM 208 - Logistics and Quality Management Tools I

Units: 3

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.

Enrollment Requirements: Prerequisite: LGM 201.

Term Offered: Fall

LGM 209 - Logistics and Quality Management Tools II

Units: 3

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.

Enrollment Requirements: Prerequisite: LGM 208

Term Offered: Spring

LGM 210 - Studies in Procurement and Logistics

Units: 3

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.

Enrollment Requirements: Corequisite: LGM 201.

Term Offered: Spring

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.

Term Offered: Fall

LGM 320 - Logistics Security

Units: 3

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.

Enrollment Requirements: Prerequisite: ENG 102 or ENG 114 and LGM 201; or instructor approval.

Term Offered: Fall

LGM 330 - Warehousing

Units: 3

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.

Enrollment Requirements: Prerequisite: MATH 120, ENG 102 or ENG 114, or qualifying test results, and LGM 201; or instructor approval.

Term Offered: Spring

LGM 340 - Production & Logistics Information Systems

Units: 3

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.

Enrollment Requirements: Prerequisite: ENG 102 or ENG 114 and LGM 201; or instructor approval.

Term Offered: Fall

LGM 352 - Decision Modeling for Logistics

Units: 3

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.

Enrollment Requirements: Prerequisite: Satisfied with one course BUS 225 or STAT 152-OR- satisfied with two courses ECON 261 and ECON 262.

Term Offered: Spring

LGM 410 - Finance and Budgeting

Units: 3

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.

Enrollment Requirements: Prerequisite: MATH 120 or MATH 126, or equivalent/qualifying test scores, or instructor approval.

Term Offered: Fall

LGM 420 - Safety and Risk Management

Units: 3

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.

Enrollment Requirements: Prerequisite: BUS 225 and LGM 201, or instructor approval.

Term Offered: Fall

LGM 440 - Logistics Project Management

Units: 3

In this course students will learn to organize, plan, implement, and control project tasks to achieve a logistics organization's schedule, budget, and performance objectives. Students will learn to use and apply tools and concepts such as project charter, scope statement, work breakdown structure, project estimating, and scheduling methodologies.

Enrollment Requirements: Pre-requisite: LGM 340 and LGM 352.

LGM 450 - Sustainability: Environmental and Financial Impact

Units: 3

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.

Enrollment Requirements: Prerequisite: BUS 225, LGM 352, and LGM 410

Term Offered: Spring

LGM 460 - Legal Concepts for Transportation and Logistics Management

Units: 3

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.

Enrollment Requirements: Prerequisite: BUS 325, LGM 210, and LGM 212; or instructor approval.

Term Offered: Spring

LGM 470 - Import Export Management

Units: 3

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.

Enrollment Requirements: Prerequisite: LGM 201, LGM 202, and LGM 320

Term Offered: Spring

LGM 490 - Field Study and Research Capstone

Units: 3

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.

Enrollment Requirements: Prerequisite: C- or better in BUS 225, BUS 330, LGM 340, and LGM 420. Declared BAS - Logistics Operations Management and 45 credits completed in the core requirements with a cumulative 2.5 GPA or higher.

Term Offered: Fall

LGM 491 - Logistics Operations Management Internship

Units: 3

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.

Enrollment Requirements: Prerequisite: Declared BAS - Logistics Operations Management and 45 credits completed in the core requirements with a cumulative 2.5 GPA or higher.

Term Offered: Spring

MASG - Massage

MASG 106 - Meridians of Oriental Medicine

Units: 1

This course is an introduction to the guiding principles, history and theory of acupuncture using acupressure and alternative methods to enhance the benefits of massage as it relates to the meridians of oriental medicine. Learn about each of the 14 major meridians and how the Five Element Theory relates to these meridians, the organs and Yin and Yang. Explore the biophysical connection and how Oriental massage techniques can be applied to points and along meridians to enhance healing through massage.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite - Must be 18 years or older.

Term Offered: Spring and Fall

MASG 107 - Massage Mechanics and Positioning

Units: 1

Learn proper body mechanics and feel while using forearms, loose fists, elbows, knuckles, and hands. Discover the keys to career longevity and excellent touch. Work on creative client positioning with variations on side-lying and supine as well as seated positions.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite - Must be 18 years or older.

Term Offered: Spring and Fall

MASG 117 - Aromatherapy for Massage

Units: 0.5

Aromatherapy uses essential oils as an adjunct therapy in combination with multiple styles of massage therapy. Identifying the need and purpose of the modality is addressed as well as when to practice the technique based on indications and contraindications from the client's health history. Aromatherapy is practiced to enhance the therapeutic and relaxation properties of massage therapy. The therapeutic uses of 18 essential oils are explored and the students are provided the opportunity to practice blending the oils to enhance therapeutic benefits and induce a deeper relaxation response for the client.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite - Must be 18 years or older.

Term Offered: Fall

MASG 118 - Facilitated Stretching and Muscle Energy Techniques

Units: 1

Learn facilitated stretching techniques and muscle energy techniques (MET), including Proprioceptive Neuromuscular Facilitation (PNF), which is used for the rehabilitation of neurologic and soft tissue disorders. Explore ways to incorporate these techniques into massage to help counteract muscle hypertonicity and spasms, improve flexibility and range of motion, and restore muscle strength.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite - Must be 18 years or older.

Term Offered: Spring and Fall

MASG 129 - Deep Tissue and Neuromuscular Therapy

Units: 1

This course is designed to enhance students' skills and understanding of the concepts of deep tissue and neuromuscular therapy. Students will learn how to safely integrate deep tissue and neuromuscular techniques into their massage routine in prone, supine, seated and side-lying positions. Students will be shown proper body mechanics for administering these techniques and will practice what they learn in class on one another.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite - Must be 18 years or older.

Term Offered: Spring and Fall

MASG 130 - Sports and Athletic Massage

Units: 1

Students will learn the various strokes and techniques used in sports and athletic massage, what effect each has on the tissue, and when to use them. Additionally, the course will cover sports-specific routines, sports injury prevention and treatment, nutrition conducive to athletes, as well as psychology of the athlete as it pertains to interaction with the massage therapist.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite - Must be 18 years or older.

Term Offered: Spring and Fall

MASG 132 - Hot Stone Massage

Units: 1

Hot stone massage is a restorative stone thermotherapy and an adjunctive therapy which can be used with all styles of massage therapy. This course will explore types of stones, their optional uses and placement, proper sanitation, and how to incorporate hot stones into multiple massage modalities.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite - Must be 18 years or older.

Prerequisite or Corequisite - MASG 201 or demonstrate proof of previous massage training.

Term Offered: Fall

MASG 135 - Myofascial Release

Units: 1

Learn to treat skeletal muscle immobility and pain using myofascial release by relaxing contracted muscles through both the superficial fascia and deep fascia, improving blood and lymphatic circulation, and stimulating the stretch reflex in muscles.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite - Must be 18 years or older.

Prerequisite or Corequisite - MASG 201 or demonstrate proof of previous massage training.

Term Offered: Spring and Fall

MASG 137 - Osteo Symmetry

Units: 1

This course is an introduction to Osteo Symmetry which is a manual therapy developed to release structural tension patterns and unwind energy blockages from the bones. This decreases strain on the nervous system, increases flexibility and restores natural mobility and posture. Using palpation, mobility and visual assessment students will learn to recognize and release restrictions in the skeletal structure.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite - Must be 18 years or older.

Prerequisite or Corequisite - MASG 201 or demonstrate proof of previous massage training.

Term Offered: Spring

MASG 140 - Prenatal Massage

Units: 1

Learn benefits, precautions and contraindications for prenatal massage. Anatomical and physiological changes that occur during pregnancy will be discussed, as well as specific conditions and complications that may arise during each trimester. Other topics covered will include legal considerations, communicating with healthcare providers, pregnancy loss, and positioning and draping the maternal client.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite - Must be 18 years or older.

Prerequisite or Corequisite - MASG 201 or demonstrate proof of previous massage training.

Term Offered: Spring

MASG 142 - Geriatric Massage

Units: 1

Learn normal psychosocial and physiological developmental concepts related to the geriatric client. Explore common pathologies found in this age group and find out for which conditions or pathologies massage is indicated and contraindicated. When massage is indicated, discover the benefits, what type of techniques are appropriate for each individual client, and whether or not the student has the necessary training to perform those techniques or should refer the client to other professionals.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite - Must be 18 years or older.

Prerequisite or Corequisite - MASG 201 or demonstrate proof of previous massage training.

Term Offered: Fall

MASG 149 - Medical Terminology for Massage Professionals Units: 1

Medical terminology is used by physicians, nurses, physical therapists, chiropractors and those involved in the numerous allied health professions. The same terms apply to anatomy, physiology, kinesiology, and every other endeavor pertaining to the human body. The focus of this course is to demystify the highly specific and daunting vocabulary of the "secret language" used in these professions. Rather than rote memorization of long, unwieldy words, students will develop the knowledge and skills to decode, decipher, and discover the meaning of virtually any new scientific term.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite - Must be 18 years or older.

Term Offered: Spring and Fall

MASG 160 - Lymphatic Massage Units: 1

Learn about the anatomy and physiology of the lymphatic system, common pathologies related to this system and the indications, contraindications and precautions necessary for massage therapists to be aware of. When massage is indicated, discover the benefits of lymphatic massage, what type of techniques are appropriate for each individual client, and whether or not the student has the necessary training to perform those techniques or should refer the client to other professionals.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite - Must be 18 years or older.

Prerequisite or Corequisite - MASG 201 or demonstrate proof of previous massage training.

Term Offered: AS NEEDED

MASG 198 - Special Topics in Massage Therapy Units: 0.5-3

Various short courses and experimental classes covering a variety of subjects in massage therapy. The course will be variable credit of one to three depending on the course content and number of hours required. This course may be repeated for up to six credits.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite - Must be 18 years or older.

Term Offered: Spring and Fall

MASG 201 - Fundamentals of Professional Massage Units: 4

This course will provide a thorough introduction to the theory and practice of massage therapy. Students will learn to organize a full-body massage suited to the needs of individual clients using both table and chair techniques. They will learn the classic massage movements of touch, effleurage, petrissage, tapotement, friction and joint movements. Other major topics include ethics; scope of practice; the benefits and effects of massage; indications and contraindications for massage; proper body mechanics; history of massage; draping; universal precautions of sanitation; client assessment procedures, consultation and documentation; licensure requirements; and Nevada laws.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite - Must be 18 years or older.

Term Offered: Spring and Fall

MASG 202 - Anatomy and Physiology I for Massage and Fitness Professionals Units: 4

This course provides a fundamental overview of human anatomy and physiology and is the first course of a two part series which will cover cell structures and functions, tissues and membranes, integumentary system, skeletal system, muscular system, nervous system and special senses. Through a systematic and detailed progression, students will learn the basics of structure and function of selected organs and organ systems and how they interact with and support one another. This course will provide a solid base of theoretical and practical knowledge for massage therapists to apply in their career. Same as PTR 202.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite - Must be 18 years or older.

Term Offered: Spring and Fall

MASG 203 - Pathology for Massage Professionals Units: 3

Review body systems and learn conditions within those systems as related to pathology. Understand which conditions or pathologies are indicated and contraindicated for massage therapy as covered by current professional standards. When massage is indicated, learn to identify what types of techniques are appropriate for each individual client.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: MASG 202, and must be 18 years or older.

Term Offered: Spring and Fall

MASG 205 - Kinesiology for Massage and Fitness Professionals Units: 3

Kinesiology is a scientific study of human body movement which addresses physiological, biomechanical, and psychological mechanisms of movement. This course is a detailed, systematic hands-on study specifically designed for massage therapists and will incorporate both theoretical concepts and practical palpatory anatomy practice. Same as PTR 210.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Must be 18 years or older.

Prerequisite or Corequisite: MASG 202.

Term Offered: Spring and Fall

MASG 208 - Anatomy and Physiology II for Massage and Fitness Professionals Units: 4

This course provides a fundamental overview of human anatomy and physiology and is the second course of a two part series which will cover the nervous, endocrine, cardiovascular, lymphatic-immune, respiratory, digestive and urinary systems. Through a systematic and detailed progression, students will learn the basics of structure and function of selected organs and organ systems and how they interact with and support one another. This course will provide a solid base of theoretical and practical knowledge for massage therapists to apply in their career. Same as PTR 208.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: MASG 202, and must be 18 years or older.

Term Offered: Spring and Fall

MASG 210 - Massage Clinic

Units: 4

This course will provide extensive opportunity for students to put to practical use what they have learned in Fundamentals and modality classes and to organize a massage suited to the individual needs of various clients as they work in the TMCC Massage Clinic. Other major topics include reviewing ethics, scope of practice, the benefits and effects of, as well as the indications and contraindications for massage, proper body mechanics, massage techniques, therapeutic procedure, consultation, documentation, draping, sanitation, and Nevada law.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Must be 18 years or older.

Prerequisite: Students must complete MASG 201 and 75% of massage program requirements to take this course. Permission to enroll is given by program officer.

Term Offered: Spring and Fall

MASG 216 - Ethics for Massage Professionals

Units: 1

This class is designed to expand students' knowledge about the field of ethics as it relates to the profession of massage to ensure the student has the tools to set boundaries and manage an ethical practice. This class will provide thought-provoking information, examples and scenarios for resolving ethical dilemmas.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite - Must be 18 years or older.

Term Offered: Spring and Fall

MASG 221 - Massage Exam Practice and Licensure Process

Units: 0.5

The MBLEx is the sole licensing exam for the Massage Profession. It is designed to provide a standard examination for students of Massage for entry-level professional scope of practice in gaining licensure. The exam has eight concentrated areas of content: client assessment, reassessment, and treatment plans; benefits and physiological effects of techniques; pathology with contraindications, areas of caution, and special populations; massage and bodywork modalities/culture/history; ethics, boundaries, laws and regulations; guidelines for professional practice; kinesiology; and anatomy and physiology. Explore the sections of the certification exam to better prepare to take the MBLEx exam and practice two exam formats in class. Go through the application process and learn Nevada state and national requirements for licensure.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite - Must be 18 years or older.

Term Offered: Spring and Fall

MATH - Mathematics

MATH 19 - Fundamentals of College Mathematics I

Units: 3

This is the first half of a 2-semester course covering Math 120 content. Presentation is adapted to needs of students with learning or physical disabilities. Enrollment by departmental permission. (Credit does not apply to any baccalaureate degree program.) 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).

Transferability: May not transfer towards an NSHE bachelor's degree

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 grade of 'B-' or better in MATH 95 in lieu of MATH 96.

Term Offered: AS NEEDED

MATH 20 - Learning Support for MATH 120/120E

Units: 2

Provides a review of algebra, corequisite mathematical support, and just in time material for MATH 120, Fundamentals of College Mathematics.

Transferability: May not transfer towards an NSHE bachelor's degree

MATH 24 - Learning Support for Math 124/124E

Units: 2

This course provides the just-in-time algebraic support for Math 124.

The course will refresh, review and introduce a variety of concepts to be successful in Math 124, College Algebra, including exponents and their properties, polynomials, rational and radical expressions, graphing, interval notation, proportions and variations.

Transferability: May not transfer towards an NSHE bachelor's degree

MATH 26 - Learning support for Math 126/126E

Units: 3

Provides a review of algebra, corequisite mathematical support, and just in time material for MATH 126, PreCalculus I.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Must enroll concurrently with Math 126.

MATH 90 - Continuing Studies in Math

Units: 0.5-3

This developmental course is for assessment purposes. Developmental students may register for this course without taking Accuplacer.

Enrollment Requirements: Prerequisite: MATH 93 or equivalent or qualifying Accuplacer score, ACT/SAT test results.

Term Offered: Spring and Fall

MATH 95 - Elementary Algebra

Units: 3

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).

Enrollment Requirements: Prerequisite: SKC 80, CTM 85, CTM 86, CTM 87, qualifying ACCUPLACER, ACT/SAT test results or equivalent (taken within 2 years).

Term Offered: All Semesters

MATH 96 - Intermediate Algebra

Units: 3

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).

Enrollment Requirements: Prerequisite: A grade of 'C' or better in MATH 95, or Math 120, or equivalent or qualifying ACCUPLACER, ACT/SAT test results (taken within 2 years).

Term Offered: All Semesters

MATH 100 - Math for Allied Health and Public Safety Programs

Units: 3

A review of basic mathematics with emphasis on those mathematical skills needed for allied health and public safety programs. This course will include a review of arithmetic, material on the metric system, apothecary system, dosages and solutions.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

MATH 105 - Applied Topics in Math

Units: 3

A course including the following topics: review of arithmetic, algebra, geometry and graphical representation.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

MATH 106 - Geometry

Introductory Euclidean Geometry. Basic theorems concerning triangles and other polygons, and circles. Elementary Logic, geometric constructions and proofs are introduced.

Enrollment Requirements: Prerequisite: MATH 95 or equivalent or qualifying Accuplacer, ACT/SAT test results (taken within 2 years).

Term Offered: AS NEEDED

Units: 3

MATH 107 - Real Estate Math

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

Units: 3

MATH 108 - Math for Technicians

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

Units: 3

MATH 119 - Fundamentals of College Mathematics II

A continuation of Math 19 covering remaining topics of Math 120. Presentation is adapted to needs of students with learning or physical disabilities. (This course may be substituted for Math 120 in degrees and programs) 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). Note: Completing Math 119 is designed to be equivalent to completing Math 120. Therefore, Math 119 satisfies Math Gen Ed for AA and AAS but not AS.

Enrollment Requirements: Prerequisite: A grade of 'C' or better in MATH 19. A graphing calculator may be required.

Term Offered: AS NEEDED

Units: 3

MATH 120 - Fundamentals of College Mathematics

This course covers the mathematical concepts particularly relevant to non-science majors. Topics covered include problem-solving, topics in finance, probability, statistics, and additional real-world applications. Note: Computer use and graphing calculator may be required (TI-83/84 recommended).

Enrollment Requirements: Prerequisite: A grade of 'C' or better in MATH 96 or equivalent; or an S in Math 20; or qualifying ACCUPLACER, ACT/SAT test results (within 2 years). A graphing calculator may be required.

Term Offered: All Semesters

Units: 3

MATH 122 - Number Concepts for Elementary School Teachers Units: 3

Mathematics needed by those teaching new-content mathematics courses at the elementary school level with emphasis on the structure of the real number system and its subsystems. Designed for students seeking a teaching certificate in elementary education. Open to others with approval of department chair. This course may be taken before, after or during the same semester as Math 123.

Enrollment Requirements: Prerequisite: A grade of 'C' or better in MATH 120 or MATH 124 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.

Term Offered: Spring and Fall

MATH 123 - Statistical & Geometrical Concepts for Elementary School Teachers Units: 3

Mathematics needed by those teaching new-content mathematics courses at the elementary school level with emphasis on geometry, algebra, probability, and statistics. Designed for students seeking a teaching certification in elementary education. This course may be taken before, after or during the same semester as Math 122.

Enrollment Requirements: Prerequisite: A grade of 'C' or better in MATH 120 or MATH 124 or MATH 126 or equivalent or qualifying ACT/SAT test results (taken within 2 years). A graphing calculator may be required for this course.

Term Offered: Spring and Fall

MATH 124 - College Algebra

Units: 3

The study of equations and inequalities, relations and functions, linear, quadratic, polynomial, rational, exponential, logarithmic and their applications.

Enrollment Requirements: Completion of Math 096, or an S in Math 24; or qualifying ACCUPLACER, ACT/SAT scores within 2 years. Students may enroll concurrently in Math 24 without any prerequisite.

MATH 126 - Pre-Calculus I

Units: 3

The study of functions, their properties, their graphs, and applications including polynomial, radical, rational, exponential and logarithmic functions. The course also covers the solving of equations, systems of equations, and inequalities.

Enrollment Requirements: A grade of 'C' or better in MATH 96; or an S in Math 26; or qualifying ACCUPLACER, ACT/SAT scores within 2 years. Students may enroll concurrently with Math 26 without any prerequisite. A graphing calculator may be required (TI 83/84 recommended).

Term Offered: All Semesters

MATH 127 - Pre-Calculus II

Units: 3

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).

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.

Term Offered: All Semesters

MATH 176 - Introductory Calculus for Business and Social Sciences

Units: 3

Topics covered include graphing functions, derivatives, integrals, applications, the Fundamental Theorem of Calculus. This course is designed for business and social science majors.

Enrollment Requirements: Prerequisite: A grade of 'C' or better in MATH 124, MATH 126 or equivalent; or qualifying ACT/SAT test results (taken within 2 years). A graphing calculator may be required.

Term Offered: Spring and Fall

MATH 181 - Calculus I

Units: 4

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).
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.
Term Offered: Spring and Fall

MATH 182 - Calculus II

Units: 4

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).
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.
Term Offered: Spring and Fall

MATH 283 - Calculus III

Units: 4

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).
Enrollment Requirements: Prerequisite: A grade of 'C' or better in MATH 182 (taken within 2 years).
Term Offered: Spring and Fall

MATH 285 - Differential Equations

Units: 3

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).
Enrollment Requirements: Prerequisite: A grade of 'C' or better in MATH 182 or equivalent. A graphing calculator may be required for this course.
Term Offered: Spring and Fall

MATH 295 - Proof Writing for Math/Stat Major

Units: 3

Foundations of mathematical proof writing for advanced courses in the Math/Stat majors. Proof methods will be applied to topics in logic; mathematical induction; elementary set theory; functions; properties of integers and real numbers.
Enrollment Requirements: Math 283 with a C or better

MATH 330 - Linear Algebra

Units: 3

Vector analysis continued; abstract vector spaces, bases, inner products, projections, orthogonal complements, least squares, linear maps, structure theorems, elementary spectral theory, applications.
Enrollment Requirements: Co-requisite: Math 283

ME - Mechanical Engineering

ME 241 - Statics

Units: 3

Static force systems. Topics include resolution and composition of forces, equilibrium of force systems, friction, centroids, moments of inertia, cables, beams, fluid statics, work.
Enrollment Requirements: Prerequisites: PHYS 180 AND Corequisite: MATH 182.
Term Offered: Spring

MGT - Management

MGT 171 - Supervision and Human Relations

Units: 3

Take a skill-building approach to your successful transition from employee to first-level manager, beginning with the interpersonal skills needed to be a competent and cooperative contributor in a group environment through a better understanding of yourself and others. Examine concepts and practice applying supervisory abilities such as goal-setting, staffing, decision making, communicating, appraising performance, and managing conflict. In addition, understand compliance issues such as EEO, and workplace health and safety. Gain a better understanding of yourself as a supervisor, and explore some of the more effective ways of relating to others.
Term Offered: Spring and Fall

MGT 201 - Principles of Management

Units: 3

Explore fundamental principles of management including concepts such as planning, organizing, leading, decision making, and more as you develop practical skills in an active learning environment. Discover tools to support your future management success as you discuss topics such as human resources, stress, sexual harassment, culture setting, motivation, and other key leadership issues.
Term Offered: Spring and Fall

MGT 212 - Leadership and Human Relations

Units: 3

Explore leader and follower behavior in organizations, in terms of both theory and practice as you learn to understand yourself as a leader and explore some of the more effective ways of leading others. You will find that some of the most challenging decisions facing leaders are those that involve values and morality. Discuss ideas and concepts that will help you incorporate consideration of ethics into your own leadership approach.
Term Offered: Spring and Fall

MGT 235 - Organizational Behavior

Units: 3

Explore concepts and theories in organizational management to include situational leadership, power, workplace politics and performance management. Review case studies concerning the behavior of people in modern business organizations to bring real world business situations into the classroom.
Term Offered: Spring

MGT 283 - Introduction to Human Resources Management

Units: 3

Develop an understanding of the duties and responsibilities of personnel at the mid-management level. Explore concepts such as employee needs, human relations, orienting and training employees, benefits programs, and economics of supervision as you learn the basic concepts of human resource management.
Term Offered: Spring

MHDD - Mental Health

MHDD 101 - Role of the Technician

Units: 1

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.

Term Offered: AS NEEDED

MHDD 102 - Medical Component

Units: 1

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.

Term Offered: AS NEEDED

MHDD 105 - Conflict Prevention and Response Training

Units: 2

This course focuses on the application of prevention and response techniques to support personas in crisis or conflict with others. These applications are for use by service providers as approved by the State of Nevada, Division of Mental Health and Development Services.

Term Offered: AS NEEDED

MHDD 106 - Teaching and Active Treatment

Units: 1

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.

Term Offered: AS NEEDED

MHDD 107 - Medication Fundamentals

Units: 2

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.

Term Offered: AS NEEDED

MHDD 109 - Introduction to Therapeutic Interventions

Units: 2

Basic approaches to behavioral intervention including defining behavior, data collection, principles and applications of behavior change techniques and implementation of behavioral programs.

Term Offered: AS NEEDED

MHDD 126 - Understanding Developmental Disabilities

Units: 2

Definition, history, diagnosis and causes of developmental disabilities. Development and delivery of effective direct support services to persons with developmental disabilities.

Term Offered: AS NEEDED

MHDD 150 - Issues in Substance Abuse

Units: 1

Overview of substance abuse issues and study of basic treatment approaches. Includes biological and lifestyle factors as well as legal issues.

Term Offered: AS NEEDED

MHDD 153 - Life Span Development

Units: 1

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.

Term Offered: AS NEEDED

MHDD 154 - Advanced Therapeutic Interventions

Units: 2

A comprehensive working knowledge of interdisciplinary therapeutic intervention including assessing, planning, implementing and evaluating a client's treatment program.

Enrollment Requirements: Prerequisite: MHDD 109.

Term Offered: AS NEEDED

MHDD 160 - Understanding Mental Illness

Units: 2

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.

Term Offered: AS NEEDED

MHDD 295 - Practicum

Units: 3

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.

Term Offered: AS NEEDED

MICR - Microbiology and Immunology

MICR 276A - Introduction to Microbiology

Units: 3

A lecture course introducing microbial structure, physiology, genetics, virology, and environmental microbiology. The course will also reinforce general evolutionary knowledge and include microbial evolution.

Enrollment Requirements: Prerequisite: CHEM 121 or CHEM 201; BIOL 190A; BIOL 190L, co-requisite MICR 276L.

MICR 276L - Introduction to Microbiology Laboratory

Units: 2

A comprehensive microbiology laboratory introduction to include basic microbiological techniques, experimental design, and data collection and analysis.

Enrollment Requirements: Co-requisite: MICR 276A.

MKT - Marketing

MKT 127 - Introduction to Retailing

Units: 3

This course focuses on the implications of managerial decisions and the various methods used to measure the profitability of those decisions in the field of retailing. It also addresses the importance of understanding consumer behavior in relation to customer requirements, taste and expectations, emphasizing the retailing implications of market factors.

Term Offered: Spring

MKT 131 - Advertising

Units: 3

This course focuses 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.

Enrollment Requirements: Prerequisite: ENG 101 or qualifying test scores.

Term Offered: AS NEEDED

MKT 210 - Marketing Principles

Units: 3

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.

Enrollment Requirements: Prerequisite: ENG 101, ENG 113, BUS 108, BUS 111, or equivalent.

Term Offered: Spring and Fall

MKT 295 - Internship

Units: 1-3

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.

Term Offered: AS NEEDED

MPT - Manufacturing and Production Technology

MPT 101 - Basics of Operations and Maintenance

Units: 3

This will be an introductory course for practical understanding of automation systems and common maintenance practices. This course satisfies 10 embedded hours toward specified programs and certificates for AAS Human Relations General Education requirements, 5 embedded hours toward specified programs and certificates for AAS Math General Education requirements, and 5 embedded hours toward specified programs and certificates for AAS Science General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

MPT 102 - Introduction to Programming for Mechatronics

Units: 3

This course will introduce students to the necessary skills to program mechatronic production equipment. This course satisfies 20 embedded hours toward specified programs and certificates for AAS Science General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

MPT 104 - Introduction to IIoT, Networking and Data Analytics

Units: 6

This course will introduce students to concepts related to industry 4.0 such as IIoT, networking, and data analytics. This course satisfies 5 hours of embedded Human Relations and 25 hours of embedded Science for the AAS.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Completion of MPT 102 or instructor approval.

MPT 110 - Automated Production Concepts I

Units: 3

This course is an introduction to the concept of industry 4.0: the fourth iteration of industrial revolution. This course satisfies 10 embedded hours toward specified programs and certificates for AAS Human Relations General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: All Semesters

MPT 111 - Fundamentals of Manufacturing and Automation I

Units: 3

This course serves as a broad introduction to foundational theories and concepts in automation and manufacturing. This course satisfies 15 embedded hours toward specified programs and certificates for AAS Human Relations General Education requirements, 15 embedded hours toward specified programs and certificates for AAS Math General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

MPT 112 - Fundamentals of Manufacturing and Automation II

Units: 3

This course will cover a broad range of topics relevant to the field of manufacturing. This course is a continuation of MPT 111 and will go into greater depth on topics covered there as well as explore new subjects. This course satisfies 15 embedded hours toward specified programs and certificates for AAS Math/Quantitative Reasoning General Education requirements as well as 5 embedded hours toward specified programs and certificates for AAS Human Relations General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: MPT 111 or instructor approval.

MPT 114 - Fundamentals of Manufacturing and Automation III

Units: 3

This course will provide an introduction to a wide range of topics regarding Industry 4.0 such as Manufacturing Execution Systems (MES), asset tracking devices, and data analytics.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: MPT 112 or instructor approval.

MPT 120 - Automated Production Concepts II

Units: 3

This course will focus on multiple components of Industry 4.0 at an introductory-intermediate level. Topics will include smart sensors and their relation to industry 4.0. This course satisfies 5 embedded hours toward specified programs and certificates for AAS Human Relations as well as 5 embedded hours toward specified programs and certificates for AAS Science General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: All Semesters

MPT 130 - Automated Production Concepts III

Units: 3

This course will serve as an introductory-intermediate course that focuses on how to operate various equipment germane to industry 4.0. Topics will include Manufacturing Execution Systems (MES), Human Machine Interfaces (HMI), data security, and 3D modeling. This course satisfies 5 embedded hours toward specified programs and certificates for AAS Human Relations as well as 5 embedded hours toward specified programs and certificates for AAS Science General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: All Semesters

MPT 135 - Material Handling

Units: 2

This course will cover various forms of material handling including powered and non-powered equipment. This course will teach to standards set by the Occupational Safety and Health Administration. This course satisfies 5 embedded hours toward specified programs and certificates for AAS Human Relations General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: All Semesters

MPT 140 - Quality Control

Units: 3

This course introduces students to the fundamental principles and practices of industrial quality control. Total Quality Management (TQM), LEAN Manufacturing, Acceptance Sampling Systems, and Continual Improvement are discussed in depth. This course satisfies 24 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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: All Semesters

MPT 160 - Mechanical Drive Systems I

Units: 3

This is an introductory course for mechanical systems. Topics will include mechanical drives and alignment. This course satisfies 10 embedded hours toward specified programs and certificates for AAS Human Relations, 5 embedded hours toward specified programs and certificates for AAS Math, and 5 embedded hours toward specified programs and certificates for AAS Science General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

MPT 165 - Customer Service for Technicians

Units: 1-3

This course is focused on effective communication and customer service skills for a technical environment. It will focus on common oral and written communication opportunities where attaining mutual understanding and agreement between product/service providers and customers is essential for smooth business operation and customer satisfaction.

Transferability: May not transfer towards an NSHE bachelor's degree

MPT 170 - Manufacturing Assembly - Identifying and Properly Utilizing the Correct Tools for the Job

Units: 3

The course will provide training in basic hand tool identification; 5S (Sort, Set in Order, Shine, Standardize, Sustain) principles and practices; selecting the correct tools for the job; and demonstrating proper tool usage through various hands-on assembly projects.

Transferability: May not transfer towards an NSHE bachelor's degree

MPT 198 - Special Topics in Manufacturing and Production Technologies

Units: 0.5-4

This course is designed to give students a basic understanding of current theories in manufacturing and production technologies. As local manufacturers begin to utilize advanced technologies in their processes, this course will provide a hands on approach to learning the technology in these areas necessary for students to succeed in the new economy.

Transferability: May not transfer towards an NSHE bachelor's degree

MPT 305 - Introduction to System Dynamics

Units: 3

This course is an introduction to mathematical modeling and simulation of systems including mechanical, electrical, electro-mechanical, fluid and thermal systems.

Enrollment Requirements: Prerequisite: Admissions to the Bachelor of Applied Science, Cyber-Physical Manufacturing program and MATH 126.

MPT 311 - Laser Scanning Methods / Techniques

Units: 3

The course provides an extensive look at laser scanning methods utilized with advanced manufacturing for product identification, and product design. One-dimensional, two-dimensional, and three-dimensional scanning methods are examined throughout the course. Galvanometer-based optical scanners will be covered as well as other types of laser scanners.

Enrollment Requirements: Prerequisite: Admissions to the Bachelor of Applied Science, Cyber-Physical Manufacturing program.

MPT 312 - Industry 4.0 / Cyber Physical Manufacturing

Units: 3

This course provides a comprehensive and in-depth introduction to fourth industrial revolution (Industry 4.0) technologies and applications. The challenges and benefits attributed to the fourth industrial revolution; the effects on organizations; and future of the manufacturing workforce be will covered.

Enrollment Requirements: Prerequisite: Admissions to the Bachelor of Applied Science, Cyber-Physical Manufacturing program.

MPT 325 - Digital Inspection / Quality Control

Units: 4

This course introduces students to artificial vision technology that connects cameras and computers to provide visual feedback and image interpretation critical for part inspection, robotic guidance and industrial automation processes.

Enrollment Requirements: Prerequisite: Admissions to the Bachelor of Applied Science, Cyber-Physical Manufacturing program.

MPT 340 - Computer Simulations and Analysis

Units: 4

This course will provide students with a practical knowledge and understanding of production simulation methods used in context of Industry 4.0. Advanced 3-D modeling software applications will be utilized in the development and implementation of virtual manufacturing scenario.

Enrollment Requirements: Prerequisite: Admissions to the Bachelor of Applied Science, Cyber-Physical Manufacturing program.

MPT 343 - Design and Manufacturing Process II

Units: 3

The course will provide students with a thorough understanding of manufacturing processes and design. Topics covered include; equipment design, automation/control, quality, product design for manufacture-ability, industrial management, and systems design and operation.

Enrollment Requirements: Prerequisite: Admissions to the Bachelor of Applied Science, Cyber-Physical Manufacturing program.

MPT 351 - 3D Vision Technology

Units: 3

This course provides an overview in the fundamentals of image processing for 3-D vision technology applications specifically associated with manufacturing processes. Image formation and filtering; 3D visual reconstruction, camera calibration, image classification, and object recognition will be covered in depth.

Enrollment Requirements: Prerequisite: Admissions to the Bachelor of Applied Science, Cyber-Physical Manufacturing program.

MPT 363 - Manufacturing Execution Systems

Units: 4

This course provides an in-depth look into the design and operation of a production process. Students will evaluate central control systems and the theoretical basics of production planning and control. Classical lean methods for process analysis will be presented along with hands-on analysis of the data collected by a Manufacturing Execution System (MES) control system for the Cyber-Physical Factory.

Enrollment Requirements: Prerequisite: Admissions to the Bachelor of Applied Science, Cyber-Physical Manufacturing program.

MPT 411 - Advanced Machine Vision Integration

Units: 4

This course provides an extensive study of machine vision system components, operation, design, and integration into advanced manufacturing applications. Students will analyze and identify machine vision systems requirements to enhance various manufacturing operations.

Enrollment Requirements: Prerequisite: Admissions to the Bachelor of Applied Science Cyber-Physical Manufacturing program and MPT 325.

MPT 412 - Advanced Digital Inspection

Units: 3

This course is a continuation in the study and application of artificial vision technologies. Students will utilize advanced techniques and applications with a focus on image processing to provide visual feedback and image interpretation critical for part inspection, robotic guidance and automated manufacturing processes.

Enrollment Requirements: Prerequisite: Admissions to the Bachelor of Applied Science, Cyber-Physical Manufacturing program and MPT 325.

MPT 415 - Simulation of Manufacturing Systems

Units: 4

The course is a continuation into the study of manufacturing simulation models in context of Industry 4.0. Emphasis will be placed on the role of computers in the practice of simulation modeling for decision making. Students will use data driven analysis to analyze potential issues regarding product flow, production throughput, and product manufacturability.

Enrollment Requirements: Prerequisite: Admissions to the Bachelor of Applied Science, Cyber-Physical Manufacturing program and MPT 325.

MT - Mechanical Technology

MT 100 - Fabricating Composites

Units: 3

This course will allow students to create and repair basic composite products.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: Spring and Fall

MT 108 - Fluid Power (Pneumatics, Electro-pneumatics)

Units: 3

This course is an introduction to fluid power systems involving pneumatics, hydraulics, and electrical control. This course satisfies 5 embedded hours toward specified programs and certificates for AAS Human Relations, 5 embedded hours toward specified programs and certificates for AAS Math, and 5 embedded hours toward specified programs and certificates for AAS Science General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: ELM 110 or instructor approval.
Term Offered: All Semesters

MT 109 - Small Engine Operation and Maintenance

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: Fall

MT 198 - Special Topics in Mechanical Technology

Units: 0.5-4

This course is designed to give students a basic understanding and hands-on experience of current theories in mechanical technologies. As local manufacturers begin to utilize advanced technologies in their processes, this course will provide a hands on approach to learning the technology in these areas necessary for students to succeed in the new economy.

Transferability: May not transfer towards an NSHE bachelor's degree

MT 290 - Internship in Mechanical Technology

Units: 1-8

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: AS NEEDED

MTT - Machine Tool Technology

MTT 101 - Introduction to Machine Shop

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: All Semesters

MTT 105 - Machine Shop I

Units: 3

Introduces basic lathe applications which will consists of identifying lathe components and controls, understanding turning safety, calculating speeds and feeds, using various tools and tool holders, identifying basic tool geometry, and the use of common lathe tooling. Students will perform basic lathe operations, which will consist of facing, turning, and drilling. Students will be required to produce specified parts to a tolerance of +/- .004 in. and perform competencies set by manufacturing standards.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite or Corequisite: MTT 101
Term Offered: All Semesters

MTT 110 - Machine Shop II

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite or Corequisite: MTT 105
Term Offered: All Semesters

MTT 120 - Technical Print Reading

Units: 3

This course provides the fundamental concepts in reading and interpreting technical prints utilized by machining, engineering, and welding industries. This course focuses on print reading from the perspective of the manufacturing technician and covers topics ranging from introductory to advanced print reading skills. This course satisfies 6 hours of instruction toward completing the embedded mathematics curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MTT 140 - Inspection Techniques

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: All Semesters

MTT 150 - Metallurgy I

Units: 3-4

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: All Semesters

MTT 198 - Special Topics in Manufacturing

Units: 1-6

This course introduces and discusses special topics related to Manufacturing Technology.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: AS NEEDED

MTT 230 - Computer Numerical Control I

Units: 4

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: Fall

MTT 232 - Computer Numerical Control II

Units: 4

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: Spring

MTT 234 - Computer Numerical Control III

Units: 4

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite: MTT 230, MTT 232, and MTT 293
Term Offered: AS NEEDED

MTT 250 - Machine Shop III

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: All Semesters

MTT 260 - Machine Shop IV

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite: MTT 250. Course may be taken concurrently with MTT 250.
Term Offered: All Semesters

MTT 261 - Machine Projects

Units: 1-6

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.

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.
Term Offered: All Semesters

MTT 291 - CNC Practice

Units: 1-6

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.

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.
Term Offered: All Semesters

MTT 292 - Computer-Aided Manufacturing I

Units: 4

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: Fall

MTT 293 - Computer-Aided Manufacturing II

Units: 4

This course is a continuation of MTT 292 with the addition of simultaneous three axis motion control and provides the student with the essential concepts and techniques that are required for successful creation of three-dimensional part geometry, solids, and surfacing, generation and verification of three axis tool path models, as well as, post processing of three axis NC codes within a computer-aided manufacturing (CAM) system. Requires students to produce a variety of lab exercises on robotic (CNC) machinery utilizing multi-tool programs. A familiarity with Mastercam, CNC programming techniques, and CNC operations is recommended.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: MTT 292 or instructor approval.

Term Offered: Spring

MUS - Music

MUS 101 - Music Fundamentals

Units: 3

Notation, terminology, intervals, scales and chords. Designed to furnish a foundation for musicianship and music theory.

Term Offered: Spring and Fall

MUS 105 - Vocal Techniques

Units: 2

Fundamentals of tone production, breath control, and practical techniques involved in reading and interpreting songs. May be repeated for a maximum of 4 credits.

Term Offered: Spring and Fall

MUS 107 - Guitar Class I

Units: 2-3

This course is geared toward the beginning level guitarist. Topics will include chording, music reading, melody playing, right hand technique and style.

Enrollment Requirements: Prerequisite: Student must supply own acoustic guitar.

Term Offered: Spring and Fall

MUS 108 - Guitar Class II

Units: 2-3

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.

Enrollment Requirements: Prerequisite: Successful completion of Guitar I (MUS 107) or instructor approval. Student must supply own guitar.

Term Offered: Spring

MUS 111 - Piano Class I

Units: 2-3

Beginning piano class. Music reading and keyboard techniques from beginning through early intermediate levels. No previous musical training required.

Enrollment Requirements: Prerequisite: No previous musical training required.

Term Offered: Spring and Fall

MUS 112 - Piano Class II

Units: 2-3

Continuation of beginning piano class. Music reading and keyboard techniques from early intermediate through intermediate levels.

Enrollment Requirements: Prerequisite: MUS 111 or instructor approval.

Term Offered: Spring and Fall

MUS 121 - Music Appreciation

Units: 3

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.

Term Offered: Spring and Fall

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.

Term Offered: AS NEEDED

MUS 125 - History of Rock Music

Units: 3

Survey of Rock music from its origins in Blues through Contemporary Rock styles. Examples of various styles will be analyzed.

Term Offered: Spring and Fall

MUS 203 - Music Theory I

Units: 3

The study of the basic materials of music including rhythm, pitch, and harmony will be explored. This class will focus on understanding basic diatonic harmony including scales, key, triads and seventh chords, and counterpoint. Knowledge of music fundamentals is necessary for entrance into this class.

Enrollment Requirements: Prerequisite: MUS 101 or instructor approval. Co-requisite: student must also be concurrently enrolled in MUS 211: Sight-Singing and Dictation I

Term Offered: Fall

MUS 204 - Music Theory II

Units: 3

The continued study of tonal harmony including the use of inverted triads and seventh chords in part writing, harmonic progression, basic small-scale musical form, and basic chromatic harmony.

Enrollment Requirements: Prerequisite: Successful completion of MUS 203 Music Theory I and MUS 211 Sight-Singing and Dictation I. Co-requisite: student must also be concurrently enrolled in MUS 212: Sight-Singing and Dictation II

Term Offered: Spring

MUS 207 - Music Theory III

Units: 3

A more in-depth study of the counterpoint and traditional harmonic practices of the eighteenth and nineteenth centuries through writing, analysis, and aural perception.

Term Offered: Fall

MUS 208 - Music Theory IV

Units: 3

A study of late nineteenth-century harmonic practices and twentieth-century idioms through writing, analysis, and aural perception.

Enrollment Requirements: Prerequisite: Successful completion of MUS 207E.

Term Offered: Spring

MUS 211 - Sight-Singing and Dictation I

Units: 1

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.

Enrollment Requirements: Prerequisite: MUS 101 or instructor approval. Co-requisite: student must also be concurrently enrolled in MUS 203, Music Theory I.

Term Offered: Fall

MUS 212 - Sight-Singing and Dictation II

Units: 1

This course will continue the teaching of the techniques of sight-singing, ear training and music dictation at an intermediate level. The course will include the utilization of solfege, complex rhythm-reading, melodic and harmonic dictation at an intermediate level.

Enrollment Requirements: Prerequisite: MUS 211 and MUS 203. Co-requisite: Student must also be concurrently enrolled in MUS 204, Music Theory II.

Term Offered: Spring

MUS 231 - Recording Technology I

Units: 3

Introduction to audio recording including theoretical concepts, terminology, microphones, consoles, and use of analog and digital equipment. This class includes hands-on training.

Enrollment Requirements: Co-requisite: MUS 239 Virtual Studio Technology I

MUS 232 - Recording Technology II

Units: 3

Intermediate course in multi-track recording techniques including discussion on session procedures, production techniques, tracking and overdubbing methods, and general equipment operation.

Enrollment Requirements: Prerequisite: MUS 231 Recording Technology I. Co-requisite: MUS 240 Virtual Studio Technology II

MUS 239 - Virtual Studio Technology I

Units: 3

Explores the theory and application of hard-disc recording systems, from setup to mastering. Students have hands-on experience while learning concepts and techniques for proper functioning of MIDI, digital audio, I/O plugins, etc. NOTE: This course uses Avid Pro Tools software.

Enrollment Requirements: Co-requisite: MUS 231 Recording Technology I

MUS 240 - Virtual Studio Technology II

Units: 3

Class emphasizes advanced Digital Audio Workstation (DAW) usage. Hands-on experience with concepts and techniques including signal routing strategies, keyboard shortcuts, power commands, editing, automation, and other advanced DAW features. NOTE: This course uses Avid Pro Tools software.

Enrollment Requirements: Prerequisite: MUS 239, Co-requisite: MUS 232 Recording Technology II

MUS 290 - Internship in Music

Units: 1-8

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.

Term Offered: AS NEEDED

MUS 299 - Special Topics in Music

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

MUSA - Music Applied

MUSA 101 - Bass-Lower Division

Units: 1-2

Applied private instruction lessons are designed to provide students with the skills, knowledge and application necessary for developing their skill level on their chosen instrument. Students will participate in seven hours of instruction per credit per semester. A maximum of eight lower division credits can be earned.

Enrollment Requirements: Co-requisite: Any student enrolled in Applied Music Lessons must also be enrolled in a music ensemble course (MUSE).

Term Offered: AS NEEDED

MUSA 103 - Bassoon-Lower Division

Units: 1-2

Applied private instruction lessons are designed to provide students with the skills, knowledge and application necessary for developing their skill level on their chosen instrument. Students will participate in seven hours of instruction per credit per semester. A maximum of eight lower division credits can be earned.

Enrollment Requirements: Co-requisite: Any student enrolled in Applied Music Lessons must also be enrolled in a music ensemble course (MUSE).

MUSA 107 - Clarinet-Lower Division

Units: 1-2

Applied private instruction lessons are designed to provide students with the skills, knowledge and application necessary for developing their skill level on their chosen instrument. Students will participate in seven hours of instruction per credit per semester. A maximum of eight lower division credits can be earned.

Enrollment Requirements: Co-requisite: Any student enrolled in Applied Music Lessons must also be enrolled in a music ensemble course (MUSE).

MUSA 109 - Drum Set-Lower Division

Units: 1-2

Applied private instruction lessons are designed to provide students with the skills, knowledge and application necessary for developing their skill level on their chosen instrument. Students will participate in seven hours of instruction per credit per semester. A maximum of eight lower division credits can be earned.

Enrollment Requirements: Co-requisite: Any student enrolled in Applied Music Lessons must also be enrolled in a music ensemble course (MUSE).

Term Offered: AS NEEDED

MUSA 113 - Flute-Lower Division

Units: 1-2

Applied private instruction lessons are designed to provide students with the skills, knowledge and application necessary for developing their skill level on their chosen instrument. Students will participate in seven hours of instruction per credit per semester. A maximum of eight lower division credits can be earned.

Enrollment Requirements: Co-requisite: Any student enrolled in Applied Music Lessons must also be enrolled in a music ensemble course (MUSE).

Term Offered: Spring and Fall

MUSA 115 - Guitar-Lower Division

Units: 1-2

Applied private instruction lessons are designed to provide students with the skills, knowledge and application necessary for developing their skill level on their chosen instrument. Students will participate in seven hours of instruction per credit per semester. A maximum of eight lower division credits can be earned.

Enrollment Requirements: Co-requisite: Any student enrolled in Applied Music Lessons must also be enrolled in a music ensemble course (MUSE).

Term Offered: Spring and Fall

MUSA 121 - Horn-Lower Division

Units: 1-2

Applied private instruction lessons are designed to provide students with the skills, knowledge and application necessary for developing their skill level on their chosen instrument. Students will participate in seven hours of instruction per credit per semester. A maximum of eight lower division credits can be earned.

Enrollment Requirements: Co-requisite: Any student enrolled in Applied Music Lessons must also be enrolled in a music ensemble course (MUSE).

Term Offered: AS NEEDED

MUSA 123 - Oboe-Lower Division

Units: 1-2

Applied private instruction lessons are designed to provide students with the skills, knowledge and application necessary for developing their skill level on their chosen instrument. Students will participate in seven hours of instruction per credit per semester. A maximum of eight lower division credits can be earned.

Enrollment Requirements: Co-requisite: Any student enrolled in Applied Music Lessons must also be enrolled in a music ensemble course (MUSE).

MUSA 127 - Percussion-Lower Division

Units: 1-2

Applied private instruction lessons are designed to provide students with the skills, knowledge and application necessary for developing their skill level on their chosen instrument. Students will participate in seven hours of instruction per credit per semester. A maximum of eight lower division credits can be earned.

Enrollment Requirements: Co-requisite: Any student enrolled in Applied Music Lessons must also be enrolled in a music ensemble course (MUSE).

Term Offered: Spring and Fall

MUSA 129 - Piano-Lower Division

Units: 1-2

Applied private instruction lessons are designed to provide students with the skills, knowledge and application necessary for developing their skill level on their chosen instrument. Students will participate in seven hours of instruction per credit per semester. A maximum of eight lower division credits can be earned.

Enrollment Requirements: Co-requisite: Any student enrolled in Applied Music Lessons must also be enrolled in a music ensemble course (MUSE).

Term Offered: Spring and Fall

MUSA 131 - Saxophone-Lower Division

Units: 1-2

Applied private instruction lessons are designed to provide students with the skills, knowledge and application necessary for developing their skill level on their chosen instrument. Students will participate in seven hours of instruction per credit per semester. A maximum of eight lower division credits can be earned.

Enrollment Requirements: Co-requisite: Any student enrolled in Applied Music Lessons must also be enrolled in a music ensemble course (MUSE).

MUSA 135 - Trombone-Lower Division

Units: 1-2

Applied private instruction lessons are designed to provide students with the skills, knowledge and application necessary for developing their skill level on their chosen instrument. Students will participate in seven hours of instruction per credit per semester. A maximum of eight lower division credits can be earned.

Enrollment Requirements: Co-requisite: Any student enrolled in Applied Music Lessons must also be enrolled in a music ensemble course (MUSE).

Term Offered: Spring and Fall

MUSA 137 - Trumpet-Lower Division

Units: 1-2

Applied private instruction lessons are designed to provide students with the skills, knowledge and application necessary for developing their skill level on their chosen instrument. Students will participate in seven hours of instruction per credit per semester. A maximum of eight lower division credits can be earned.

Enrollment Requirements: Co-requisite: Any student enrolled in Applied Music Lessons must also be enrolled in a music ensemble course (MUSE).

Term Offered: Spring and Fall

MUSA 139 - Tuba-Lower Division

Units: 1-2

Applied private instruction lessons are designed to provide students with the skills, knowledge and application necessary for developing their skill level on their chosen instrument. Students will participate in seven hours of instruction per credit per semester. A maximum of eight lower division credits can be earned.

Enrollment Requirements: Co-requisite: Any student enrolled in Applied Music Lessons must also be enrolled in a music ensemble course (MUSE).

MUSA 145 - Voice-Lower Division

Units: 1-2

Private instruction in voice (classical). Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

Enrollment Requirements: Co-requisite: Any student enrolled in Applied Music Lessons must also be enrolled in a music ensemble course (MUSE).

Term Offered: Spring and Fall

MUSA 147 - Voice for Musical Theater Major-Lower Division

Units: 1-2

Private instruction in voice (musical theater). Students will participate in seven hours of instruction per credit per semester. Maximum of two credits a semester with a maximum of eight lower-division credits total.

Enrollment Requirements: Corequisite: Must also be enrolled in a music ensemble class or a theater or musical theater production class.

Term Offered: Spring and Fall

MUSE - Music Ensemble

MUSE 101 - Concert Choir

Units: 1

Choral presentations of various periods.

Term Offered: Spring and Fall

MUSE 112 - Concert Winds

Units: 1

The Concert Winds is a performance ensemble, centered on public performance of musical literature. Students 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/symphonic/winds band program.

Term Offered: Spring and Fall

NRES - Natural Resources and Environmental Sciences

NRES 100 - Prin of Natural Resources & Environmental Sciences

Units: 3

This course involves the study of topics and issues related to natural resources and environmental sciences. Major topics covered include ecological principles, ecosystem functioning, population dynamics, conservation biology, resource use and management, and human-caused environmental impacts. There are four mandatory lab experiences.

Term Offered: Fall

NRES 210 - Environmental Pollution

Units: 3

This course explores environmental issues associated with anthropogenic interactions with the biosphere, lithosphere, atmosphere, and hydrosphere. Major topics include air pollution, water pollution, environmental toxicology, global climate change, energy use, and solid waste management.

Enrollment Requirements: Prerequisite: MATH 126.

Term Offered: Fall

NRES 211 - Conservation, Humans and Biodiversity

Units: 3

This course explores the fundamental concepts and principles of biodiversity conservation. Major topics include: patterns and processes creating biodiversity; causes and consequences of biodiversity loss; and approaches to conserving biodiversity.

Term Offered: Spring

NRES 217 - Natural Resource Ecology

Units: 3

This course explores the fundamentals of ecology at the levels of population, community, and ecosystems. It includes concepts and applications in natural resource management and environmental science.

Enrollment Requirements: Prerequisite or Co-requisite: BIOL 190 or CHEM 122.

Term Offered: AS NEEDED

NURS - Nursing

NURS 102 - Professional Behaviors

Units: 2

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.

Enrollment Requirements: Prerequisite: Open to students with declared Nursing major and accepted into the Nursing program.

Term Offered: Spring and Fall

NURS 129 - Level 1 - Basic Nursing Skills

Units: 2

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.

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.

Term Offered: AS NEEDED

NURS 130 - Nursing Assistant

Units: 6

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.

Enrollment Requirements: MANDATORY STEPS OF ENROLLMENT:

Background check, Drug Test, HCP CPR card, Major Medical Insurance and Immunizations.

Term Offered: All Semesters

NURS 138 - Nursing Care I

Units: 7

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.

Enrollment Requirements: Prerequisite: Open to students with declared Nursing major and accepted into the Nursing program.

Term Offered: Spring and Fall

NURS 140 - Medical Terminology

Units: 3

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.

Term Offered: All Semesters

NURS 142 - Fundamentals of Pharmacology

Units: 2

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.

Enrollment Requirements: Prerequisite: Open to students with declared Nursing major and accepted into the Nursing program.

Term Offered: Spring and Fall

NURS 170 - Nursing Care 2

Units: 7

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.

Enrollment Requirements: Prerequisite: Open to students with declared Nursing major and accepted into the Nursing program.

Term Offered: Spring and Fall

NURS 202 - Nursing Care 3

Units: 7

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.

Enrollment Requirements: Prerequisite: Open to students with declared Nursing major and accepted into the Nursing program.

Term Offered: Spring and Fall

NURS 209 - Principles of Pathophysiology**Units: 3**

This course is designed to offer students the opportunity to explore and apply the principles of pathophysiology to the nursing care of diverse patients across the lifespan. Emphasis is placed on the relationships between physiological, psychological, and developmental variables in the care of patients.

Enrollment Requirements: Prerequisite: Open to students with declared Nursing major and accepted into the Nursing program.

Term Offered: Spring and Fall

NURS 212 - Cultural Aspects of Nursing Care**Units: 3**

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.

Enrollment Requirements: Prerequisite: Open to students with declared Nursing major and accepted into the Nursing program.

Term Offered: Spring and Fall

NURS 274 - Nursing Care 4**Units: 7**

The focus of this course is the culmination of the care and management of the holistic, diverse, acutely-ill client across the lifespan. 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.

Enrollment Requirements: Prerequisite: Open to students with declared Nursing major and accepted into the Nursing program.

Term Offered: Spring and Fall

NURS 285 - Selected Topics in Nursing**Units: 0.5-6**

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

NURS 330 - Biostatistics for Nursing**Units: 3**

This course provides an introduction to biostatistics for nursing and allied health professionals. The course covers descriptive statistics, basic probability concepts and distributions, classic estimation and hypothesis testing, regression and correlation, sampling and survey construction, analysis of frequency and count data, and measures of validity and reliability. This advanced statistical knowledge allows nurses to understand and use healthcare research.

Enrollment Requirements: Pre-requisite: Math 126 or higher; admission to the RN-BSN program.

NURS 354 - Transition to Baccalaureate Nursing Practice**Units: 2**

This course utilizes the students' academic and clinical experiences to develop new knowledge regarding the roles of baccalaureate-prepared nurses and strategies for successful completion of the RN-BSN program. Students will become familiar with the college online learning management system (LMS) and technology resources; integrate college and program expectations and policies and be introduced to the professional aspects of the baccalaureate-prepared nurse. Nursing concepts addressed throughout the program will be introduced. Resources will be explored to facilitate the successful completion of the program and professional role transition. This course is a prerequisite to enrolling in other RN-BSN program courses.

Enrollment Requirements: Prerequisite: Admission to RN-BSN Program.

NURS 394 - Holistic Assessment in Professional Nursing**Units: 3**

This course prepares the learner to assess in depth the biopsychosocial health status of clients across the lifespan. Learners will learn to obtain a complete and accurate health history, perform a systematic physical examination, and learn techniques to complete a holistic health assessment across the lifespan, within a framework for clinical decision making. Acquired data will be used to formulate a comprehensive problem list for the client and to refine documentation skills. Content will be designed to provide correlation of assessment strategies with an understanding of the mechanisms of illness and health problems of the main body systems. Health and wellness in the context of disability will be addressed. This course assists in the socialization of the learner into the role of the clinical nurse leader or nurse educator in the current healthcare delivery system.

Enrollment Requirements: Prerequisite: Admission to RN-BSN Program.

NURS 395 - Research & Evidence-Based Practice in Professional Nursing**Units: 4**

The purpose of this course is to introduce students to the analysis, examination, and application of nursing research to professional nursing practice. Students will review, analyze, and critique current nursing research for scientific merit and determine methods to apply this evidence to the care of diverse patient populations across the lifespan. In addition, students will examine how to lead the integration of best-practice evidence on a systems level for the delivery of optimal health care and improved patient outcomes.

Enrollment Requirements: Prerequisite: Admission to RN-BSN Program.

NURS 396 - Dimensions of Professional Nursing**Units: 4**

An introduction to the philosophical, conceptual, and theoretical basis for the development of professional roles and practices for baccalaureate nurses. Content includes historical, contemporary, legal, ethical, and technological influences on nursing as an applied science in healthcare. Topics include application of recognized standards of care, professional role development, accountability, responsibility, autonomy, and delegation. Inter-professional collaboration and communication in healthcare settings, and diverse nursing roles are explored. Application of evidence-based practice, clinical reasoning, clinical judgement, and leadership principles are integrated into the course.

Enrollment Requirements: Prerequisite: Admission to RN-BSN Program.

NURS 478 - Quality and Safety Education for Professional Nursing Practice **Units: 3**

Examination of the principles, competencies, and practices of Quality and Safety Education for Nurses (QSEN) that support inter-professional collaboration, a culture of safety and improved patient outcomes. Topics include application of evidence-based research to nursing practice, use of technology and nursing informatics and identification of the knowledge, skills and attitudes of the professional nurse leader that are used to improve patient centered care and the work environment.

Enrollment Requirements: Prerequisite: Admission to RN-BSN Program.

NURS 479 - Evolving Concepts in Nursing Leadership and Management **Units: 4**

The purpose of this course is the analysis and development of the leadership and management skills assumed by the professional nurse. Students will discuss the required leadership and management skills needed to work effectively within systems, organizations, patient care units, and patient assignments. The relationship of organizational and systems theory as it relates to professional nursing management and leadership will be explored. Management concepts addressed will include interdisciplinary collaboration and networking, delegation, budgeting and resource allocation, scheduling and staffing, and evaluation. Leadership concepts addressed will include networking, facilitation of groups, change, team building, and conflict resolution.

Enrollment Requirements: Prerequisite: Admission to RN-BSN Program.

NURS 480 - Enhancing Clinical Judgment **Units: 4**

Enhances student's ability to make sound nursing clinical judgments. Students will explore the application of the nursing process as compared to Clinical Judgment Theory. Students will learn to interpret a variety of evidence and assessment findings as well as use a variety of tools to make clinical decisions for patients and populations across the lifespan.

Enrollment Requirements: Prerequisite: Admission to RN-BSN Program.

NURS 482 - Population Care Theory **Units: 3**

This course includes the analysis of community/population health as applied to the delivery of client services to improve public health, reduce disparities, provide leadership in the delivery of care, and synthesize one's clinical role with population health. Students will examine environmental, social, cultural, and behavioral determinants of health and includes family, aggregates, and populations. Topics may include local and regional conditions that affect populations throughout the lifespan.

Enrollment Requirements: Prerequisite: Admission to RN-BSN Program.

NURS 489 - Information Management and Healthcare Technology **Units: 3**

Examination of informatics in healthcare emphasizing clinical information systems and the use of information technology (IT) applications to support nursing practice.

Enrollment Requirements: Prerequisite: Admission to RN-BSN Program.

NURS 492 - Population Care Capstone **Units: 4**

Capstone experience that focuses on caring for community/population health. Students will collaborate with community agencies/institutions and healthcare systems to provide an opportunity to integrate knowledge from nursing theory and population/public health in assessing the health care needs of families, aggregates and populations.

Enrollment Requirements: Prerequisite: Admission to RN-BSN Program.

NUTR - Nutrition

NUTR 100 - Introduction to Dietetic Technician Program **Units: 0.5**

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: Spring and Fall

NUTR 121 - Human Nutrition **Units: 3**

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.

Term Offered: Spring and Fall

NUTR 220 - Food Service Systems Management **Units: 3**

Organization and operation of food service, management principles, food service personnel, labor laws, regulatory agencies, food cost control and record keeping.

Term Offered: Fall

NUTR 221 - Quantity Food Purchasing **Units: 3**

Food purchasing for food service systems, understanding cost factors, food laws, quality standards and basic manufacturing processes.

Term Offered: Spring

NUTR 222 - Principles of Food Science **Units: 3**

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: BIOL 190 and BIOL 190L

NUTR 223 - Principles of Nutrition **Units: 3**

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.

Enrollment Requirements: Prerequisite: BIOL 190 and BIOL 190L or permission of instructor.

Term Offered: All Semesters

NUTR 226 - Food Processing Microbiology **Units: 4**

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: BIOL 190 and BIOL 190L

Term Offered: All Semesters

NUTR 233 - Community and Lifecycle Nutrition**Units: 3**

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.

Enrollment Requirements: Prerequisite: NUTR 223.

Term Offered: AS NEEDED

NUTR 243 - Medical Nutrition Therapy for Dietetic Techs I**Units: 3**

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.

Enrollment Requirements: Prerequisite: NUTR 223.

Term Offered: AS NEEDED

NUTR 244 - Medical Nutrition Therapy for Dietetic Techs II**Units: 3**

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.

Enrollment Requirements: Prerequisite: NUTR 243

Term Offered: AS NEEDED

NUTR 253 - Cultural Considerations in Nutrition and Health Care**Units: 3**

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.

Term Offered: Spring and Fall

NUTR 291 - Nutrition Internship-Food Service**Units: 3**

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***

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Department Consent Required

Term Offered: ALLSEM&W

NUTR 292 - Nutrition Internship-Community**Units: 3**

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***

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisites: NUTR 223, NUTR 233 and approval of the instructor.

Term Offered: ALLSEM&W

NUTR 293 - Nutrition Internship-Clinical**Units: 3**

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***

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Department Consent Required

Term Offered: ALLSEM&W

NUTR 298 - Special Topics in Nutrition**Units: 1-3**

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

OSH - Occupational Safety and Health

OSH 222 - General Industry Safety**Units: 1**

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: All Semesters

PBH - Public Health

PBH 101 - Introduction to Public Health**Units: 3**

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.

Term Offered: All Semesters

PBH 120 - Foundations of Personal Health and Wellness

Units: 3

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.

Term Offered: All Semesters

PBH 220 - Introduction to Public Health Biology

Units: 3

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.

Enrollment Requirements: Prerequisite: PBH 101 (CHS 101) or BIOL 100 or higher.

Term Offered: All Semesters

PBH 234 - Introduction to Environmental Health

Units: 3

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.

Enrollment Requirements: Prerequisite: PBH 101 (CHS 101) or BIOL 100 or higher, CHEM 100 or higher, or ENV 100 or higher.

Term Offered: All Semesters

PBH 281 - Introduction to Biostatistics in Public Health

Units: 3

This course will introduce elementary methods for collection, presentation, and analysis of public health data and emphasize the application of statistical ideas and methods to a variety of public health research. Core concepts and methods in health data analysis will be addressed. Applications using real data from a variety of public health data sources will be used throughout the course to illustrate the material.

Enrollment Requirements: Prerequisite: MATH 126 or higher

PEX - Physical Education

PEX 124 - Soccer

Units: 1

Learn the basic skills and rules of soccer. Soccer skills will be developed through completing various drills, games, and game play.

Term Offered: All Semesters

PEX 126 - Intermediate Soccer

Units: 1

Perform the basic fundamentals of soccer such as dribbling, passing, shooting, heading and kicking; identify and describe NJCAA rules and regulations as they pertain to intercollegiate athletics; identify strengths and weaknesses as they relate to game situations; analyze game situations during inter-squad practices.

Enrollment Requirements: Must be a member of the TMCC Intercollegiate Soccer Team or have instructor permission to enroll.

PEX 146 - Self Defense

Units: 1-2

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.

Term Offered: Spring and Fall

PEX 149 - ZUMBA

Units: 1-2

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.

Term Offered: Spring and Fall

PEX 151 - Boxing

Units: 1-2

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.

Term Offered: Spring and Fall

PEX 155 - Fencing

Units: 1-2

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.

Term Offered: Spring and Fall

PEX 169 - Yoga

Units: 1-2

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.

Term Offered: Spring and Fall

PEX 170 - Cardio Fitness

Units: 1-2

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.

Term Offered: Spring and Fall

PEX 172 - Body Contouring and Conditioning

Units: 1-2

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.

Term Offered: Spring and Fall

PEX 173 - Circuit Training

Units: 1-2

Explore proper fitness and strength training techniques and fundamentals, while learning a variety of circuit training workout routines and concepts.

Term Offered: Spring and Fall

PEX 174 - Fitness Principles and Practices

Units: 1-3

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.

Term Offered: Spring and Fall

PEX 180 - Strength Training

Units: 1

Introductory course that gives students a beginning knowledge of machine weights and free weights. Skeletal and muscle anatomy are introduced and the students are shown how they are affected by resistance and weight training. Provides an introduction on how to stay healthy throughout one's life.

Enrollment Requirements: Must be a member of the TMCC Intercollegiate Soccer Team or have instructor permission to enroll.

PEX 183 - Weight Training

Units: 1-2

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.

Term Offered: Spring and Fall

PEX 184 - Conditioning, Intercollegiate Athletics

Units: 1

Introductory course that teaches the fundamentals of general and sports specific conditioning. All aspects of physical and psychological development are incorporated into this class. Strength, power, speed, acceleration, muscular hypertrophy and endurance, cardiovascular endurance, motor skills, and agility drills are taught and practiced. The class will include general physical preparation sports fitness, plyometrics, agility drills, and sports specific conditioning. The students will learn about the principle of year-round conditioning, including conditioning appropriate to the off-season, preparatory period, pre-competition period and competition period.

Enrollment Requirements: Must be a member of the TMCC Intercollegiate Soccer Team or have instructor permission to enroll.

PEX 193 - Intercollegiate Soccer

Units: 1

TMCC's intercollegiate soccer players will obtain advanced instruction in the essential skills, techniques, offensive and defensive fundamentals, rules, and organizational methods of soccer.

Enrollment Requirements: Must be a member of the TMCC Intercollegiate Soccer Team or have instructor permission to enroll.

Term Offered: All Semesters

PEX 199 - Special Topics

Units: 1-2

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.

Term Offered: Spring and Fall

PEX 207 - Total Fitness and Weight Control

Units: 2

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.

Term Offered: Spring and Fall

PEX 226 - Advanced Soccer

Units: 1

An advanced soccer course designed to teach and develop advanced skills required to compete in intercollegiate soccer.

Enrollment Requirements: Must be a member of the TMCC Intercollegiate Soccer Team or have instructor permission to enroll.

PEX 280 - Advanced Strength Training

Units: 1

An advanced course designed to give students knowledge of advanced lifting techniques on weight machines and free weights. Students will learn how skeletal and muscle anatomy are affected by different lifting practices and develop constructive nutrition plans.

Enrollment Requirements: Must be a member of the TMCC Intercollegiate Soccer Team or have instructor permission to enroll.

PEX 284 - Intermediate Conditioning, Intercollegiate Athletics

Units: 1

Intermediate Conditioning is designed to prepare students to participate in intercollegiate athletics.

Enrollment Requirements: Must be a member of the TMCC Intercollegiate Soccer Team or have instructor permission to enroll.

PEX 293 - Intermediate Intercollegiate Soccer

Units: 1

Perform basic fundamentals of soccer; identify and describe NJCAA rules and regulations as they pertain to intercollegiate athletics; apply NJCAA rules and regulations to intercollegiate game play; analyze game situations through inter squad practices and intercollegiate soccer games; compare and apply strengths and weaknesses as they relate to game situations; evaluate game performance.

Enrollment Requirements: Must be a member of the TMCC Intercollegiate Soccer Team or have instructor permission to enroll.

PHIL - Philosophy

PHIL 101 - Introduction to Philosophy

Units: 3

Basic problems in different areas of philosophy such as ethics, political theory, metaphysics and epistemology.

Term Offered: Spring and Fall

PHIL 102 - Critical Thinking and Reasoning

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.

Term Offered: Spring and Fall

PHIL 114 - Introduction to Symbolic Logic

Units: 3

Methods and principles of correct reasoning and argumentation with application to the various sciences.

Term Offered: Spring

PHIL 135 - Introduction to Ethics

Units: 3

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.

Enrollment Requirements: Prerequisite: Completion of or concurrent enrollment in ENG 101 or qualifying English placement score.

Term Offered: Spring and Fall

PHIL 210 - World Religions

Units: 3

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.

Enrollment Requirements: Prerequisite: Completion of or concurrent enrollment in ENG 101 or qualifying English placement score.

Term Offered: All Semesters

PHIL 211 - Introduction to Ancient Philosophy

Units: 3

Major thinkers from the sixth through the second century B.C.E., e.g., the pre-Socrates, Socrates, the sophists, Plato, Aristotle, the atomists, cynics, skeptics, stoics and Epicureans.

Term Offered: AS NEEDED

PHIL 213 - Introduction to Modern Philosophy

Units: 3

Major thinkers from the Renaissance through the 18th century, e.g., Bacon, Hobbes, Descartes, Spinoza, Leibniz, Locke, Berkeley, Hume and Kant.

Term Offered: AS NEEDED

PHIL 224 - Introduction to the Philosophy of Science

Units: 3

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.

Term Offered: AS NEEDED

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.

Term Offered: Spring and Fall

PHIL 245 - Contemporary Moral Issues

Units: 3

Topical questions in practical ethics, e.g., war and terrorism, world hunger, abortion, racial discrimination, gender roles, the environment from a multicultural perspective.

Term Offered: AS NEEDED

PHYS - Physics

PHYS 100 - Introductory Physics

Units: 3

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.

Enrollment Requirements: Prerequisite: MATH 120 or higher or qualifying ACCUPLACER, ACT/SAT test results.

Term Offered: Spring and Fall

PHYS 151 - General Physics I

Units: 4

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.

Enrollment Requirements: Prerequisite: MATH 127 or MATH 128.

Term Offered: Spring and Fall

PHYS 152 - General Physics II

Units: 4

The second semester of an algebra based introductory physics course. The second semester focuses on electromagnetism covering topics of electrostatics, electric fields, electric potential, capacitance, electrodynamics, simple circuits, magneto-statics, magnetic fields, electromagnetic induction, electromagnetic waves, and physical optics.

Enrollment Requirements: Prerequisite: PHYS 151

Term Offered: Spring

PHYS 180 - Physics for Scientists and Engineers I

Units: 3

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.

Enrollment Requirements: Prerequisite: MATH 181; Corequisite: PHYS 180L.

Students must co-enroll in both PHYS 180 and PHYS 180L to receive credit.

Term Offered: Spring and Fall

PHYS 180L - Physics for Scientists/Engineers Lab I

Units: 1

Laboratory experiments to accompany PHYS 180.

Enrollment Requirements: Prerequisite: MATH 181; Corequisite: PHYS 180.

Students must co-enroll in both PHYS 180 and PHYS 180L to receive credit.

Term Offered: Spring and Fall

PHYS 181 - Physics for Scientists and Engineers II

Units: 3

The second semester of a calculus based introductory physics course. The second semester covers topics in electromagnetism and thermodynamics including electrostatics, electric fields, electric potential, capacitance, electrodynamics, simple circuits, magneto-statics, magnetic fields, electromagnetic induction, Maxwell's equations, electromagnetic waves, physical optics, thermodynamic laws and kinetic theory.

Enrollment Requirements: Prerequisite: PHYS 180 Corequisite: PHYS 181L.

Students must co-enroll in both PHYS 181 and PHYS 181L to receive credit.

Term Offered: Spring

PHYS 181L - Physics for Scientists/Engineers Lab II

Units: 1

Laboratory experiments to accompany PHYS 181.

Enrollment Requirements: Prerequisite: PHYS 180 Corequisite: PHYS 181.

Students must co-enroll in both PHYS 181 and PHYS 181L to receive credit.

Term Offered: Spring

PHYS 182 - Physics for Scientists and Engineers III

Units: 3

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.

Enrollment Requirements: Prerequisite: PHYS 181 Co-Requisite: PHYS 182L.

Students must co-enroll in both PHYS 182 and PHYS 182L to receive credit.

Term Offered: AS NEEDED

PHYS 182L - Physics for Scientists and Engineers Lab III

Units: 1

Laboratory experiments to accompany PHYS 182.

Enrollment Requirements: Prerequisite: PHYS 181 Co-Requisite: PHYS 182.

Students must co-enroll in both PHYS 182 and PHYS 182L to receive credit.

Term Offered: AS NEEDED

PHYS 198 - Special Topics in Physics

Units: 1-6

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

Term Offered: AS NEEDED

PLCM - Plasterer & Cement Masons

PLCM 100 - Cement Masons 1st Year Apprenticeship Units: 6

This is a first-year course for individuals in the cement masons' apprenticeship program. This course is taken twice in the first year. The total embedded material is covered when this course is taken twice in one year. This course satisfies 45 hours of instruction toward specified programs and certificates for AAS Human Relations General Education requirements. This course satisfies 50 hours of instruction toward specified programs and certificates for AAS Math/Quantitative Reasoning General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

PLCM 150 - Cement Masons 2nd Year Apprenticeship Units: 6

This is the second year course in the Cement Masons apprenticeship program. This course is taken twice in the second year. The total embedded material is covered when this course is taken twice in the second year. This course satisfies 20 hours of instruction toward specified programs and certificates for AAS Math/Quantitative Reasoning General Education requirements. This course satisfies 45 hours of instruction toward specified programs and certificates for AAS Science/Quantitative Reasoning General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: PLCM 100

PLCM 200 - Cement Masons 3rd Year Apprenticeship Units: 6

This is the third year course in the Cement Masons apprenticeship program. This course is taken twice in the third year.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: PLCM 150

PLST - Plasterers

PLST 101 - Plasterers 1st Year Apprenticeship Units: 6

This is a first-year course for individuals in the plasterers' apprenticeship program. This course is taken twice in the first year. The total embedded material is covered when this course is taken twice in one year. This course satisfies 45 hours of instruction toward specified programs and certificates for AAS Human Relations General Education requirements. This course satisfies 50 hours of instruction toward specified programs and certificates for AAS Math/Quantitative Reasoning General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

PLST 151 - Plasterers 2nd Year Apprenticeship Units: 6

This is a second-year course for individuals in the plasterers' apprenticeship program. This course is taken twice in the second year. The total embedded content is covered when this course is taken twice. This course satisfies 20 hours of instruction toward specified programs and certificates for AAS Math/Quantitative Reasoning General Education requirements. This course satisfies 45 hours of instruction toward specified programs and certificates for AAS Science/Quantitative Reasoning General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: PLST 101.

PLST 201 - Plasterers 3rd Year Apprenticeship Units: 6

This is a third-year course for individuals in the plasterers' apprenticeship program. This course is taken twice in the third year.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: PLST 151.

PLST 251 - Plasterers 4th Year Apprenticeship Units: 6

This is the fourth year course in the Plasterers 4-year apprenticeship program. This course is taken twice in the fourth year.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: PLST 201.

PPF - Plumber and Pipe Fitting Apprenticeship

PPF 100 - Plumbers & Pipefitters 1st Year Apprenticeship Units: 6

This is the first year course for individuals in the building trades' plumber/pipefitter apprenticeship program. This course is taken twice in the first year. The total embedded material is covered when this course is taken twice in one year. This course satisfies 45 hours of instruction toward specified programs and certificates for AAS Human Relations General Education requirements. This course satisfies 50 hours of instruction toward specified programs and certificates for AAS Math/Quantitative Reasoning General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

PPF 150 - Plumbers & Pipefitters 2nd Year Apprenticeship Units: 6

This is the second year course for individuals in the building trades' plumber/pipefitter apprenticeship program. This course is taken twice in the second year. The total embedded content is covered when this course is taken twice. This course satisfies 20 hours of instruction toward specified programs and certificates for AAS Math/Quantitative Reasoning General Education requirements. This course satisfies 45 hours of instruction toward specified programs and certificates for AAS Science/Quantitative Reasoning General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: PPF 100

PPF 200 - Plumbers & Pipefitters 3rd Year Apprenticeship Units: 6

This is the third course for individuals in the building trades' plumber/pipefitter apprenticeship program. This course is taken twice in the 3rd year.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: PPF 150

PPF 250 - Plumbers & Pipefitters 4th Year Apprenticeship Units: 6

This is the fourth year course for individuals in the building trades' plumber/pipefitter apprenticeship program. This course is taken twice in the 4th year.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisites: PPF 200

PPF 290 - Plumbers & Pipefitters 5th Year Apprenticeship Units: 6

This is the fifth year course for individuals in the building trades' plumber/pipefitter apprenticeship program. This course is taken twice in the 5th year.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: PPF 250

PSC - Political Science

PSC 100 - Nevada Constitution Units: 1

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.

Term Offered: All Semesters

PSC 101 - Introduction to American Politics

Units: 3

A survey of American national, state and local governments. Includes Nevada's constitution, government, and contemporary issues. Fulfills US and Nevada Constitution requirements.

Term Offered: All Semesters

PSC 208 - Survey of State and Local Government

Units: 3

Organization, working principles and functional processes of state and local governments in the United States, including Nevada. (satisfies the Nevada Constitution requirement.)

Term Offered: Spring

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.

Term Offered: Spring

PSC 211 - Introduction to Comparative Politics

Units: 3

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.

Term Offered: Fall

PSC 227 - Introduction to Political Philosophy

Units: 3

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.

Term Offered: All Semesters

PSC 231 - Introduction to International Relations

Units: 3

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.

Term Offered: Spring and Fall

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.

Term Offered: Spring

PSC 290 - Internship in Political Science

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. 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.

Term Offered: AS NEEDED

PSC 295 - Special Topics in Political Science

Units: 3

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.

Enrollment Requirements: Prerequisite: PSC 101 or approval of the instructor.

Term Offered: Spring and Fall

PSC 299 - Government Internship

Units: 3-6

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.

Enrollment Requirements: Prerequisite: PSC 101 plus one Political Science three-unit elective and consent of instructor.

Term Offered: AS NEEDED

PSY - Psychology

PSY 101 - General Psychology

Units: 3

Survey of the basic foundations of psychology with emphasis on psychological theories, research methods and principles of behavior.

Term Offered: All Semesters

PSY 102 - Psychology of Personal and Social Adjustment

Units: 3

Personality adjustment in healthy persons; adjustment techniques and reactions to frustration and conflict in the context of various social groups.

Term Offered: Spring and Fall

PSY 105 - Introduction to Neuroscience

Units: 3

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.

Term Offered: Spring and Fall

PSY 130 - Human Sexuality

Units: 3

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.

Term Offered: Spring and Fall

PSY 198 - Special Topics in Psychology

Units: 1-6

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.

Term Offered: AS NEEDED

PSY 205 - Elementary Analysis of Behavior

Units: 3

This course will provide an introduction to the science of behavior analysis, with a focus towards the theoretical and applied factors that influence the behavior of humans. Course curriculum will introduce the theoretical, methodological and empirical foundations specific to the field. Throughout, basic learning principles will be reviewed and applied through analysis of real-world and empirical research examples.

Enrollment Requirements: Prerequisite: PSY 101

PSY 210 - Introduction to Statistical Methods

Units: 3

Practice with statistical methods especially useful in the presentation and interpretation of psychological, sociological and educational data, includes elementary computer application. Same as SOC 210.

Enrollment Requirements: Prerequisite: Completion of PSY 101, or SOC 101; NGQAS score of 263-275, or equivalent ACT/SAT score, or completion of MATH 120 or higher.

Term Offered: Spring and Fall

PSY 228 - Psychology of Dreams

Units: 3

An introduction to the study of dreams through psychological theory, covering etiology and interpretation.

Term Offered: AS NEEDED

PSY 233 - Child Psychology

Units: 3

A study of the growth and development of the child with special consideration given to theories of learning and personality formation.

Term Offered: All Semesters

PSY 234 - Psychology of Adolescence

Units: 3

A study of the growth and development of adolescence with a focus on biological, cognitive, social-emotional, and cultural factors that impact development from puberty to emerging adulthood.

PSY 240 - Introduction to 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.

Enrollment Requirements: Prerequisite: PSY 101.

Term Offered: AS NEEDED

PSY 241 - Introduction to Abnormal Psychology

Units: 3

An overview of abnormal psychology with emphasis on symptomology, etiology, diagnosis, treatment and prevention.

Term Offered: Spring and Fall

PSY 261 - Introduction to Social Psychology

Units: 3

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.

Term Offered: Spring and Fall

PSY 275 - Undergraduate Research

Units: 3

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.

Enrollment Requirements: Prerequisite: PSY 210 and PSY 240

Term Offered: Spring

PSY 276 - Aging in Modern American Society

Units: 3

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.

Term Offered: Spring and Fall

PSY 299 - Special Topics

Units: 1

Research from any field of psychology in which the student is adequately prepared. May be repeated with study of a new problem.

Term Offered: AS NEEDED

PTD - Painting and Decorating Apprenticeship

PTD 101 - Painting/Decorating 1st Year Apprenticeship

Units: 6

This is the first year course for individuals in the building trades' Painting/Decorating apprenticeship program. This course is taken twice in the first year. The total embedded material is covered when this course is taken twice in one year. This course satisfies 45 hours of instruction toward specified programs and certificates for AAS Human Relations General Education requirements. This course satisfies 50 hours of instruction toward specified programs and certificates for AAS Math/Quantitative Reasoning General Education requirements. This course covers historical background and development of the trade; the apprenticeship program; labor-management organizations; trade mathematics; blueprint reading; use and care of tools and equipment; rigging; scaffolding preparation of exterior surfaces – masonry, wood and metal; exterior materials and their use; equipment and application techniques – brushing and spray; industrial safety.

Transferability: May not transfer towards an NSHE bachelor's degree

PTD 151 - Painting/Decorating 2nd Year Apprenticeship

Units: 6

This is the second year course for individuals in the building trades' Painting/Decorating apprenticeship program. This course is taken twice in the second year. The total embedded material is covered when this course is taken twice in one year. Course covers, preparation of interior surfaces; materials; equipment and application techniques; moisture control; paint failures (interior and exterior) causes and cures. A study of the materials of the trade – manufacture, storage, characteristics and use of enamel, emulsion paints, casing paints, cement paints, specialty coats, phenolics, epoxy resins, silicones, vinyl's, rubber base, varnish, lacquer, shellac, oil, primers, sealers, removers, fillers, bleaches, thinners and deodorants. A study of the psychology of color, industrial uses, mixing and matching. Industrial safety. This course satisfies 45 hours of instruction toward specified programs and certificates for AAS Science/Quantitative Reasoning General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: PTD 101

PTD 201 - Painting/Decorating 3rd Year Apprenticeship

Units: 6

This is the third year course for individuals in the building trades' Painting/Decorating apprenticeship program. This course is taken twice in the third year. This course covers a study of decorative interior finishes, marbleizing, graining, glazing, antiquing, stripping and lining, furniture finishing, wall coverings, paper, fabrics and vinyl; surface preparation, tools, equipment, sizes and adhesives. Estimating, cost analysis and bidding, human relations and industrial safety. A review of PTD 101 through PTD 151.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: PTD 151

PTD 251 - Painting/Decorating 4th Year Apprenticeship

Units: 6

This is the fourth year course for individuals in the building trades' Painting/Decorating apprenticeship program. This course is taken twice in the fourth year. Painters and Decorators fourth year will be a continuation course of PTD 101, 151, and 201, with emphasis on advanced techniques, blueprint reading associated with the industry and advanced special decorative coatings.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: PTD 201

PTR - Personal Trainer

PTR 100 - Introduction to Personal Training

Units: 3

Discover how a skilled personal trainer can impact the lives of other people. You will learn the fundamentals of human physiological systems, biomechanics, and basic functional anatomy to better understand how the body is designed to move. By conducting thorough consultations, screens and assessments, you will gain the information necessary to design thorough, safe and effective exercise programs for youths, seniors, physique competitors, and athletes of all abilities, to become a high-demand, professional fitness coach.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: Fall

PTR 120 - Techniques of Teaching Weight Training

Units: 2

Examine the fundamental concepts and techniques for teaching weight training, including proper lifting technique and safety guidelines. Discover the best ways to present and demonstrate information for clients as well as how to critique and provide corrective feedback to clients for improved performance.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: Spring

PTR 200 - Pilates Reformer Instructor Certification

Units: 4

This course provides total immersion into Pilates principles, Pilates exercises, communication methods and goal oriented training. Students will learn and practice anatomy, biomechanics, and their application to personal training strategies with an emphasis on client safety and communication. Students completing the required hours and passing the practical and written exams will be certified to teach standard reformer Pilates.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite: CPR Certification
Term Offered: Spring and Fall

PTR 202 - Anatomy and Physiology I for Massage and Fitness Professionals

Units: 4

This course provides a fundamental overview of human anatomy and physiology and is the first course of a two part series which will cover cell structures and functions, tissues and membranes, integumentary system, skeletal system, muscular system, nervous system and special senses. Through a systematic and detailed progression, students will learn the basics of structure and function of selected organs and organ systems and how they interact with and support one another. This course will provide a solid base of theoretical and practical knowledge for personal trainers to apply in their career. Same as MASG 202.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: Spring and Fall

PTR 205 - Fitness Analysis and Application

Units: 3

Take the knowledge you've gained and apply it to successfully helping your clients reach their goals. Learn how to market your services, perform body composition testing, and professional movement assessments to properly determine your clients' present abilities and movement impairments. Discover how to implement soft tissue mobilization and pliability methods, along with muscle flexibility and joint range of motion techniques to enhance movement quality and decrease pain. Understand how to program safe and goal-specific power, speed, resistance and cardiovascular training, along with nutrition coaching, to effectively train a wide range of clients and athletes.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite: PTR 100
Term Offered: Spring

PTR 208 - Anatomy and Physiology II for Massage and Fitness Professionals

Units: 4

This course provides a fundamental overview of human anatomy and physiology and is the second course of a two part series which will cover the nervous, endocrine, cardiovascular, lymphatic-immune, respiratory, digestive and urinary systems. Through a systematic and detailed progression, students will learn the basics of structure and function of selected organs and organ systems and how they interact with and support one another. This course will provide a solid base of theoretical and practical knowledge for personal trainers to apply in their career. Same as MASG 208.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite: PTR 202
Term Offered: Spring and Fall

PTR 210 - Kinesiology for Massage and Fitness Professionals

Units: 3

Kinesiology is a scientific study of human body movement which addresses physiological, biomechanical, and psychological mechanisms of movement. This course is a detailed, systematic hands-on study specifically designed for personal trainers and will incorporate both theoretical concepts and practical practice. Same as MASG 205.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: Spring and Fall

PTR 220 - Personal Training Techniques

Units: 3

Gain the hands-on knowledge you need to teach the essential concepts and techniques of resistance training to first-time, and experienced, gym-goers. Learn safe and proper exercise practices, verbal and visual coaching cues, and exercise progressions and regressions for all of the primary muscle groups and movement patterns. You will then put your knowledge to practical use by being a student trainer to another member of the class to further hone your coaching skills.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite: PTR 100

PTR 250 - Personal Training Practicum

Units: 1

This course is designed to give advanced Personal Trainer students an opportunity to train clients under the supervision of course instructor in the TMCC fitness complex. Students will serve as a teaching assist for one of the activity or lecture courses within the TMCC Personal Trainer program, present health topic information to the class, and intern in our TMCC fitness complex.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Students must have completed required courses for Personal Trainer program prior to admission into this course. Permission will be given to students to register for this course by the department program officer.
Term Offered: AS NEEDED

RAD - Radiologic Technology

RAD 101 - Exploration of Radiology

Units: 0.5-1

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.

Term Offered: Spring and Fall

RAD 103 - Medical Ethics**Units: 1**

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.

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.

Term Offered: Fall

RAD 110 - Fundamentals of Clinical Radiography I**Units: 2**

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).

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.

Term Offered: Fall

RAD 112 - Patient Care and Medical Terminology**Units: 2**

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.

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.

Term Offered: Fall

RAD 116 - Radiography I**Units: 3**

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.

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.

Term Offered: Fall

RAD 118 - Radiology Physics and Circuitry**Units: 3**

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.

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.

Term Offered: Fall

RAD 124 - Radiographic Photography and Techniques**Units: 3**

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Successful completion of all semester I courses.

Term Offered: Spring

RAD 125 - Clinical Radiography I**Units: 2**

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.

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.

Term Offered: Spring

RAD 126 - Radiography II**Units: 3**

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Successful completion of all semester I courses.

Term Offered: Spring

RAD 128 - Imaging Equipment**Units: 3**

This course will investigate the evolution of radiographic equipment and provide a knowledge base of routine equipment utilized in modern imaging departments.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Successful completion of all semester I courses.

Term Offered: Spring

RAD 198 - Special Topics Radiologic Technology**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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

RAD 220 - Clinical Radiography II

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Successful completion of all previous Radiological Technology Program courses.

Term Offered: SUMMER

RAD 230 - Clinical Radiography III

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Successful completion of all previous Radiological Technology Program courses.

Term Offered: Fall

RAD 236 - Radiographic Contrast-Routine Exams

Units: 2

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Successful completion of all previous Radiological Technology Program courses.

Term Offered: Fall

RAD 238 - Radiation Safety and Protection

Units: 2

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Successful completion of all previous Radiological Technology Program courses.

Term Offered: Fall

RAD 242 - Radiography Quality Management

Units: 1

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.

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.

Term Offered: Spring

RAD 244 - Diagnostic and Therapeutic Radiation

Units: 2

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Successful completion of all previous Radiological Technology Program courses.

Term Offered: Fall

RAD 245 - Clinical Radiography IV

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Successful completion of all previous Radiological Technology Program courses.

Term Offered: Spring

RAD 247 - Radiography Quality Control

Units: 1

A study of quality control methods are examined and discussed pertaining to the equipment and usage within a radiography department.

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.

Term Offered: Fall

RAD 250 - Clinical Radiography V

Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Successful completion of all previous Radiological Technology Program courses.

RAD 259 - Seminar in Radiography

Units: 2

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.

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.

Term Offered: Spring

RAD 290 - Internship in Radiologic Technology

Units: 1-6

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: AS NEEDED

RE - Real Estate

RE 101 - Real Estate Principles

Units: 4

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.
Term Offered: Spring and Fall

RE 103 - Real Estate Law and Practice

Units: 4

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.
Term Offered: Spring and Fall

RE 198 - Special Topics in Real Estate

Units: 0.5-6

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Term Offered: AS NEEDED

READ - Reading

READ 135 - College Reading Strategies

Units: 3

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.

Term Offered: All Semesters

RS - Refrigeration Service Apprenticeship

RS 101 - Refrigeration/Service 1st Year Apprenticeship

Units: 6

This is the first year course for individuals in the Refrigeration Servicing (HVAC) program. This course is taken twice in the first year. The total embedded material is covered when this course is taken twice in one year. This course satisfies 45 hours of instruction toward specified programs and certificates for AAS Human Relations General Education requirements. This course satisfies 50 hours of instruction toward specified programs and certificates for AAS Math/Quantitative Reasoning General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

RS 151 - Refrigeration/Service 2nd Year Apprenticeship

Units: 6

This is the 2nd year course for individuals in the Refrigeration Servicing (HVAC) program. The course will cover: safety, cooling A/C I, refrigeration I and brazing and soldering. This course is a continuation of RS 101. This course is taken twice in the second year. The total embedded content is covered when this course is taken twice. This course satisfies 20 hours of instruction toward specified programs and certificates for AAS Math/Quantitative Reasoning General Education requirements. This course satisfies 45 hours of instruction toward specified programs and certificates for AAS Science/Quantitative Reasoning General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: RS 101

RS 201 - Refrigeration/Service 3rd Year Apprenticeship

Units: 6

It is the 3rd year course for individuals in the Refrigeration Servicing (HVAC) program. This course is taken twice in the third year. This course is a continuation of RS 151. The course will cover: air balance, venting, controls II and heating II.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: RS 151

RS 251 - Refrigeration/Service 4th Year Apprenticeship

Units: 6

This is the fourth year course for individuals in the Refrigeration Servicing (HVAC) program. This course is taken twice in the fourth year. The course will cover: troubleshooting, electricity I and II and metering devices. This course is a continuation of RS201.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: RS 201

RS 291 - Refrigeration/Service 5th Year Apprenticeship

Units: 6

This is the fifth-year course for individuals in the Refrigeration Servicing (HVAC) program. This course is taken twice in the fifth year. The fifth year wraps up the training of an HVAC Service Technician by supplying them with the final knowledge they will need to successfully navigate through their career in the field and in the trade. Being able to read jobsite documents, interpret them and effectively communicate and provide oversight of the other workers are key elements of a successful journey worker. Obtaining certifications and industry recognized credentials are a vital assessment of a worker's preparedness to work independently.

Enrollment Requirements: Prerequisite: RS 251

SCM - Supply Chain Management

SCM 474 - Purchasing and Global Sourcing

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.

Enrollment Requirements: Prerequisite: LGM 201, LGM 202, LGM 210, and LGM 352.

Term Offered: Fall

SMTL - Sheet Metal

SMTL 101 - Sheet Metal 1st Year Apprenticeship

Units: 6

This is a first-year course for individuals in the sheet metal apprenticeship program. This course is taken twice in the first year. The total embedded content is covered when this course is taken twice. This course satisfies 45 hours of instruction toward specified programs and certificates for AAS Human Relations General Education requirements. This course satisfies 50 hours of instruction toward specified programs and certificates for AAS Math/Quantitative Reasoning General Education requirements.

SMTL 151 - Sheet Metal 2nd Year Apprenticeship

Units: 6

This is a second-year course for individuals in the sheet metal apprenticeship program. This course covers trade mathematics; blueprint reading, sketching and elementary sheet metal layout and pattern development: local building codes and ordinances; industrial safety. This course is taken twice in the second year. The total embedded content is covered when this course is taken twice. This course satisfies 20 hours of instruction toward specified programs and certificates for AAS Math/Quantitative Reasoning General Education requirements. This course satisfies 45 hours of instruction toward specified programs and certificates for AAS Science/Quantitative Reasoning General Education requirements.

Enrollment Requirements: Prerequisite: SMTL 101

SMTL 201 - Sheet Metal 3rd Year Apprenticeship

Units: 6

This is a third-year course for individuals in the sheet metal apprenticeship program. This course is taken twice in the third year. *Transferability: May not transfer towards an NSHE bachelor's degree*
Enrollment Requirements: Prerequisite: SMTL 151

SMTL 251 - Sheet Metal 4th Year Apprenticeship

Units: 6

This is a fourth-year course for individuals in the sheet metal apprenticeship program. This course is taken twice in the fourth year. Course covers, welding -- arc, oxy-acetylene, shielded arc and cutting processes; non-ferrous metals -- properties, characteristics, use and processes; blueprint reading; sheet metal layout and pattern development; codes; estimating, cost analysis and bidding; safety. A review of SMTL 101 through SMTL 201.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: SMTL 201

SOC - Sociology

SOC 101 - Principles of Sociology

Units: 3

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.

Term Offered: All Semesters

SOC 102 - Contemporary Social Issues

Units: 3

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.

Term Offered: AS NEEDED

SOC 110 - Conflict Resolution

Units: 3

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.

Term Offered: Spring and Fall

SOC 198 - Special Topics in Sociology

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.

Term Offered: AS NEEDED

SOC 205 - Ethnic Groups in Contemporary Societies

Units: 3

Ethnic relations in the United States and other societies where cultural and ethnic pluralism illustrates problems and processes of social interaction. Same as ANTH 205.

Term Offered: Spring and Fall

SOC 210 - Introduction to Statistical Methods

Units: 3

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.

Enrollment Requirements: Prerequisite: Completion of PSY 101, or SOC 101; NGQAS score of 263-275, or equivalent ACT/SAT score, or completion of MATH 120 or higher.

Term Offered: Spring and Fall

SOC 261 - Introduction to Social Psychology

Units: 3

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.

Term Offered: Spring and Fall

SOC 275 - Introduction to Marriage and the Family

Units: 3

Sex roles, dating patterns, mate selection, marital interaction; alternative forms of marriage and family life.

Term Offered: AS NEEDED

SOC 276 - Aging in Modern American Society

Units: 3

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.

Term Offered: Spring and Fall

SOTA - School Of The Arts

SOTA 101 - Introduction to the Arts

Units: 3

SOTA 101 is an introduction to the performing and visual arts, including Fine Art, Music, Dance, and Theater. It introduces essential concepts for the analysis of art works, theater plays, music, and dance performances. After successful completion of this course, students will be able to confidently discuss and analyze music pieces, works of visual art, dance performances, and plays. No previous experience or knowledge of the arts is necessary for this class.

SPAN - Spanish

SPAN 101 - Basics of Spanish I

Units: 3

A basic course emphasizing spoken communication. Course assumes that students have had no prior formal training. Writing, listening and reading skills will be explored.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

SPAN 102 - Basics of Spanish II

Units: 3

A continuation of Spanish 101.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: SPAN 101.

Term Offered: AS NEEDED

SPAN 111 - First Year Spanish I

Units: 4

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.

Term Offered: All Semesters

SPAN 112 - First Year Spanish II

Units: 4

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.

Enrollment Requirements: Prerequisite: SPAN 111 or a Spanish CAPE

Placement score over 178.

Term Offered: All Semesters

SPAN 198 - Special Topics in Spanish

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

SPAN 211 - Second Year Spanish I

Units: 3

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.

Enrollment Requirements: Prerequisite: SPAN 112, or a Spanish CAPE

Placement score of 320 or higher.

Term Offered: Spring and Fall

SPAN 212 - Second Year Spanish II

Units: 3

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.

Enrollment Requirements: Prerequisite: SPAN 211, or a Spanish CAPE

Placement score of 347 or more.

Term Offered: Spring and Fall

SPAN 221 - Iberia and Its Cultures

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.

Enrollment Requirements: Prerequisite: ENG 101 or ENG 113

Term Offered: Fall

SPAN 222 - Hispanic-America and Its Culture

Units: 3

Introduction to the culture and civilization of Hispanic-American nations. Taught in English; no knowledge of Spanish required.

Enrollment Requirements: Prerequisite: ENG 101 or ENG 113

Term Offered: Spring

SPAN 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 culture has resulted in the uniqueness of the Southwest today. The course will be taught in English and is the same as HUM 225.

Term Offered: Fall

SPAN 226 - Spanish for Heritage Speakers I

Units: 3

Intended for students who have a Spanish language background but little or no formal training. Emphasis on writing skills, grammar and vocabulary enrichment. Not open to students who have credit for SPAN 211-SPAN 212. Completion of SPAN 227 satisfies the College of Liberal Arts foreign language requirement.

Term Offered: Fall

SPAN 227 - Spanish for Heritage Speakers II

Units: 3

Intended for students who have a Spanish language background but little or no formal training. Emphasis on writing skills, grammar and vocabulary enrichment. Not open to students who have credit for SPAN 211-SPAN 212. Completion of SPAN 227 satisfies the College of Liberal Arts foreign language requirement.

Enrollment Requirements: Prerequisite: Completion of SPAN 226.

Term Offered: Spring

SRGT - Surgical Technology

SRGT 101 - Introduction to Surgical Technology

Units: 1

Roles and responsibilities of the Surgical Technologist are discussed, defined, and explored. Includes hands-on demonstrations pertaining to the field of Surgical Technology. Discussion of the educational requirements, certifications, job description, and job outlook of the profession. This is a prerequisite course for applying to the CSN Surgical Technology Program, offered in partnership at TMCC. Surgical technologists work closely with surgeons, anesthesiologists, registered nurses and other surgical personnel to deliver patient care and assume appropriate responsibilities before, during and after surgery. Graduates of the CSN Surgical Technology Program are eligible to test for certified surgical technologist credentials.

Transferability: May not transfer towards an NSHE bachelor's degree

SRGT 110 - Introduction to Sterile Processing

Units: 1

The role and responsibilities of the Sterile Processing Technician will be discussed and demonstrated. Class time will consist of collecting the correct paperwork necessary for each hospital clinical site. Mandatory education on Blood Borne Pathogens, and HIPAA will be completed in this class. Students will also have some hands on experience with the role of a Sterile Processing Technician in the lab.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Co-requisite: SRGT 111 and SRGT 112

SRGT 111 - Sterile Processing

Units: 4

Study of detailed processes for sterilization of instruments and supplies within a healthcare setting.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Co-requisite: SRGT 110 and SRGT 112

SRGT 112 - Sterile Processing Clinical

Units: 4

The student will be assigned to specific preceptors to perform in the function of a Sterile Processing Technician. The student will actively assist in the assembly, cleaning, stocking, sterilizing, and record keeping as part of the Sterile Processing Department Team. Completing the certification exam will be required.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Co-requisite: SRGT 110 and SRGT 111

STAT - Statistics

STAT 152 - Introduction to Statistics

Units: 3

Descriptive statistics, probability models, statistical estimation and hypothesis testing, linear regression analysis, and special topics.

Enrollment Requirements: Prerequisite: A grade of 'C' or better in MATH 124, MATH 126 or equivalent or qualifying ACCUPLACER, ACT/SAT test results. A graphing calculator may be required for this course.

Term Offered: Spring and Fall

SW - Social Work

SW 101 - Introduction to Social Work

Units: 3

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.

Term Offered: Spring and Fall

SW 250 - Social Welfare, History, and Policy

Units: 3

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.

Enrollment Requirements: Prerequisite: SW 101 with a C or better.

Term Offered: Spring and Fall

TCA - Touring and Convention Admin

TCA 201 - Hospitality Career Development

Units: 3

The purpose of this course is to prepare students for fulfilling, balanced careers as hospitality professionals. The course takes a strategic orientation to career planning (3 to 5 years); and facilitates student development of effective verbal, non-verbal, and written expression skills.

Enrollment Requirements: Prerequisite: ENG 100 or higher or qualifying ACT/SAT test scores or permission of instructor.

Term Offered: AS NEEDED

THTR - Theatre

THTR 100 - Introduction to Theatre

Units: 3

A survey course covering a variety of different aspects of theater including play analysis, historical style, play writing, acting, directing, technical theatre, 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.

Term Offered: Spring and Fall

THTR 105 - Introduction to Acting I

Units: 3

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.

Term Offered: Spring and Fall

THTR 175 - Introduction to Musical Theatre Literature

Units: 3

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).

Term Offered: Fall

THTR 176 - Musical Theatre Workshop I

Units: 1-3

Performance of Musical Theatre Production.

Enrollment Requirements: Prerequisite: Successful audition or instructor permission

Term Offered: Spring and Fall

THTR 180 - Cinema as Art and Communication

Units: 3

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.)

Enrollment Requirements: Prerequisite: Completion or concurrent enrollment of ENG 101 or equivalent.

THTR 198 - Special Topics in Theatre

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 199 - Play Structure & Analysis

Units: 3

A study of dramatic structure and examination of the basic elements of theatrical texts. Introduction to applied methods of script analysis as an approach to researching, writing, directing, designing, performing, and critiquing plays and screenplays.

Enrollment Requirements: Prerequisite: THTR 100, or instructor approval

THTR 200 - Introduction to Design/Technology

Units: 3

Create designer drafting and elevations for scenic, costume, and lighting components, of the theatre; present designed projects to prove a working knowledge of the elements of design and visual composition for the theatre; defend artistic choices in graphic communication and artistic drawing as a primary means for improvement in expression; improve the creative thought process by exploring and discovering artistic expressions; demonstrate a working knowledge of drafting conventions including line weight, dimensioning and notations as established by USITT drafting standards.

THTR 204 - Theatre Technology I

Units: 3

This course will focus on developing the skills needed to create theatrical productions. Focus will be on safety, tool use, material properties, and problem solving in order to build, sew, paint, rig, and run a theatre production.

Term Offered: SPR EVEN

THTR 205 - Introduction to Acting II

Units: 3

Continued work on scenes and on principles of auditioning, role analysis, play rehearsal and problems related to sustaining a stage performance.

Enrollment Requirements: Prerequisite: THTR 105 or approval of instructor.

Term Offered: All Semesters

THTR 209 - Theatre Practicum

Units: 1-6

An advanced course for serious students of theatre 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.

Term Offered: Spring and Fall

THTR 210 - Theatre: a Cultural Context

Units: 3

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.

Term Offered: All Semesters

THTR 232 - Children's Theatre

Units: 3

Rehearsal and performance of plays for Children Theatre including singing, dancing, and acting skills for the college student. The course culminates in multiple public performances.

Term Offered: Fall

THTR 235 - Design Aesthetics

Units: 3

Students will explore the elements and principles of design for visual communication through different artistic media, and apply developed concepts to theatrical productions.

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.

Enrollment Requirements: THTR 105 Introduction to Acting I

Term Offered: Fall

THTR 258 - Theatre Experience and Travel

Units: 1-2

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.

Enrollment Requirements: Prerequisite: Approval of instructor.

Term Offered: Spring

THTR 276 - Musical Theatre Workshop II

Units: 1-3

Continuation of Rehearsal and Performance of Musical Theatre Productions.

Enrollment Requirements: Prerequisite: THTR 176, successful audition or instructor approval

Term Offered: Spring and Fall

THTR 290 - Internship in Speech and Theatre

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. 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.

Enrollment Requirements: Prerequisite: Consultation, application, and assignment of internship status.

Term Offered: AS NEEDED

THTR 295 - Independent Study: Theatre

Units: 1-3

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.

Enrollment Requirements: Prerequisite: Approval of instructor.

Term Offered: Spring and Fall

THTR 301 - Drafting & Drawing Studio for the Theatre

Units: 3

Develop hand drafting and CAD skills to create drafting for theatre production. Emphasis is placed on informational clarity and adherence to industry drafting standards.

Enrollment Requirements: Prerequisite: THTR 209 Theatre Practicum

VETN - Veterinary Nursing

VETN 100 - Introduction to Veterinary Assisting

Units: 4

This is an introductory course for veterinary assistants. Students will gain knowledge and hands on experience in a variety of topics including: completion of front office procedures for the veterinary hospital; breed identification; recognition of animal behavior and demonstration of common restraint methods; understand infection control and isolation procedures; perform basic tasks such as vaccine/medication administration and husbandry procedures; obtain patient history and perform physical examinations with data recording.

Transferability: May not transfer towards an NSHE bachelor's degree

VETN 101 - Introduction to Veterinary Nursing

Units: 4

An introductory course in veterinary nursing/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.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite: Must be admitted to the Veterinary Nursing Program.
Term Offered: Fall

VETN 105 - Veterinary Medical Terminology

Units: 1

This course is an introduction to medical terms, laymen's terms, and abbreviations utilized by the veterinary profession.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite: Must be admitted to the Veterinary Nursing Program.
Term Offered: Fall

VETN 110 - Clinical Anatomy and Physiology I

Units: 4

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite: Must be admitted to the Veterinary Nursing Program.
Term Offered: Fall

VETN 112 - Clinical Anatomy and Physiology II

Units: 4

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.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite: Must be admitted to the Veterinary Nursing Program and successful completion of VETN 110
Term Offered: Spring

VETN 120 - Advanced Veterinary Assisting

Units: 4

This is an advanced course for veterinary assistants designed to build on the material from VETN 100. Students will gain knowledge and hands on experience in a variety of topics including: understand common and zoonotic diseases of animals; read pet food labels and understanding nutritional concepts; perform proper prescription labeling and understand general pharmacy requirements; assist with surgical patient preparation; perform basic lab work; and assist with diagnostic imaging.

Enrollment Requirements: Completion of VETN 100 with a C or better. Co-requisite: VETN 130.

VETN 125 - Veterinary Office and Clinical Procedures

Units: 1

This course is designed to introduce to the veterinary nursing 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/veterinary nurse. Topics covered include: basic communication techniques, record keeping, filing, computer software, resume construction and interviewing techniques.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite: Must be admitted to the Veterinary Nursing Program.
Term Offered: Fall

VETN 128 - Animal Nursing

Units: 4

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/veterinary nurses.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite: Must be admitted to the Veterinary Nursing Program.
Term Offered: Spring

VETN 130 - Directed Veterinary Assisting Practical

Units: 2

This course enables students to supplement coursework with practical work experience. Students will observe the daily functions of a variety of area veterinary hospitals and practice the skills of a veterinary assistant under direct supervision. Students have a set rotation schedule for attendance at a specific facility on a weekly basis. The schedule may include weekend rotations.

Enrollment Requirements: Prerequisite: Completion of VETN 100 with a C or better. Co-requisite: VETN 120.

VETN 203 - Veterinary Clinical and General Pathology

Units: 4

The course includes information in hematology, clinical chemistry, microbiology, urinalysis, immunology, cytology, and toxicology. The student will learn collection, handling, and transporting of biological samples. Students will learn laboratory procedures to assist in the diagnostic process for animal diseases and illnesses.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite: Must be admitted to the Veterinary Nursing Program.
Term Offered: Spring

VETN 205 - Diagnostic Imaging

Units: 2

This course teaches 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.

Transferability: May not transfer towards an NSHE bachelor's degree
Enrollment Requirements: Prerequisite: Must be admitted to the Veterinary Nursing Program.
Term Offered: Spring

VETN 208 - Lab Animal Science and Exotics

Units: 2

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 (nurse's) role in a research facility, zoological facility and a general veterinary practice.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Must be admitted to the Veterinary Nursing Program.

Term Offered: Spring

VETN 209 - Parasitology

Units: 2

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Must be admitted to the Veterinary Nursing Program.

Term Offered: Fall

VETN 211 - Animal Nutrition

Units: 2

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Must be admitted to the Veterinary Nursing Program.

Term Offered: Fall

VETN 225 - Pharmacology and Toxicology

Units: 2

This course is designed to instruct veterinary nursing 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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Must be admitted to the Veterinary Nursing Program.

Term Offered: Fall

VETN 227 - Advanced Animal Nursing

Units: 4

This course is designed to provide the veterinary nursing student with a further understanding of diseases in veterinary medicine.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Must be admitted to the Veterinary Nursing Program.

Term Offered: Spring

VETN 235 - Surgical Anesthesia, Nursing & Dental Procedures **Units: 4**

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: VETN 110 and VETN 112. Corequisite: VETN 225. Must be admitted to the Veterinary Nursing Program.

Term Offered: Fall

VETN 240 - Large Animal Procedures

Units: 4

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 and will be discussed as they relate to each species.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Must be admitted to the Veterinary Nursing Program.

Term Offered: Fall

VETN 250 - Critical Care

Units: 3

A course in procedures, nursing and diseases with respect to the critically ill patient.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Must be admitted to the Veterinary Nursing Program.

Term Offered: Spring

VETN 266 - Directed Veterinary Nursing Practical

Units: 2

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Must be admitted to the Veterinary Nursing Program.

Term Offered: Fall

VETN 267 - Advanced Clinical Practices

Units: 2

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 nursing program.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Must be admitted to the Veterinary Nursing Program.

Term Offered: Spring

VIS - Visual Media

Also see GRC (Graphic Communications) courses that are part of the Graphic Arts and Media Technology/Graphic Communications degrees and certificates.

VIS 120 - Introduction to Animation

Units: 3

An introduction to the history of animation and the production of animated work through screening and readings, in tandem with the hands-on, practical application of several historical animation production processes.

Enrollment Requirements: Prerequisites: GRC 116 or approval of instructor.

VIS 212 - Digital Editing

Units: 3

Introductory principles of post-production including equipment, software, and fundamentals of editing concepts. This is an entry-level course designed to teach beginning skills in post-production.

Enrollment Requirements: GRC 182 or approval of instructor.

VIS 213 - Sound Recording and Design

Units: 3

This course will explore the relationship between sound and image. Our approach will be both theoretical and practical. Most importantly, perhaps, we will listen to already existing sound design and listen to the environments around us. Our goal is to discover new ways to think and talk about sound, and new ways to incorporate sound into the creation of digital cinema and multimedia work.

Enrollment Requirements: GRC 182 or approval of instructor.

VIS 214 - Cinematography and Lighting

Units: 3

Film analysis and short film building utilizing current industry photographic and cinematographic principles. Fundamental knowledge of camera and lighting techniques and equipment. Students will work extensively with lighting.

Enrollment Requirements: Prerequisite: VIS 212

VIS 310 - Digital Cinema II

Units: 3

Intermediate digital filmmaking course that allows students to utilize skills in screenwriting, cinematography, editing, and sound design in the production of film projects demonstrating artistry and polish. Students will also learn to manage crews, adopt professional work practices, and exercise creative problem-solving techniques.

Enrollment Requirements: Prerequisite: GRC 282 or instructor approval

VIS 330 - Digital Animation II

Units: 3

Advanced study and refinement of digital animation techniques. Focus on animation design and the creation of short animated projects.

Enrollment Requirements: Prerequisite: VIS 120 and GRC 132 or approval of instructor.

WELD - Welding

WELD 101 - Basic Metals

Units: 3

Basic techniques of metal forming and fabrication using drill press, lathe, milling machine; soldering; brazing; oxyacetylene and electric arc welding.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: All Semesters

WELD 198 - Special Topics in Welding

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

WELD 205 - CNC PAC I

Units: 3

This course will introduce student to CNC setup, operation and basic applications. Student should be able to explain operator safety, cutting table layout, data input, program preparation and plasma operation. The embedded material is covered when this class is taken in conjunction with WELD 206. This course satisfies 25 embedded hours toward specified programs and certificates for AAS Math/Quantitative Reasoning General Education requirements. This course satisfies 20 embedded hours toward specified programs and certificates for AAS Human Relations General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Corequisite: WELD 206. 20/20 vision (corrected), good hand-eye coordination, general good health.

WELD 206 - CNC PAC I Practice

Units: 2

This course is designed to give students the opportunity to hone their skills in basic CNC operation in a lab setting. Practice time is allowed to perfect skills and complete lab assignments. The embedded material is covered when this class is taken in conjunction with WELD 205. This course satisfies 25 embedded hours toward specified programs and certificates for AAS Math/Quantitative Reasoning General Education requirements. This course satisfies 20 embedded hours toward specified programs and certificates for AAS Human Relations General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: WELD 205 co-requisite, 20/20 vision(corrected), good eye-hand coordination, general good health.

WELD 211 - Welding I

Units: 3

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.

Enrollment Requirements: Corequisite: WELD 212. 20/20 vision (corrected), good hand-eye coordination, general good health.

Term Offered: All Semesters

WELD 212 - Welding I Practice

Units: 2

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: WELD 211. May also be taken concurrently with WELD 211.

Term Offered: All Semesters

WELD 215 - Introduction to Welding Fabrication Techniques Units: 3

This course introduces the learner to Fabrication techniques used in the welding industry including: planning/organizing, math, cutting/processing material, fit-up techniques and finish techniques.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: Completion of 15 credits in welding and 1 drafting class excluding DFT 110.

WELD 221 - Welding II Units: 3

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.

Enrollment Requirements: Prerequisite: WELD 101 or WELD 212 or instructor approval. Corequisite: WELD 222.

Term Offered: All Semesters

WELD 221M - Welding II Units: 0.5

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. The student must complete all content for the following six areas in order to meet degree or certificate requirements. 1. Apply quality shielded metal arc welds in all positions in compliance with AWS D1.1 standards. (.5 Credits)2. Introduce advanced flame cuts through the use of machine operated equipment (.5 Credits)3. Introduce Basic Gas Metal Arc Welding safety, equipment and conduct basic operations (.5 Credits)4. Introduce Basic Gas Metal Arc Welding theory and technique for fillet and groove welds. (.5 Credits)5. Introduce air carbon arc cutting equipment and operation (.5 Credits)6. Apply fabrication of simple parts from a basic drawing or sketch using the SMAW, GMAW and machine OFC processes (.5 Credits)Completion of all six areas (total of 3 credits) satisfies 4 hours of instruction toward completing the embedded human relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. Completion of all six areas (total of 3 credits) satisfies 8 hours of instruction toward completing the embedded mathematics curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A.

Enrollment Requirements: Prerequisite: WELD 101 or WELD 212M or instructor approval. Corequisite: WELD 222M.

WELD 222 - Welding II Practice Units: 2

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: WELD 221. May be taken concurrently with WELD 221.

Term Offered: ALLSEM&W

WELD 225 - Independent Study Units: 1-6

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

WELD 231 - Welding III Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: WELD 222 or instructor approval.

Corequisite: WELD 232.

Term Offered: All Semesters

WELD 232 - Welding III Practice Units: 2

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: WELD 231. May be taken concurrently with WELD 231.

Term Offered: All Semesters

WELD 241 - Welding IV Units: 3

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: WELD 222 or WELD 232 or instructor approval. Corequisite: WELD 242

Term Offered: All Semesters

WELD 242 - Welding IV Practice Units: 2

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: WELD 241. May be taken concurrently with WELD 241.

Term Offered: All Semesters

WELD 250 - Welding Certification Preparation

Units: 1-12

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: WELD 241 or instructor approval.

Term Offered: All Semesters

WELD 255 - CNC PAC II

Units: 3

This course will build upon the WELD 205/WELD 206 courses. It is designed to increase the student's knowledge and training of the CNC equipment. The student will develop skills in beginning CNC operations. They will increase their skills in blueprint reading to convert various materials into precise usable parts using CNC equipment. These usable skills will directly transfer to the workplace. The embedded material is covered when this class is taken in conjunction with WELD 256. This course satisfies 25 embedded hours toward specific programs and certificates for AAS Math/Quantitative Reasoning General Education requirements. This course satisfies 25 embedded hours toward specified programs and certificates for AAS Human Relations General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Completion of WELD 205, WELD 206, Weld 211 and Weld 212.

WELD 256 - CNC PAC II Practice

Units: 2

This course is designed to give students the opportunity to hone their skills in CNC operation in a lab setting. Practice time is allowed to perfect skills and complete lab assignments. The embedded material is covered when this class is taken in conjunction with WELD 255. This course satisfies 25 embedded hours toward specified programs and certificates for AAS Math/Quantitative Reasoning General Education requirements. this course satisfies 25 embedded hours toward specified programs and certificates for AAS Human Relations General Education requirements.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Prerequisite: WELD 205 and WELD 206. Co-requisite: WELD 255. Must have 20/20 vision (corrected), good eye-hand coordination, general good health.

WELD 280 - Introduction to Robotic Welding

Units: 3

This course introduces the learner to robotic welding. The course includes safety techniques, applications, equipment, fixtures and trouble shooting.

Transferability: May not transfer towards an NSHE bachelor's degree

Enrollment Requirements: Pre-Requisite: Completion of 15 credits in welding and 1 drafting class.

WELD 290 - Internship in Welding

Units: 1-8

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.

Transferability: May not transfer towards an NSHE bachelor's degree

Term Offered: AS NEEDED

WMST - Women's Studies

WMST 101 - Introduction to Women's Studies

Units: 3

Interdisciplinary analysis of women in culture and society from historical and cross-cultural perspectives.

Term Offered: All Semesters

WMST 250 - Introduction to Feminist Theory

Units: 3

Introduces theory and methods in feminist research and issues from traditional and contemporary perspective.

Enrollment Requirements: Dual Requisite: ENG 101 completed or concurrently enrolled.

Term Offered: AS NEEDED

WMST 255 - The American Women's Movement

Units: 3

Introduction to American women's history and politics focusing on race, gender, and class relations, and the legal and economic status of women.

Enrollment Requirements: Prerequisite: ENG 101 completed or concurrently enrolled

Term Offered: AS NEEDED

CAMPUS RESOURCES

Computer, Network and Email 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 via phone. Walk-in assistance with passwords or mobile device configurations is available in the Information Technology office in Red Mountain 205. Students can also 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), William N. Pennington Applied Technology Center at Edison Way (EDSN 108) and the William N. Pennington Health Science Center at the Redfield campus (HSC 100). Opening hours can be found online (<https://www.tmcc.edu/information-technology/students/computer-lab-hours/>). The Computer Labs are equipped with computers, printers and the most commonly-used software.

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. 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 (Vets.gov)
- 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
- 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, and many more
- Direct access to Veterans Integration to Academic Leadership (V.I.T.A.L.) representatives as well as VA counseling services
- Veteran Job Board
- Referrals to other College resources
- Free Coffee

Veterans Education Benefits

Location: Veterans Resource Center, Red Mountain Building 241

Phone: 775-337-5612

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, Reservists, 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 educational 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 (<https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/>)
- Transfer Credit Evaluation Request (<http://www.tmcc.edu/advisement/downloads/credit-evaluation-for-transfer-students/>)

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.

Students using VA education benefits 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 — Students using VA education benefits 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. Students using VA education benefits 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.

TMCC does not penalize students using VA Education benefit programs under Chapters 33 and 31 while waiting for payment from the Department of Veterans Affairs providing they submit a certificate of eligibility, a written request to use such entitlement, and any additional information needed to certify enrollment. Students will continue to have access to classes, libraries, and other institutional facilities as outlined available in our catalog. No late fees will be assessed and student accounts will be considered on hold. Title 38 USC 3679 (e).

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

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 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.

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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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General Counsel, President's Office

ALVES, AMY

Executive Assistant, Academic Affairs

ANTUNEZ, ELLIS

Community College Professor, Architecture

ASHTON, MARJORIE

Community College Professor, Accounting

AULSTON, EARL

Controller, Controller's Office

AYARBE, JOSEPH¹

Director, Financial Aid, Scholarships and Student Employment and
Student Employment

BAINES, WILLAIM

Community College Professor, Humanities

BAKER, CARL

Programmer, Application Support Services

BARNES, FRANK¹

Department Chair, Public Service

BARTL, CLIFFORD

Community College Professor, Transportation Technology

BENNETT, ANNE-LOUISE

Executive Director, Foundation & Institutional Advancement

BLAQUE, BRIDGETT

Community College Professor, English

BLUHM, SUSAN

Community College Professor, Nursing Assistant

BOARDMAN, DAVID¹

Community College Professor, Environmental Control Technology

BOCCHESI, VERONICA¹

Community College Instructor, Nursing

BODEN, DAVID

Community College Professor, Physical Sciences

BOME, MARGARET¹

Community College Professor, English

BOWEN, CHARLOTTE

Counselor, Counseling

BOWES, BARBARA

Community College Professor, Nursing

BREWSTER, CATHY

Manager, Professional Development

BRAND, RICHARD¹

Vice President, Academic Affairs

BROCHU, GABRIELA

Community College Professor, Foreign Languages

BROCK, ARNOLD

Community College Professor, Criminal Justice

BRYCHTA, THERESE

Community College Professor, English

BUCKHEART, MONA

Director, New Student Services

BURKE, EDMUND

Community College Professor, Biology

BURNHAM, FRANK

Director, Planning and Administrative Services

BUTTON, DOROTHY

Community College Instructor, Nursing

CAMPBELL, JAMIE

Community College Professor, Biology

CASERTA, JOHN¹

Dean, Adult and Community Education

CHAI, QUAN-PING

Community College Professor, Mathematics

CHALMERS, ESTHER¹

Community College Instructor, Nursing

CHESELDINE, DIANNE

Community College Professor, Foreign Language

CHISM, BARBARA

Community College Professor, Business

CHISM, JOHN

Community College Professor, Management

CHRYSANTHOU, JUANITA

Vice President, Student Services

CLAYBROOK, JAMES^{1, 2}

Counselor, Counseling

CLEVINGER, JOHN

Community College Professor, Chemistry

COFFMAN, SIGRUN

Community College Professor, Humanities

COLES, JOHN

Community College Professor, Psychology

CONKEY, JAMES

Community College Professor, Biology

COONEY, MATA-MARIE¹

Reference Supervisor, Library

CORTEZ, AURORA

Community College Professor, English

COTTER, JIM

Community College Professor, Mathematics

COX, CHARLOTTE

Community College Professor, Reading

DAIN, JO ANNE¹

Community College Professor, Word Processing

DALPE, KYLE

Dean, Technical Sciences

DAVIS, CYNTHIA

Community College Professor, Mathematics

DEBOY, KEN

Specialist, Information Technology

DENHAM, RENA

Community College Professor, Humanities

DOHERTY, BILL

Community College Professor, Computer Technologies

DONATHAN, DALE¹

Community College Professor, History

DOSER, ELSIE

Assistant Vice President, Institutional Effectiveness and Research

DOSER, JOSEPH¹

Department Chair, Accounting/Business

DULGAR, LAURA

Director, Outreach and Recruitment

DURHAM-TAYLOR, PATRICIA

Community College Professor, Nursing

DWYER, KATHARINE

Budget Analyst, Budget Office

EARDLEY, V. JAMES¹

TMCC President

EGENBERGER, FRED

Interim Director, Budget and Planning

ELLIS, GREG

Community College Professor, Computer Technologies

EMBRY, CHARLTON RAY

Community College Professor, English

FARRENKOPH, PAULA

Community College Professor, Mathematics

FRANDSEN, JERALD¹

Community College Professor, Real Estate

FREDRICKSON, JUDITH

Community College Professor, Computer Sciences

FRUZZETTI, ARMIDA

Community College Professor, Psychology

FUNKHOUSER, PAULA

Dean, Business & Computer Technologies

GALLEGOS, WILLIAM

Community College Professor, Mathematics

GARAVANTA, LES¹

Community College Professor, Diesel Technology

GARNER, KAREN

Executive Director, Development

GIFFORD, TELL

Community College Professor, Humanities

GLAZIER, PATRICIA MICHELE

Director, Education Centers' Student Services

GOFF, MARJORIE¹

Community College Instructor, Nursing

GOLDEN, TERESA

Manager, Humanities

GONZALES, JOSEPH

Community College Professor, Political Science

GREEN, BONNIE

Placement Specialist, Academic Advisement and Career Services

GRIMM, BARBARA

Community College Professor, Computer and Office Technology

GROSHONG, JIMM^{1,2}

Director, Plants & Facilities

GWALTNEY, JOHN

Community College Professor, Economics

HALL, KURT

Counselor, Counseling Center

HANCOCK, EDWARD

Community College Professor, Communications

HARDER, KELSIE

Community College Professor, Visual Arts

HARPER, BRENT¹

Community College Professor, Fire Science

HEJNY, WARREN

Community College Professor, Radiologic Technology

HENDERSON, PHYLLIS

Community College Professor, Education

HENNINGS, DENNIS

Community College Professor, Architecture, Drafting and Engineering

HERNANDEZ, ANGIE

Program Coordinator, Career and Technical Education College Credit

HERNANDEZ, HUMBERTO

Specialist, Academic Advisement

HOBSON, PAULA LEE

Executive Director, Foundation

HOLDERMAN, ORVILLE¹

Divisional Chairman, Industrial/Technical, and Public Service

HOLMES, MICHAEL

Community College Professor, Construction Technology

HOUSDEN, THERSE²

Community College Professor, Mathematics

HOUSE, CATHY

Community College Professor, Computer Technologies

HOUSE, ELLEN

Community College Professor, Nursing

HUNEYCUTT, RITA¹

Senior Vice President

HURLEY, PAIGE

Financial Aid, Scholarships and Student Employment Officer, Financial Aid, Scholarships and Student Employment

JAEGER, DEANN,^{1,2}

Community College Professor, Dental Assisting

JARVIS, PATRICIA

Specialist, Technical Sciences Division

JIMENEZ-ANDERSON, SUSAN

Librarian, Elizabeth Sturm Library

JOHNSON, KENNETH

Director, Admissions and Records Management Information Systems

JOHNSON, MAX¹

Executive Assistant

JOHNSON, TAMMY

Information Technician/AV Operations, User Support Services

KLEINE, CARROYL¹

Director, Personnel

KUPER, JANICE

Community College Professor, Nutrition

LAGUERRE, JOWEL

Vice President, Academic Affairs

LAURITZEN, ERIK¹

Community College Professor, Fine Arts

LEFEBVRE, ERNESTINE¹

Community College Instructor, Radiological Technology

LEWIS, ALLEN

Community College Professor, Computer and Office Technology

LICATA, RIC^{1,2}

Community College Professor, Architecture

LINDEKEN, MARSHA

Director, Human Resources

LOVE, MARY

Community College Professor, Nursing

LOVETT, L.D.

Counselor, Education Centers' Student Services

LOWE, SHARON

Community College Professor, History

LUCCHESI, KATHLEEN

Dean, Student Services

LUCCHESI, LEON

Community College Professor, Electronics

MACDONALD, SCOTT

Director, Advanced Technology

MAGSTADT, KAREN

Manager, President's Office

MARBLE, WILLIAM

Manager, Information Technology Operations

MARGERUM, DONNA

Acting Director, Community Services/General Studies

MARTIN-MATHEWS, BERNICE

Director, Nursing and Health Sciences

MATHISEN, JACQUELINE

Counselor, Counseling Center

MCCLURE, DANIEL¹

Counselor, Counseling

MCCOY, DIANA¹

Community College Professor, Economics

MCCOOL, SHANNON

Community College Professor, Mathematics

MCKNIGHT, RUTH^{1, 2}

Counselor, Counseling Center

MEADOR, MICHELE

Chief Human Resources Officer, Human Resources

MEHM, WILLIAM

Community College Professor, Biology

MELA, KEN

Specialist, Veterans Upward Bound

MENTZER, ALAN

Community College Professor, Criminal Justice

METCALF, CAROL¹

Community College Professor, Nursing

MIDDLEBROOKS, DELORIS¹

Community College Professor, Nursing

MILLER, RANDY

Program Director, Information Technology

MOLT, JOHN

Program Director, Application Support Services

MONTOYA, MICHELLE

Coordinator, Tutoring and Learning Center

MORTENSEN, CINDY

Community College Professor, Computer Technologies

MULDER, HELEN

Cooperative Education

MUNSON, BERT¹

Dean of Instruction

NAUMER, CAROLA^{1, 2}

Community College Professor, Visual Arts

NEWHALL, BILL

Community College Professor, Mathematics

NICOLET, DIANE

Director, E.L. Cord Child Care Center

NYSWONGER, NEVIN

Community College Instructor, Transportation Technology

OAKLEY, CHAUNCEY¹

Community College Instructor, Mathematics

ODYNSKI, KATHERINE

Assistant Dean, Workforce Development and Community Education
Division

PERRY, GABE

Community College Professor, Automotive Technology

PHINNEY, NADINE

Librarian, Elizabeth Sturm Library

PIERCY, EARL

Community College Professor, Sociology

PLAGGEMEYER, TED

Dean, Sciences

PONTRELLI, N. JEAN¹

Community College Professor, English

PORTER, PATTY

Program Director, Student Outreach

PREECE, NOLAN

Community College Professor, Visual Arts

PURDY, MELANIE

Counselor, Counseling Center

RAINEY, MICHAEL

Dean, Workforce Development and Community Education

RAY, JOCELYN

Counselor, Counseling

REED, THOMAS

Assistant Director, Financial Aid, Scholarships and Student Employment

REINHARDT, ELSI

Community College Professor, Mathematics

RICHTER, DEBORAH

Community College Professor, Workforce Development and Continue Education

RIEL, MARY JEAN¹

Community College Instructor, Mathematics

RINALDI, ROSEMARY

Community College Professor, Nursing

RINGKOB, PAULA

Community College Professor, Accounting

RIVERS, VIRGINIA

Community College Professor, Environmental Science

ROBERTS, DAVE

Executive Director, Facilities Operations and Capital Planning

ROBERTSON, JUDY CHILCOTT

Community College Professor, Mathematics

RODERICK, JAMES

Community College Professor, English

ROSE, ROBERT

Community College Professor, Mathematics

ROSSETTI, CINDY

Director, Budget

RUF, BRIAN

Community College Professor, Drafting

SALABER, STEPHEN

Controller, Controller's Office

SANDERS, BARBARA

Dean, Equity and Inclusion

SANFORD, DELORES

Vice President, Finance and Administrative Services

SAUNDERS, LINDA

Community College Professor, Nursing

SCHEIBLE, BEN

Community College Professor, Real Estate

SEPTIAN, JOHN

Community College Professor, Welding

SIEGEL, NEIL

Librarian, Elizabeth Sturm Library

SKIBINSKI, GARY

Program Director, Auxiliary Services

SKIVOFILAKAS, GEORGE^{1, 2}

Community College Professor, Food Service

SLAVIN, PATRICIA

Associate Dean, President's Office

SMALL, GAIL

Community College Professor, Mathematics

SMITH, LAURIE

Special Projects Liaison, Workforce Development and Community Education

SOUZA, TRAVIS

Program Coordinator, Web College

STREEPER, STEVEN

Community College Professor, Economic

STROUB, DEE¹

Division Chair, Social Sciences

STUBBS, MARY

Community College Professor, Nursing Assistant

STURM, ELIZABETH¹

Director, Learning Resource Center

SUSSMAN, JENNIFER

Specialist, Human Resources

SWANK, CRYSTAL

Community College Professor, Early Childhood Education

SWINNEY, KERRY

Community College Professor, Emergency Medical Services

TAVERNIA, GEORGE

Director, Administrative Services

TEIRUMNIKS, MARIA

Community College Professor, Sociology

TOOKE, THOMAS

Counselor, Counseling Center

TRETEN, BRAD

Community College Professor, Accounting

TURBOW, SUE

Community College Professor, Early Childhood Education

TURNER, BEVERLY

Community College Professor, Foreign Language

TUTEUR, LAWRENCE

Associate Dean, Instruction

TWITCHELL, BARBARA

Director, Re-Entry Center

TWITCHELL, WIRT

Director, Academic Advisement and Career Services

VELTRI, ANNA

Counselor, Counseling

WALKER, LLOYD

Community College Professor, Architectural Design

WEBB, JASON

Network Administration Specialist, Application Support Services

WEBB, LAURA

Director, Dental Hygiene

WEHR, MARIA

Community College Professor, Mathematics

WELLS, BRIAN

Community College Professor, Graphic Arts

WHITEHURST, NEIL

Community College Professor, English

WILKINS, DAVID¹

Community College Professor, Mathematics

WILLIAMS, DANIEL

Community College Professor, Biology

WINSLOW, CHRISTOPHER

Chief Information Technology Officer, Information Technology

WINSLOW, NADINE

Executive Assistant, President's Office

WOEHR, CHERYL

Counselor, Counseling Center

WOOD, CORA FAYE¹

Community College Professor, Sociology

WOOD, KAREN¹

Community College Professor, Nursing

WRAY, CAROLYN

Community College Professor, Theater

WURM, SHARON

Executive Director, Financial Aid, Scholarships and Student Employment

YARNEVICH, JOHN

Community College Professor, History

ZIDECK, STEPHEN

Community College Professor, Mathematics

1

Deceased

2

Posthumously

STUDENT APPEALS

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 and Diversity, 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 Program Director of Equity, Inclusion and Sustainability, and follow guidelines listed in the Board of Regents Handbook.
- Classroom or departmental procedures - contact the appropriate department.
- Disciplinary issues-contact the Student Conduct 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 Grade Appeal.

POLICIES AND REGULATIONS

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- College Annual Security Report (p. 430)
- Drug, Alcohol, and Tobacco Prevention Policy (p. 431)
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- NSHE Policy Against Unlawful Discrimination and Harassment; Complaint Procedure (p. 433)
- Online Learning Student Complaint Process (p. 455)
- Policy for Implementation and Awarding of the Continuing Education Unit (p. 455)
- Policy on Unsupervised Children (p. 457)
- Progression Standards for F-1 International Students on TMCC's I-20 (p. 457)
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Admission Policies

Community College Admission-General Policy

Board of Regents Handbook, Title 4, Chapter 16, Section 18

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, color, religion, sexual orientation, or gender identity or expression. As used in this section:
 - a. "Race" includes traits associated with race, including without limitation, hair texture and protective hairstyles.
 - b. "Protective hairstyle" includes, without limitation, hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks and twists.
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. An applicant who is seeking to attain a high school diploma or its recognized equivalent and a degree or certificate simultaneously may be admitted. An applicant who is subject to compulsory high school attendance under NRS Chapter 392 is not eligible for admission under this Subsection.
4. 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.

5. 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.
6. 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.
7. 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.
8. 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 to TMCC's Jump Start Program.

High School students levels Freshmen through Seniors are eligible to request enrollment to college classes. All class prerequisites must be met.

High school students and their legal guardians agree to and must follow the Jump Start Student Roles and Responsibilities (<https://www.tmcc.edu/jump-start-program/student-roles-and-responsibilities/>).

Academic freedom is practiced at TMCC and allows faculty and students to pursue whatever inquiry they feel is important in the classroom without fear of censorship. In a college environment, students may encounter adult language and images, different philosophical viewpoints, and belief systems.

Once admitted to a college class, the student should be the only point of contact with college instructors.

Students pay for all costs of college enrollment, including the application fee, class fees, and textbook costs.

Students seeking admission to the TMCC High School (<https://www.washoeschools.net/tmcchs/>) can contact 775-674-7660 for information.

TMCC Jump Start Dual Credit Program

To enroll in college classes high school students must complete the required Jump Start Steps to Enroll (<https://www.tmcc.edu/steps-to-enroll/high-school/jump-start/>).

Most high school students have an 'under 18 hold' on their account. Students should complete a Permission to Enroll form (<https://www.tmcc.edu/steps-to-enroll/high-school/jump-start/permission-to-enroll/>).

enroll/) every semester to request class enrollment. Legal guardian and high school counselor consent are required. Permission to Enroll forms (<https://www.tmcc.edu/steps-to-enroll/high-school/jump-start/permission-to-enroll/>) should be submitted every semester to dualcredit@tmcc.edu

Once admitted to a college class, the student should be the only point of contact with college instructors.

Students are responsible for following and understanding all college dates and deadlines (<https://www.tmcc.edu/admissions/dates-and-deadlines/>). Students must contact the Jump Start Program (<https://www.tmcc.edu/jump-start-program/contact/>) 3-5 business days in advance of any deadline to request class enrollment (add/drop) assistance or program information.

The Disability Resource Center (DRC) (<https://www.tmcc.edu/disability-resource-center/>) can help dual-enrolled students request reasonable accommodations and services to make their college experience a successful one.

Only high school students are eligible for dual credit.

Students Excused from Compulsory Attendance (Home Schooled)

TMCC welcomes home schooled students to take classes with the Jump Start program. Home schooled students will need to provide a letter from the school district stating they have been excused from compulsory attendance and proof of level of education (grade level). The letter can be submitted with the Permission to Enroll form (<https://www.tmcc.edu/steps-to-enroll/high-school/jump-start/permission-to-enroll/>) every semester.

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 Jump Start program.

TMCC High School

TMCC High School students must follow the admissions procedure and complete the admission form. For more information, contact TMCC High School (<https://www.washoeschools.net/tmcchs/>) at 775-674-7660.

Community College Admission of International Students

Board of Regents Handbook, Title 4, Chapter 16, Section 19

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 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. Recommendation for academic study from University Writing and Speaking Center (UWSC) 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 440 or higher on the Critical Reading (formerly Verbal) section. College Board Code: 1096.
 - VII. American College Testing (ACT) score of 18 or higher. College Code: 2499.
Exemption: Students coming from the following English-speaking countries are exempt from the English language testing requirements: Antigua & Barbuda, Australia, The Bahamas, Barbados, Belize, British Guyana, Botswana, Cameroon, Canada (except for Quebec), Eritrea, Fiji, Gambia, Ghana, Grenada, Guyana, India, Ireland, Jamaica, Kenya, Kiribati, Lesotho, Liberia, Malawi, Mauritius, Micronesia, Namibia, New Zealand, Nigeria, Philippines, Rwanda, Sierra Leone, Singapore, South Africa, St. Kitts & Nevis, St. Vincent & Grenadines, Swaziland, Trinidad & Tobago, Wales, United Kingdom, and Zambia.
 - VIII. Additional criteria can be found - Steps to Enroll: International Students (<https://www.tmcc.edu/steps-to-enroll/international/>)
 - 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. 457)
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.

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 University Police Services (<http://www.tmcc.edu/police/contact/>).

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.

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.

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 14

NSHE Handbook Title 4, Chapter 8, Section 14 (hereafter, "Section 14") provides the policy prohibiting discrimination on the basis of person's age (40 or older), 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 (including hair texture and protected hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks and twists), color, or religion (protected classes). 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 14 will be implemented at Truckee Meadows Community College.

Discrimination complaints may be filed with the Primary Officer (who is the Director of Employee Relations and HR Compliance) 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:

Director of Employee Relations, Equal Opportunity & Title IX

Human Resources Office
7000 Dandini Blvd.
Red Mountain Room 211
Reno, Nevada 89512
Voice: 775-674-7502
FAX: 775-674-7560

If a complaint is received regarding the Primary Officer, the Human Resource Office 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 may 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. If an allegation of sexual harassment is the basis for administrative leave and exclusion from the TMCC properties, an individual threat assessment must be conducted and an opportunity for a hearing provided.

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 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 a 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 Policy Against Unlawful Discrimination and Harassment; Complaint Procedure

Board of Regents Handbook, Title 4, Chapter 8, Section 14.

Discrimination and harassment complaints may be filed with the Primary 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:

Director of Employee Relations, Equal Opportunity & Title IX
7000 Dandini Blvd., Red Mountain Building 211
Reno, Nevada 89512
Voice: 775-674-7502
Fax: 775-674-7560

Introduction

This policy is largely based on federal and state anti-discrimination laws and is divided into four subsections. Except as otherwise provided, Subsections A through C do not apply to "sexual harassment" under Title IX of the Education Amendments of 1972 (Title IX), the requirements and procedures of which are stated in Subsection D. Subsection A states the Nevada System of Higher Education (NSHE) policy against unlawful discrimination and unlawful harassment that does not constitute Title IX "sexual harassment" under Subsection D, specifies training requirements, and defines "consent." Subsection B describes the remedies and interim measures that are available in cases of unlawful discrimination and unlawful harassment that does not constitute "sexual harassment" under Title IX. Subsection C contains the complaint and investigation procedures for complaints of unlawful discrimination and harassment that does not constitute Title IX "sexual harassment" under Subsection D and, when appropriate, instances where the institution has notice of possible unlawful discrimination and/or harassment. Subsection D sets forth NSHE's sexual harassment policy under Title IX; defines "sexual harassment"; describes the remedies and supportive measures available in a sexual harassment case; and describes the requirements and procedures for a sexual harassment complaint, investigation, informal resolution, live hearing, and appeal. All of these procedures are in addition to disciplinary complaints brought against professional employees or students under Title 2, Chapter 6, Chapter 8 or Chapter 10 of the NSHE Code (or if applicable, institution student codes of conduct), or against classified employees under the Nevada Administrative Code Chapter 284 and/or Chapter 289 or Desert Research Institute Technologists under the Technologists Manual and/or any approved Collective Bargaining Agreement. However, information gathered as part

of the complaint and/or investigation processes under this Section may be used in connection with disciplinary proceedings.

A. NSHE Policy Against Unlawful Discrimination and Harassment that Does Not Constitute Title IX Sexual Harassment

1. Policy Applicability and Sanctions

NSHE is committed to providing a place of work and learning free of discrimination on the basis of a person's age (40 or older), 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 (including hair texture and protected hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks and twists), color, or religion (protected classes). Discrimination on the basis of a protected class, including unlawful harassment, which is a form of discrimination, is illegal under federal and state law. Where unlawful discrimination is found to have occurred, NSHE will act to stop the unlawful discrimination, to prevent its recurrence, to remedy its effects, and to discipline those responsible.

No employee, student, or other member of the campus community, either in the workplace or in the academic environment, should be subject to unlawful discrimination.

It is expected that students, faculty and staff will treat one another and campus visitors with respect.

All students, faculty, staff, and other members of the campus community are subject to this policy. Students, faculty, or staff 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 students, any applicable student code of conduct) or, in the case of classified employees and law enforcement personnel, the *Nevada Administrative Code* and/or any collective bargaining agreement or, in the case of Desert Research Institute (DRI) technologists, the Technologists Manual. Other lesser sanctions may be imposed, depending on the circumstances. Complaints may also be filed against visitors, consultants, independent contractors, volunteers, service providers and outside vendors whose conduct violates this policy, with a possible sanction of limiting access to institution facilities and other measures to protect the campus community.

Any employee, student, or other member of the campus community may utilize any of the complaint processes set forth in this policy.

2. Distribution of Policy; Training on the Prevention of Unlawful Discrimination and Harassment; and Annual Policy Review

a. Distribution of Policy

Annually, all employees shall be given a copy of this anti-discrimination policy, which may be provided electronically, and each institution shall maintain documentation that each employee received the

anti-discrimination 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 provide this policy to its students at least annually and may do so electronically.

Each institution shall include this policy and complaint procedure on its website and in its general catalog.

b. Training on the Prevention of Unlawful Discrimination and Harassment

Each institution shall provide ongoing training on the prevention of unlawful discrimination and harassment and shall designate a person(s) or office to be responsible for such training.

Institutions must provide new students and new employees primary prevention and awareness training that promotes awareness of rape, domestic violence, dating violence, sexual assault and stalking as defined in this policy. The training must address safe and positive options for bystander intervention to prevent harm, including how to intervene in risky situations; the recognition of abusive behavior; and how to avoid potential attacks.

Within six (6) months after an employee is initially appointed to NSHE, the employee shall receive training regarding the prevention of unlawful discrimination and harassment, including primary prevention and awareness training. At least once every two years after the appointment, an employee shall receive training concerning the prevention of unlawful discrimination and harassment.

Incoming freshmen and transfer students within their first semester of enrollment shall receive training regarding the prevention of unlawful discrimination and harassment, including primary prevention and awareness training.

See also Special Training with Regard to Sexual Violence in Subsection C below.

c. Annual Policy Review

No later than the end of each academic calendar year, each institution's Title IX Coordinator shall review and provide to NSHE suggestions for changes to this policy. NSHE shall review and consider the suggested changes and propose policy revisions to the Board of Regents, as appropriate, at the last regular Board meeting of the fiscal year.

3. Discriminatory Acts

It is illegal to discriminate on the basis of age (40 or older), disability (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

(including hair texture and protected hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks and twists), color, or religion in any aspect of employment or education, such as:

- application, hiring, background checks, discipline, and firing;
- compensation, assignment, or classification of employees;
- transfer, promotion, layoff, or recall;
- job advertisements;
- recruitment;
- testing;
- grading;
- acceptance or participation in an academic program or school activity;
- use of employer's facilities;
- training programs;
- fringe benefits;
- pay, retirement plans, and disability accommodations or leave; or
- other terms and conditions of employment.

Determining what constitutes unlawful discrimination 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 within the scope of unlawful discrimination.

The specific action taken, if any, in a particular instance depends on the nature and gravity of the conduct reported and may include anti-discrimination related disciplinary processes.

Discriminatory acts also include:

- discrimination on the basis of a person's age (40 or older), disability (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 (including hair texture and protected hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks and twists), color, or religion;
- retaliation against an individual for reporting an incident or filing a charge of unlawful discrimination, including unlawful harassment; participating in an investigation, hearing, or other related administrative process; or opposing discriminatory acts;
- employment or education decisions based on stereotypes or assumptions about the abilities, traits or performance of individuals of a certain age (40

or older), disability (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, color, or religion; and

- "harassment," which refers to unwelcome conduct that is based on a person's age (40 or older), disability (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 (including hair texture and protected hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks and twists), color, or religion. Harassment becomes unlawful where: 1) enduring the offensive conduct becomes a condition of employment or educational pursuits, or 2) the conduct is severe, persistent, or pervasive enough to create a work or educational environment that a reasonable person would consider intimidating, hostile, offensive, or abusive. Examples of unwelcome conduct that, if severe, persistent, or pervasive could constitute harassment, include but are not limited to: slurs, jokes, graffiti, offensive or derogatory comments, or other verbal or physical conduct that is unwelcome.

This behavior is unacceptable in the workplace and the academic environment. Even one incident, if it is sufficiently serious, may constitute unlawful discrimination. One incident, however, does not necessarily constitute unlawful discrimination.

4. Non-Title IX Sexual Harassment Defined

Outside of the Title IX context, unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual or gender bias nature constitute sexual harassment when:

a. In the educational environment:

- i. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic status ("quid pro quo"); or
- ii. Conduct, viewed under an objective standard, is sufficiently severe, persistent or pervasive so as to interfere with or limit a student's ability to participate in or benefit from the services, activities or opportunities offered by the institution ("hostile environment").

b. In the workplace environment:

- i. 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 ("quid pro quo"); or
- ii. Conduct, viewed under an objective standard, is sufficiently severe, persistent or pervasive so as to create an intimidating, hostile or abusive

work environment, which may or may not interfere with the employee's job performance ("hostile environment").

5. Non-Title IX Sexual Harassment Examples

a. Sexual Harassment Examples Outside of the Title IX Context

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 (such as by a supervisor with regard to a supervised employee or an instructor regarding a current student).
- 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 violence.
- Sexual violence, which is a severe form of sexual harassment and refers to physical, sexual acts or attempted sexual acts perpetrated against a person's will or where a person is incapable of giving consent, including but not limited to rape, sexual assault, sexual battery, sexual coercion or similar acts in violation of state or federal law. A person may be incapable of giving consent due to the use of drugs or alcohol, age, an intellectual or other disability, or other factors, which demonstrate a lack of consent or inability to give consent.

Examples of unwelcome conduct of a sexual or gender related nature that may constitute sexual harassment may, but do not necessarily, include, and are not limited to:

- Rape, sexual assault, sexual battery, sexual coercion, dating violence, domestic violence, stalking, other sexual violence;
- Stealthing, including the intent to remove or damage a contraceptive device without the knowledge or consent of the other participant while engaging in a sexual act;

- Sexually explicit or gender related statements, comments, questions, jokes, innuendoes, anecdotes, or gestures;
- Other than customary handshakes, uninvited touching, patting, hugging, or purposeful 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 mail, text messages, social media, or other electronic or computer sources for nonconsensual 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, screen savers or electronic files;
- Inquiries, remarks, or discussions about an individual's sexual experiences or activities and other written or oral references to sexual conduct;
- Indecent exposure.

This behavior is unacceptable in the workplace and the academic environment. Even one incident, if it is sufficiently serious, may constitute sexual harassment. One incident, however, does not necessarily constitute sexual harassment.

6. Sexual Assault, Dating Violence, Domestic Violence, Stalking, Coercion and Consent Defined

a. Sexual Assault

"Sexual assault" means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the Federal Bureau of Investigation's Uniform Crime Reporting Program.

"Rape" means penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

"Fondling" means the touching of the private body parts of another person for the purpose of sexual gratification,

without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

“Incest” means sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

“Statutory rape” means sexual intercourse with a person who is under the statutory age of consent (16 years old).

b. Dating Violence

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purpose of complying with the requirements of this Section and 34 CFR 668.41, any incident meeting this definition is considered a crime for the purpose of Clery Act reporting.

c. Domestic Violence

“Domestic violence” means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

d. Stalking

“Stalking” means engaging in a course of conduct on the basis of sex directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others, or suffer substantial emotional distress.

e. Coercion

“Coercion” means the intent to compel a person to do or abstain from doing an act that the person has the right to do or abstain from doing through words, conduct or pressure by:

- the use of violence or threats of violence against a person or the person’s family or property;

- depriving or hindering a person in the use of any tool, implement or clothing;
- attempting to intimidate a person by threats or force;
- compelling another individual to initiate or continue sexual activity against an individual’s will; or
- threatening to “out” someone based on sexual orientation, gender, identity, or gender expression and threatening to harm oneself if the other party does not engage in the sexual activity.

Coercion can include a wide range of behaviors, including intimidation, manipulation, threats, and blackmail.

f. Consent

Conduct is unwelcomed if it is done in the absence of consent.

“Consent” means an affirmative, clear, unambiguous, knowing, informed, and voluntary agreement between all participants to engage in sexual activity.

- Consent is active, not passive. Silence or lack of resistance cannot be interpreted as consent.
- Seeking and having consent accepted is the responsibility of the person(s) initiating each specific sexual act regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- The existence of a dating relationship or past sexual relations between the participants does not constitute consent to any other sexual act.
- Affirmative consent must be ongoing throughout the sexual activity and may be withdrawn at any time. When consent is withdrawn or cannot be given, sexual activity must stop.
- Consent cannot be given when it is the result of any coercion, intimidation, force, deception, or threat of harm.
- Consent cannot be given when a person is incapacitated. Incapacitation occurs when an individual lacks the ability to fully, knowingly choose to participate in sexual activity. Incapacitation includes impairment due to drugs or alcohol (whether such use is voluntary or involuntary); inability to communicate due to a mental or physical condition; the lack of consciousness or being asleep; being involuntarily restrained; if any of the parties

are under the age of 16; or if an individual otherwise cannot consent.

- The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression.

7. Other Definitions:

- a. "Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- b. "Reporting Party" means any person who reports sexual harassment or conduct that could constitute sexual harassment, whether or not the person reporting is the person alleged to be the victim.
- c. "Respondent" means an individual who has been reported by the individual engaging in the conduct that could constitute sexual harassment.

B. Remedies and Interim Measures for Unlawful Discrimination and Unlawful Harassment that Does Not Constitute Sexual Harassment under Title IX

It may be necessary or advisable to take actions (as determined by the institution) designed to minimize the chance that either party may either harass or retaliate against the other party and to provide support to the parties, as appropriate. The measures themselves must not amount to retaliation and shall not be deemed to be a sanction. Depending on the specific nature of the problem, interim measures and final remedies may include, but are not limited to:

For Students:

- a. Issuing mutual no contact directives;
- b. Providing an escort to ensure safe movement between classes and activities;
- c. Not sharing classes or extracurricular activities;
- d. Moving to a different residence hall;
- e. Providing written information regarding institution and community services including but not limited to medical, counseling and academic support services, such as tutoring;
- f. Providing extra time to complete or re-take a class or withdraw from a class without an academic or financial penalty;
- g. Restricting to online classes;
- h. Providing information regarding campus transportation options;
- i. Reviewing any disciplinary actions taken against the complainant or the respondent to see if there is a connection between the sexual misconduct and the misconduct that may have resulted in the complainant or the respondent being disciplined¹ (p.);
- j. Requiring the parties to report any violations of these restrictions;

k. Taking a leave of absence;

l. Submitting a request for a waiver of scholarship or grant requirements pursuant to Title 4, Chapter 18, Section 3; and

m. Submitting a request for a waiver of requirements of the Governor Guinn Millennium Scholarship pursuant to Title 4, Chapter 18, Section 9.23.

For Employees:

- a. Provide an escort to ensure safe movement between work area and/or parking lots/other campus locations;
- b. Issuing mutual no contact directives;
- c. Placement on leave;
- e. Transfer to a different area/department or shift in order to eliminate or reduce further business/social contact;
- f. Providing information regarding campus transportation options;
- g. Instructions to stop the conduct;
- h. Providing information regarding institution and community services including medical, counseling and Employee Assistance Program;
- i. Reassignment of duties;
- j. Changing the supervisory authority; and
- k. Directing the parties to report any violations of these restrictions.

All institution administrators, academic and administrative faculty, and staff are responsible for carrying out the interim measures and final remedies.

Interim measures and final remedies may include restraining orders, or similar lawful orders issued by the institution, criminal, civil or tribal courts. Interim measures and final remedies will be confidential to the extent that such confidentiality will not impair the effectiveness of such measures or remedies.

Final remedies may also include review and revision of institution sexual misconduct policies, increased monitoring, supervision or security at locations where incidents have been reported; and increased and/or targeted education and prevention efforts.

Any interim measures or final remedies shall be monitored by the Title IX Coordinator throughout the entire process to assess whether the interim measures or final remedies meet the goals of preventing ongoing unlawful discrimination or harassment, protecting the safety of the parties, restoring access to the institution's education programs and activities, and preventing retaliatory conduct.

Notwithstanding a complainant's request for confidentiality under Subsection 6 of Subsection C, the institution may undertake interim measures.

C. Complaint and Investigation Procedure for Unlawful Discrimination and Unlawful Harassment that Does Not Constitute Sexual Harassment under Title IX

Introduction

This Section provides the complaint and investigation procedures for complaints of unlawful discrimination or unlawful harassment that does not constitute “sexual harassment” under Title IX (except that complaints against students may be referred to student disciplinary processes), including instances where the institution has notice of unlawful discrimination or harassment. The Chancellor (for the System Office) and each President shall designate no fewer than two administrators to receive complaints. The administrators designated to receive the complaints may include the following: (1) the Title IX Coordinator; (2) the Human Resources Officer; or (3) any other officer designated by the President. The President may also designate a primary investigating officer (primary officer) to investigate all complaints. The primary officer may be any of the individuals identified in this paragraph. All complaints, whether received by the Human Resources Officer or other designated officer, must immediately be forwarded to the Title IX Coordinator.

An individual filing a complaint of unlawful discrimination or harassment shall have the opportunity to select an independent advisor for assistance, support, and advice and shall be notified of this opportunity by the Title IX Coordinator or designee. It shall be the choice of the individual filing the complaint to utilize or not utilize an independent advisor and their responsibility to pay any associated fees. An independent advisor may be brought into the process at any time at the request of the complainant. An independent advisor may be any person who does not have a conflict of interest and who is not a witness in the matter.

An individual against whom a complaint of unlawful discrimination or harassment is filed shall have the opportunity to select an independent advisor for assistance, support, and advice and shall be notified of this opportunity by the Title IX Coordinator or designee. It shall be the choice of the individual against whom the complaint is filed to utilize or not utilize an independent advisor and their responsibility to pay any associated fees. An independent advisor may be brought into the process at any time at the request of the respondent. An independent advisor may be any person who does not have a conflict of interest and who is not a witness in the matter.

The individual filing a complaint of unlawful discrimination or harassment and the individual against whom a complaint is filed must be provided this policy which addresses interim measures and written notification of services available on campus and in the community.

If anyone in a supervisory, managerial, administrative or executive role or position, such as a supervisor, department chair, or director of a unit, receives a complaint of unlawful discrimination or harassment, or observes or becomes aware of conduct that may constitute unlawful discrimination or harassment, the person must immediately contact one of the individuals identified in this Section above to forward the complaint and/or provide information about the conduct, to discuss it and/or to report the action taken.

Complaints of unlawful discrimination or harassment should be filed as soon as possible with the supervisor, department chair, dean, or one of the administrators listed in this Section above and/or designated by the President (or the Chancellor for NSHE System Administration matters) to receive complaints of alleged unlawful discrimination or harassment.

1. Time Frames

Complaints of unlawful discrimination or harassment that does not constitute sexual harassment under Title IX must be filed within the time frames stated below.

Holidays and weekends should be included in all calculations. If, however, the deadline falls on a weekend or holiday, the complaint may be filed on the next business day and still considered timely. (Business days are non-weekend and non-holiday days in which NSHE administrative offices are open for business.)

Resources, to include actions commonly classified as “interim measures,” are available to eligible students and employees notwithstanding the issue of timeliness.

a. Employee Complaints

All employment complaints alleging unlawful discrimination or harassment (to include retaliation) must be received in the appropriate institutional office within 300 calendar days from the day the alleged act took place. If more than one act is alleged, the deadline will apply to each act independently, except in complaints of ongoing unlawful discrimination or harassment. Complaints of ongoing unlawful discrimination or harassment must be filed within 300 calendar days of the last alleged incident of unlawful harassment, although all alleged incidents of ongoing unlawful discrimination or harassment may be considered during the investigation, even if the earlier incidents are alleged to have occurred more than 300 calendar days earlier.

b. Student Complaints

All student complaints alleging unlawful discrimination or harassment (to include retaliation) must be received in the institution's appropriate office within 180 calendar days from the day the alleged act took place. If more than one act is alleged, the deadline will apply to each event independently, except in complaints of ongoing unlawful discrimination or harassment. Complaints of ongoing unlawful discrimination or harassment must be filed within 180 calendar days of the last alleged incident of ongoing unlawful discrimination or harassment, although all alleged incidents of ongoing unlawful discrimination or harassment may be considered during the investigation, even if the earlier incidents are alleged to have occurred more than 180 calendar days earlier.

c. Other/Campus Visitor/Non-employee

Complaints alleging unlawful discrimination or harassment (to include retaliation) asserted by individuals who are neither NSHE employees nor students alleging unlawful discrimination or harassment by a NSHE employee during the employee's work hours, or by a NSHE student on campus or at a NSHE-sponsored event, must be received in the institution's appropriate office within 180 calendar days from the day the alleged act took place. If more than one act is alleged, the deadline will apply to each act independently, except in complaints of ongoing unlawful discrimination or harassment. Complaints of ongoing unlawful discrimination or harassment must be filed within 180 calendar days of the last alleged incident of ongoing unlawful discrimination or harassment, although all alleged incidents of ongoing unlawful discrimination or harassment may be considered during the investigation, even if the earlier incidents are alleged to have occurred more than 180 calendar days earlier.

2. Complaint Procedures

a. Employees

- i. An employee who believes that they have been subjected to unlawful discrimination or harassment by anyone is encouraged – but it is neither necessary nor required, particularly if it may be confrontational – to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. An employee is not required to do this before filing a complaint. A person who receives such a request must immediately comply with it and must not retaliate against the employee.
- ii. The employee may file an unlawful discrimination or harassment complaint with their immediate supervisor, who will in turn immediately contact one of the officials listed in the introduction to this Section above.
- iii. 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.
- iv. After receiving any employee's complaint of an incident of alleged unlawful discrimination or harassment, the supervisor will immediately contact any of the individuals listed in the Introduction to this Section 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 do not report the complaint to that supervisor.

b. Students

- i. A student who believes that they have been subjected to unlawful discrimination or harassment by anyone is encouraged – but it is neither necessary nor required particularly if it may be confrontational – to promptly tell the person that the conduct is unwelcome and ask the

person to stop the conduct. A student is not required to do this before filing a complaint. A person who receives such a request must immediately comply with it and must not retaliate against the student.

- ii. The student may file a complaint with their major department chair or director of an administrative unit, who will in turn immediately contact one of the officials listed in the Introduction of this Section above.

- iii. If the student feels uncomfortable about discussing the incident with the department chair or director of an administrative unit, the student should feel free to bypass the person and file a complaint with one of the above officials in the Introduction to this Section or to any chair, dean, or director of an administrative unit who will in turn immediately contact one of the officials listed above in the Introduction to this Section to forward the complaint, to discuss it and/or to report the action taken. The chair, dean or director of an administrative unit has a responsibility to act even if the individuals involved do not report to that person.

3. Training, Investigation and Resolution

a. General Requirements. The Title IX Coordinator, executives, administrators designated to receive complaints, and appropriate management level(s) with decision-making authority shall have training or experience in handling unlawful discrimination and misconduct complaints, and in the operation of the NSHE and *Nevada Administrative Code* disciplinary procedures.

b. Special Training With Regard to Sexual Violence.

- i. The training for each of the individuals identified in paragraph 3.a above, should include annual training on how to investigate and conduct hearings in a manner that protects the safety of the parties and promotes accountability; information on working with and interviewing persons subjected to sexual violence; information on particular types of conduct that would constitute sexual violence, including stalking and same-sex sexual violence; the proper standard of review for sexual violence complaints (preponderance of the evidence); information on risk reduction; information on consent and the role drugs or alcohol can play in the ability to consent; the importance of accountability for individuals found to have committed sexual violence; the need for remedial actions for the respondent, complainant, and institution community; how to determine credibility; how to evaluate evidence and weigh it in an impartial manner; how to conduct investigations; confidentiality; the effects of trauma, including neurobiological change; and cultural awareness training regarding how sexual violence may impact students differently depending on their cultural backgrounds.

- ii. The Director or designee for an institution's campus law enforcement shall ensure annual training, reviewed by the Title IX Coordinator, is provided to its officers that includes: working with and interviewing persons

subjected to sexual violence; information on particular types of conduct that would constitute sexual violence, including stalking and same-sex sexual violence; information on consent and the role drugs or alcohol can play in the ability to consent; the effects of trauma, including neurobiological change; and cultural awareness training regarding how sexual violence may impact students differently depending on their cultural backgrounds.

iii. Investigation. After receiving a complaint or information about the incident or behavior, the Title IX Coordinator or the primary officer, or designee, will initiate an investigation to gather information about the incident. If the Title IX Coordinator or primary officer, or designee, is unable to initiate an investigation, due to a conflict or for any other reason, the President shall designate another individual to act as primary officer for the matter. Each institution may set guidelines for the manner in which an investigation shall be conducted. The guidelines shall provide for the prompt, thorough, impartial, and equitable investigation and resolution of complaints, and shall identify the appropriate management level with final decision-making authority. The guidelines shall, at a minimum, provide the person subject to the complaint with information as to the nature of the complaint, and shall further provide that the person filing the complaint and the person who is the subject of the complaint have equal rights to be interviewed, identify witnesses and provide documentation pertaining to the complaint. In most cases, an investigation should be completed within a reasonable time from receipt of the complaint or information about the conduct. At the completion of the investigation, findings and a recommendation will be made to the appropriate management level with final decision-making authority regarding the resolution of the matter. The recommendation is advisory only.

iv. Standard of Review. The standard for evaluating complaints shall be a preponderance of the evidence (i.e., the evidence establishes that it is more likely than not that the prohibited conduct occurred).

v. Management Determination. After the recommendation has been made, a determination will be made by appropriate management level with final decision-making authority regarding the resolution of the matter. If warranted, disciplinary action up to and including involuntary termination or expulsion may be taken. Any such disciplinary action shall be taken, as applicable, in accordance with NSHE Code Chapter 6, Chapter 8 or Chapter 10 (or applicable Student Code of Conduct), or, in the case of classified employees or law enforcement personnel, *Nevada Administrative Code* (NAC) Chapter 284 or Chapter 289, and/or associated collective bargaining agreement, or in the case of DRI technologists, the Technologists Manual. Other appropriate actions will be taken to correct problems and remedy effects, if any, caused by the conduct, if appropriate. If proceedings are initiated under Title 2, Chapter 6, Chapter 8 or Chapter 10, the applicable

Student Code of Conduct, the NAC Chapter 284 or Chapter 289 and/or associated collective bargaining agreement, or Technologists Manual, the investigation conducted pursuant to this policy may be used as part of such investigations. The administrative officer, in their discretion, may also supplement the investigation with additional investigation. In any disciplinary hearings conducted pursuant to a Student Code of Conduct or under Title 2, Chapter 6, Chapter 8, Chapter 10, the NAC Chapter 284 or Chapter 289 and/or associated collective bargaining agreement, or Technologists Manual, the standard of evidence shall be by a preponderance of the evidence (i.e., the evidence establishes that it is more likely than not that the prohibited conduct occurred).

In connection with any such disciplinary hearings, the person filing the complaint and the person who is the subject of the complaint have equal rights to be interviewed, identify witnesses, and provide and receive documentation and witness lists pertaining to the complaint.

vi. Parties to be Informed. Within 14 business days after the appropriate management level with final decision-making authority has made a determination regarding the resolution of the matter, and depending on the circumstances, both parties may be informed concurrently of the resolution (see subparagraph i below). Confidentiality of Actions Taken. In the event actions are taken against an individual under NSHE Code Title 2, Chapter 6, Chapter 8 or Chapter 10 (or applicable Student Code of Conduct) or NAC Chapter 284 or Chapter 289 and/or associated collective bargaining agreement, or the Technologists Manual, such matters generally remain confidential under those Sections, except that final decisions following hearings or appeals of professional employees and State of Nevada personnel hearings involving classified employees are public records. Student matters generally remain confidential under the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g, 34 CFR Part 99 (FERPA).

vii. Crime of Violence Exception to the Family Educational Rights and Privacy Act (FERPA). When discriminatory conduct or sexual harassment involves a crime of violence or a non-forcible sexual offense, FERPA permits the institution to disclose to the complainant the final results (limited to the name of the respondent, any violation found to have been committed, and any sanction imposed) of a disciplinary proceeding against the respondent, regardless of whether the institution concluded that a violation was committed. With respect to an institutional disciplinary proceeding alleging sexual violence, domestic violence, dating violence or stalking offense, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. §1092 (f). 34 CFR 668.46 (Clery Act) requires that the accuser and the accused must be simultaneously informed of the outcome.

viii. Disclosure of Sanction Imposed. In the event a student is found to have engaged in sexual harassment

of another student, the institution shall disclose to the student who was harassed, information about the sanction imposed on the student who was found to have engaged in harassment when the sanction directly relates to the harassed student.

c. Resignation of Employee or Withdrawal of Student. If a student respondent withdraws from the institution or an employee respondent ends employment (e.g., resigns, retires) while an investigation of a complaint involving unlawful discrimination or harassment is pending under this policy, the Title IX Coordinator shall take appropriate action, which may include completing the investigation to the extent reasonably practicable, in order to prevent the reoccurrence of and to remedy the effects of the alleged misconduct.

d. Title IX Coordinator Monitoring. The institution Title IX Coordinator has primary responsibility for coordinating the institution's efforts to comply with and carry out its responsibilities under this Subsection. The Title IX Coordinator is responsible for monitoring all aspects of the investigation and any interim measures or final remedies to help ensure that:

1. the process is fair and equitable to both the complainant and the respondent;
2. the applicable policies and procedures of NSHE and of the institution are followed; and
3. the interim measures and final remedies are followed.

4. Prompt Attention

Complaints of unlawful discrimination or harassment are taken seriously and will be dealt with promptly, thoroughly, impartially, and equitably. Where unlawful discrimination or harassment is found to have occurred, the NSHE institution or unit where it occurred will act to stop the unlawful discrimination or harassment, to prevent its recurrence, to remedy its effects, if any, and to discipline those responsible.

5. Confidentiality

The NSHE recognizes that confidentiality is important. However, in some limited circumstances confidentiality cannot be guaranteed. The administrators, faculty or staff responsible for implementing this policy will respect the privacy of individuals reporting or accused of unlawful discrimination or 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.

a. Confidentiality in Complaints Involving Unlawful Discrimination or Harassment. In complaints involving unlawful discrimination or harassment, the following applies:

- i. Varying Confidentiality Obligations. In situations involving unlawful discrimination or harassment, individuals are encouraged to talk to somebody

about what happened in order for them to receive the support they need. Different individuals at the institution have different abilities to maintain an individual's confidentiality:

- Some are required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication."
- Other employees may talk to an individual in confidence, and generally only report to the institution that an incident occurred without revealing any personally identifying information. Disclosures to these employees will not trigger investigation into an incident against the individual's wishes, except in certain circumstances discussed below.
- Some employees are required to report all the details of an incident (including the identities of all involved) to the Title IX Coordinator. A report to these employees (called "officials with authority") constitutes a report to the institution – and generally obligates the institution to investigate the incident and take appropriate steps to address the situation.

This policy is intended to make employees, students and others aware of the various reporting and confidential disclosure options available to them so they can make informed choices about where to turn should they want to report an act of sexual violence. The institution encourages individuals to talk to someone identified in one or more of these groups.

ii. Privileged and Confidential Communications. A complainant or respondent may wish to consult with professional counselors, pastoral counselors or others. Certain professionals are not required to report incidents unless they have been granted permission:

- Professional Counselors. Professional, licensed counselors who provide mental-health counseling to members of the institution community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a complainant's permission.
- Pastoral Counselors. A complainant and/or a respondent may choose to consult with a non-institution pastoral

counselor and is encouraged to discuss confidentiality with that individual.

- Under Nevada law other professionals who may maintain confidentiality include lawyers, psychologists, doctors, social workers, and victim's advocates as defined in NRS 49.2545.
- Off-Campus Counselors and Advocates. Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and will not share information with the institution unless the individual requests the disclosure and signs a consent or waiver form.

iii. Complainant Options. A complainant who reports an act of unlawful discrimination or harassment only to a professional listed above in subsection 2 of subsection a of subsection 5 must understand that, if they want to maintain confidentiality, the institution will be unable to conduct a full investigation into the incident and will likely be unable to pursue disciplinary action against the respondent.

A complainant who at first requests confidentiality may later decide to file a complaint with the institution or report the incident to local law enforcement, and thus have the incident fully investigated. A complainant shall be assisted in reporting the incident to local law enforcement if the complainant requests such assistance.

Other Reporting Obligations: While professional counselors may maintain a complainant's confidentiality vis-à-vis the institution, they may have reporting or other obligations under state law. For example, there may be an obligation to report child abuse, an immediate threat of harm to self or others, or to report in the case of hospitalization for mental illness.

NSHE Employee Assistance Program providers would follow these guidelines, as would professionals in NSHE institution student counseling and psychological services areas, and professionals in community health clinics that reside on or are associated with NSHE institutions.

b. Reporting to "Officials with Authority"² (p.)"

i. "Officials with Authority" Defined and Duties. An "official with authority" is the institution's Title IX Coordinator or any official of the institution who has authority to institute corrective measures on behalf of the institution, including the President, Vice Presidents, Provost, Vice Provosts, Human Resources Director, and those designated by the President. When a complainant or other person reports an incident of unlawful discrimination or harassment to an official with authority, they have the right to expect the institution to take

prompt and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

An official with authority must report to the Title IX Coordinator all relevant details about the alleged unlawful discrimination or harassment shared by the reporting individual and that the institution will need to determine what happened – including the name(s) of the complainant, respondent(s) and any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. To the extent possible, information reported to an official with authority will be shared only with people responsible for handling the institution's response to the report. An official with authority should not share information with law enforcement without the complainant's consent or unless the complainant has also reported the incident to law enforcement.

ii. Requesting Confidentiality From the Institution: How the Institution Will Weigh the Request and Respond.

a. Request for Confidentiality. If a complainant discloses an incident to an official with authority but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the institution will weigh that request against the institution's obligation to provide a safe, non-discriminatory environment for everyone, including the complainant, after the official with authority reports the incident to the Title IX Coordinator. If the institution honors the request for confidentiality, a complainant will be informed that the institution's ability to investigate the incident and pursue disciplinary action against the respondent may be limited.

There are times when, in order to provide a safe, non-discriminatory environment for all, the institution may not be able to honor a complainant's request for confidentiality. The institution shall designate an individual to evaluate requests for confidentiality made by a complainant.

b. Factors to Be Considered. When weighing a complainant's request for confidentiality or a complainant's request that no investigation or discipline be pursued, the institution will consider a range of factors, including the following:

- i. The increased risk that the identified respondent will commit additional acts of violence, discrimination or harassment, such as:

- whether there have been other misconduct, violence, discrimination or harassment complaints about the same respondent;
- whether the respondent has a history of arrests or other records indicating a history of violence, discrimination or harassment;
- whether the respondent threatened further violence, discrimination or harassment against the complainant or others;
- whether the violence, discrimination or harassment was committed by multiple persons;
- whether the circumstances of the incident indicate that the behavior was planned by the respondent or others;
- Whether the reported violence, discrimination or harassment was committed with a weapon;
- Whether the complainant is a minor;
- Whether the institution possesses other means to obtain relevant evidence of the reported violence, discrimination or harassment (e.g., security cameras or personnel, physical evidence);
- Whether the complainant's information reveals a pattern of behavior (e.g., illicit use of drugs, alcohol, coercion, intimidation) at a given location or by a particular group;
- Other factors determined by the institution that indicate the respondent may repeat the behavior or that others may be at risk.

Based on one or more of these factors, the institution may decide to investigate and, if appropriate, pursue disciplinary action even though the complainant requested confidentiality or requested that no investigation or disciplinary action be undertaken. If none of these factors is present, or if any or all of these factors are present to an insufficient degree, the institution will

work to respect the complainant's request for confidentiality.

c. **Actions After Decision to Disclose.** If the institution decides that a complainant's confidentiality cannot be maintained, the institution will inform the complainant in writing or via email prior to starting an investigation and the institution will, to the extent possible, only share information with people responsible for handling the institution's response.

The institution will inform any individual involved in the matter that retaliation is prohibited and will take steps to protect such individual(s) from retaliation or harm. Retaliation will not be tolerated. The institution will also:

1. Determine whether interim measures should be implemented in accordance with subsection B;
2. Inform any individual involved in the matter of the right to report a crime to the institution and/or local law enforcement and to have a criminal investigation proceed simultaneously; and
3. Provide any individual involved in the matter with assistance if they wish to report a crime.

The institution will not require any individual involved in the matter to participate in any investigation or disciplinary proceeding.

Because the institution is under a continuing obligation to address the issue of sexual violence institution-wide, reports of sexual violence (including non-identifying reports) will also prompt the institution to consider broader remedial action – such as increased monitoring; supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/ complainant surveys; and/or revisiting its policies and practices.

Issuance of Timely Warning: If the institution determines that any individual involved in the matter poses a serious and immediate threat to the institution community, police or security services may be called upon to issue a timely warning to the community. Any such warning will not include any information that identifies the complainant.

d. **Reports to Other NSHE Institutions.** If an official with authority receives a complaint about unlawful discrimination or harassment that has occurred at another NSHE institution or to a student or employee of another NSHE institution, the official with authority shall report the information to the institution's Title IX Coordinator, who shall provide the information to the Title IX Coordinator at the other NSHE institution.

e. **Public Awareness Events – Not Notice to the Institution.** Public awareness events such as "Take Back the Night," the Clothesline Project, candlelight vigils, protests, "survivor speak outs" or other forums in which individuals disclose incidents of unlawful

discrimination or harassment, are not considered notice to the institution of unlawful discrimination or harassment for purposes of triggering the institution's obligation to investigate any particular incident(s). Such events may, however, inform the need for institution-wide education and prevention efforts, and the Institution will provide information about individuals' rights at these events.

f. Disclosures in written assignments – Not Notice to the Institution. If a student makes a disclosure of an incident of unlawful discrimination or harassment in a written assignment, such disclosure is not considered notice to the institution of unlawful discrimination or harassment for purposes of triggering the institution's obligation to investigate any particular incident(s).

6. Retaliation

Retaliation against an individual who in good faith complains of unlawful discrimination or 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 an unlawful discrimination or 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 or reference letter;
- intentionally providing false information.

a. Employees

1. An employee who believes that they have been subjected to retaliation may file a retaliation complaint with their immediate supervisor, who will in turn immediately contact the Title IX Coordinator.
2. If the employee feels uncomfortable about discussing the alleged retaliation with the immediate supervisor, the employee should feel free to bypass the supervisor and file a complaint with the Title IX Coordinator.
3. After receiving any employee's complaint of an incident of alleged retaliation, the supervisor will immediately contact the Title IX Coordinator to discuss it and/or to report the action taken. The supervisor has a responsibility to act even if the individuals involved do not report to that supervisor.

b. Students

1. A student who believes that they have been subjected to retaliation may file a retaliation complaint with their major department chair or director of an administrative unit, who will in turn immediately contact the Title IX Coordinator.
2. If the student feels uncomfortable about discussing the alleged retaliation with the department chair or director of an administrative unit, the student should feel free to bypass the person and file a complaint with the Title IX Coordinator.

7. False Reports

Because unlawful discrimination and harassment frequently involve interactions between persons that are not witnessed by others, reports of unlawful discrimination or harassment cannot always be substantiated by additional evidence. Lack of corroborating evidence or "proof" should not discourage individuals from reporting unlawful discrimination or harassment under this policy. However, individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth, may be subject to disciplinary action under the applicable institution and Board of Regents disciplinary procedures. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by subsequent investigation.

8. Supervisor Responsibilities

Every supervisor of employees has responsibility to take reasonable steps intended to prevent acts of unlawful discrimination or harassment, which include, but are not limited to:

- a. Monitoring the work and school environment for signs that unlawful discrimination or harassment may be occurring;
- b. Refraining from participation in, or encouragement of actions that could be perceived as unlawful discrimination or harassment (verbal or otherwise);

c. Stopping any observed acts that may be considered unlawful discrimination or harassment, and taking appropriate steps to intervene, whether or not the involved individuals are within their line of supervision; and

d. Taking immediate action to minimize or eliminate the work and/or school contact between the involved individuals where there has been a complaint of unlawful discrimination or harassment, pending investigation.

If a supervisor receives a complaint of unlawful discrimination or harassment, or observes or becomes aware of conduct that may constitute unlawful discrimination or harassment, the supervisor must immediately contact the Title IX Coordinator to provide the information about the conduct, to discuss it and/or to report the action taken.

Failure to take action to prevent the occurrence of or stop known unlawful discrimination or harassment may be grounds for disciplinary action.

9. Amnesty for Reports of Non-Title IX Discrimination and/or Harassment Under Certain Circumstances

NSHE encourages individuals to report incidents of sexual violence and sexual harassment without fear of negative consequences for other policy violations that occur at or around the same time period of the reported sexual violence or sexual harassment. To support such reporting, an NSHE institution may not subject an individual to a disciplinary proceeding or sanction for a violation of the NSHE *Handbook*, the NSHE institutional policy, and/or the NSHE institution's applicable Student Code of Conduct unless the NSHE institution determines, in its sole discretion, any report of an alleged incident of sexual misconduct was not made in good faith or the individual's violation of the NSHE *Handbook*, the NSHE institutional policy, and/or the NSHE institution's applicable Student Code of Conduct was egregious. Examples of egregious violations include, but are not limited to, being the one that initiated the sexual violence or sexual harassment, or through negligence, contributed to the sexual violence or sexual harassment, or other sexual misconduct, driving under the influence, manufacturing/distribution/delivery of illegal drugs, possessing with intent to manufacture/distribute/deliver illegal drugs, relationship violence, stalking, hazing, or other conduct that risked someone's health or safety. The NSHE institution determines, in its sole discretion, whether a report was not made in good faith and what conduct constitutes an egregious violation.

An individual may be particularly afraid to report certain conduct when alcohol, drugs, or other intoxicants are involved. Except for egregious violations, this amnesty policy applies when alcohol, drugs, or other intoxicants are involved, including underage drinking.

In circumstances where amnesty is determined to be applicable but there are concerns that an individual's repeat or severe misuse of alcohol or other substances will result in additional harm if unaddressed, the NSHE institution may impose educational and/or other appropriate sanctions to address such concerns.

This policy only provides amnesty from violations of NSHE *Handbook*, the NSHE institutional policy, and/or the NSHE institution's applicable Student Code of Conduct. It does not grant amnesty for criminal, civil or other legal consequences for violations of Federal, State or Local law.

Civil and/or criminal investigations and other legal processes from governmental agencies outside of the NSHE institution may still proceed at the discretion of the outside governmental agency. Also, in some instances, University Police Services may be required by law to report an incident to local law enforcement agencies. For information regarding legal immunity from certain offenses related to drug or alcohol overdose or other medical emergency, please see NRS 453C.150.

10. Relationship to Freedom of Expression

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. Unlawful discrimination or 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.

D. Sexual Harassment under Title IX

NSHE and its member institutions do not discriminate on the basis of sex in their education programs and activities. Title IX of the Education Amendments Act of 1972, 20 U.S.C. § 1861(a), provides:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Title IX applies to every single aspect of education, including course offerings, counseling and counseling materials, financial assistance, student health and insurance benefits and/or other services, housing, marital and parental status of students, physical education and athletics, education programs and activities sponsored by the institution, and employment.

IMPACT OF MODIFICATIONS OF THE FINAL RULE UNDER TITLE IX

Should any portion of the Final Rule be stayed or held invalid by a court of law, or should the Final Rule be withdrawn or modified to not require the elements of this policy, this policy, or the invalidated elements of this policy, will be deemed revoked as of the publication date of the opinion or order and for all reports after that date, as well as any elements of the process that occur after that date if a case is not complete by that date of opinion or order publication.

Should the Title IX Section process be revoked in this manner, any conduct that would have been covered under the Title IX Section D process shall be investigated and adjudicated under the existing Non-Title IX Sections (A), (B), and (C) process.

1. Designation of Coordinator, dissemination of policy, and adoption of complaint procedures

a. Each President of NSHE's eight (8) institutions and the Chancellor for NSHE's System Administration offices shall designate and authorize an individual to serve as the Title IX Coordinator for the institution who shall be tasked with coordinating the institution's efforts to comply with its responsibilities under this Section. The institution must notify applicants for admission or employment, students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the institution, of

the name or title, office address, electronic mail address, and telephone number of the individual designated as the Title IX Coordinator.

b. Each institution must prominently display the contact information for the Title IX Coordinator on its website, if any, and in each handbook, or catalog that it makes available to persons entitled to a notification under paragraph (a) of this Section. Each institution must notify persons entitled to a notification under paragraph (a) of this Section that the institution does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner. Such notification must state that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX to the institution may be referred to the institution's Title IX Coordinator, to the Assistant Secretary of the Department of Education, or both.

c. Each institution must adopt and publish complaint procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited under this Section and a complaint process that complies with Subsection 5 for formal complaints as defined in Subsection 2. An institution must provide to persons entitled to a notification under paragraph (a) of this Section notice of the institution's complaint procedures and complaint process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the institution will respond.

d. Each institution, in addition to other training specifically outlined in this Subsection D, must ensure that all individuals involved in responding to, investigation of, or the adjudication of any complaint based in sexual violence, have the Specialized training in regards to Sexual Violence outlined in Subsection C, 3(b.)

2. Definitions

a. "Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

b. "Respondent" means an individual who has been reported by the individual engaging in the conduct that could constitute sexual harassment.

c. "Reporting Party" means any person who reports sexual harassment or conduct that could constitute sexual harassment, whether or not the person reporting is the person alleged to be the victim.

d. "Sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

i. An employee of a NSHE institution conditioning the provision of an aid, benefit, or service of the institution on an individual's participation in unwelcome sexual conduct;

ii. Unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that

it effectively denies a person equal access to the institution's education program or activity; or

iii. Sexual assault, as defined by the Clery Act, 34 C.F.R. § 668.46(a), as amended by the Violence Against Women Act of 1994, including but not limited to dating violence, domestic violence, and stalking.

For the purposes of this definition, "education program or activity" includes locations, events, or circumstances over which an institution exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by an institution, which may include but is not limited to recognized fraternity, sorority, or student organizations. This definition does not apply to persons outside the United States.

For the purposes of this definition, "sexual assault" means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the Federal Bureau of Investigation's Uniform Crime Reporting Program.

"Rape" means penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

"Fondling" means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

"Incest" means sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

"Statutory rape" means sexual intercourse with a person who is under the statutory age of consent (16 years old).

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

"Domestic violence" means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under

the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

"Stalking" means engaging in a course of conduct on the basis of sex directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress.

e. "Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the institution investigate the allegation of sexual harassment.

f. "Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

g. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to an institution's Title IX Coordinator or any official of the institution who has authority to institute corrective measures on behalf of the institution, including the President, Vice President, Provost, Vice Provosts, Human Resources Director, and those designated by the President.

Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the institution with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform an individual about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the institution.

h. "Institution" means any and all of NSHE's eight (8) institutions, including the College of Southern Nevada; the Desert Research Institute; Great Basin College; Nevada State College; Truckee Meadows Community College; the University of Nevada, Las Vegas; the University of Nevada, Reno; and Western Nevada College, and NSHE's System Administration offices.

i. "Consent" means an affirmative, clear, unambiguous, knowing, informed, and voluntary agreement between all participants to engage in sexual activity.

- Consent is active, not passive. Silence or lack of resistance cannot be interpreted as consent.
- Seeking and having consent accepted is the responsibility of the person(s) initiating each specific sexual act regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- The existence of a dating relationship or past sexual relations between the participants does not constitute consent to any other sexual act.

- Affirmative consent must be ongoing throughout the sexual activity and may be withdrawn at any time. When consent is withdrawn or cannot be given, sexual activity must stop.
- Consent cannot be given when it is the result of any coercion, intimidation, force, deception, or threat of harm.
- Consent cannot be given when a person is incapacitated. Incapacitation occurs when an individual lacks the ability to fully, knowingly choose to participate in sexual activity. Incapacitation includes: impairment due to drugs or alcohol (whether such use is voluntary or involuntary); inability to communicate due to a mental or physical condition; the lack of consciousness or being asleep; being involuntarily restrained; if any of the parties are under the age of 16; or if an individual otherwise cannot consent.
- The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression.

3. Response to Sexual Harassment

An institution with actual knowledge of sexual harassment allegations in an education program or activity of the institution, as all defined in Subsection 2, against a person in the United States must respond promptly in a manner that is not deliberately indifferent. An institution is "deliberately indifferent" only if its response to sexual harassment allegations is clearly unreasonable in light of the known circumstances.

An institution's response must treat complainants and respondents equitably by offering supportive measures as defined in Subsection f of Subsection 2 to all parties, and by following a complaint process that complies with Subsection 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures as defined in Subsection f of Subsection 2 against a respondent.

An institution shall provide this policy which addresses supportive measures to both complainants and respondents.

The institution's Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures as defined in Subsection f of Subsection 2, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. An institution's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Depending on the specific nature of the problem, supportive measures and remedies may include, but are not limited to:

For Students:

- a. Issuing a mutual no-contact directive(s);

- b. Providing an escort to ensure safe movement between classes and activities;
- c. Not sharing classes or extracurricular activities;
- d. Moving to a different residence hall;
- e. Providing written information regarding institution and community services including but not limited to medical, counseling and academic support services, such as tutoring;
- f. Providing extra time to complete or re-take a class or withdraw from a class without an academic or financial penalty;
- g. Taking a leave of absence;
- h. Restricting to online classes;
- i. Providing information regarding campus transportation options;
- j. Reviewing any disciplinary actions taken against the complainant or the respondent to see if there is a connection between the sexual misconduct and the misconduct that may have resulted in the complainant or the respondent being disciplined³ (p.);
- k. Requiring the parties to report any violations of these restrictions;
- l. Submitting a request for a waiver of scholarship or grant requirements pursuant to Title 4, Chapter 18, Section 3; and
- m. Submitting a request for a waiver of requirements of the Governor Guinn Millennium Scholarship pursuant to Title 4, Chapter 18, Section 9.23.

For Employees:

- a. Providing an escort to ensure safe movement between work area and/or parking lots/other campus locations;
- b. Issuing a mutual no-contact directive(s);
- c. Placement on leave;
- d. Transfer to a different area/department or shift in order to eliminate or reduce further business/social contact;
- e. Providing information regarding campus transportation options;
- f. Instructions to stop the conduct;
- g. Providing information regarding institution and community services including medical, counseling and Employee Assistance Program;
- h. Reassignment of duties;
- i. Changing the supervisory authority; and

- j. Directing the parties to report any violations of these restrictions.

All institution administrators, academic and administrative faculty, and staff are responsible for carrying out the supportive measures and remedies.

Supportive measures and remedies may include restraining orders, or similar lawful orders issued by the institution, criminal, civil or tribal courts. Supportive measures and remedies will be confidential to the extent that such confidentiality will not impair the effectiveness of such measures or remedies.

Remedies may also include review and revision of institution sexual misconduct policies, increased monitoring, supervision or security at locations where incidents have been reported; and increased and/or targeted education and prevention efforts.

Any supportive measures or remedies shall be monitored by the Title IX Coordinator throughout the entire process to assess whether the supportive measures or remedies meet the goals of preventing ongoing harassment or discrimination, protecting the safety of the parties, restoring access to the institution's education programs and activities, and preventing retaliatory conduct.

In responding to allegations of sexual harassment, an institution shall not restrict rights protected under the U.S. Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment.

4. Response to a Formal Complaint

a. In response to a formal complaint, an institution must investigate the allegations contained therein and follow a complaint process that complies with subsection 5. With or without a formal complaint, an institution must comply with subsection 3.

b. Nothing in this subsection precludes an institution from removing a respondent from the institution's education program or activity on an emergency basis, provided that the institution undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

c. Nothing in this subsection precludes an institution from placing a non-student employee respondent on administrative leave during the pendency of a complaint process that complies with subsection 5. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

d. An institution may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a complaint process involves more than one complainant or more than one respondent, references in this section to the singular “party,” “complainant,” or “respondent” include the plural, as applicable.

5. General complaint process requirements. Institutions shall:

a. Permit any person to report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator;

b. Promote impartial investigations and adjudications of formal complaints of sexual harassment;

c. Treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following a complaint process that complies with this section before the imposition of any disciplinary sanctions or other actions that are not supportive measures as defined in subsection f of subsection 2 against a respondent. Remedies must be designed to restore or preserve equal access to the institution’s education program or activity. Such remedies may include the same individualized services described in subsection f of subsection 2 as “supportive measures”; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent;

d. Require an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence—and provide that credibility determinations may not be based on a person’s status as a complainant, respondent, or witness;

e. Ensure that the Title IX Coordinator, investigator, hearing officer, and any person designated by an institution to facilitate an informal resolution process, does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent;

f. Ensure that the Title IX Coordinator, investigator, hearing officer, and any person designated by an institution to facilitate an informal resolution process receive training on the definition of sexual harassment in subsection 2, the scope of the institution’s education program or activity, how to conduct an investigation and complaint process including

hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudice of the facts at issue, conflicts of interest, and bias;

g. Ensure, in coordination with the NSHE Chief General Counsel, that hearing officers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection d of subsection 8;

h. Ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection d of subsection 8;

i. Ensure that any materials used to train Title IX Coordinators, investigators, hearing officers, and any person who facilitates an informal resolution process, do not rely on sex stereotypes;

j. Include a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process;

k. Establish a reasonably prompt time frame for conclusion of the complaint process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the institution offers informal resolution processes, and a process that allows for the temporary delay of the complaint process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. The institution must establish a reasonably prompt time frame that complies with the procedures outlined in Chapter 284 of the Nevada Administrative Code for classified employees, Chapter 289 of the Nevada Administrative Code for law enforcement, Chapter 6 of the NSHE Code for professional employees, and Chapter 10 of the NSHE Code or applicable code of conduct for students. Institutions may establish different time frames for different types of cases (e.g., sexual assault, domestic violence, dating violence, etc.);

l. Describe the range of possible disciplinary sanctions and remedies or list the possible disciplinary sanctions and remedies that the institution may implement following any determination of responsibility;

m. State that the standard of evidence to be used to determine responsibility is the preponderance of the evidence standard, and must apply the same standard of evidence for formal complaints against students as for formal complaints against employees, including faculty, and must apply the same standard of evidence to all formal complaints of sexual harassment. “Preponderance of the evidence” means the

evidence establishes that it is more likely than not that the prohibited conduct occurred;

n. Include the procedures and permissible bases for the complainant and respondent to appeal a written determination;

o. Describe the range of supportive measures available to complainants and respondents;

p. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege; and

q. Require any party to assert that the Title IX Coordinator, investigator(s), or hearing officer(s) has a conflict of interest or bias against complainants or respondents generally or the individual complainant or respondent at the time the party knew or should have known of such conflict of interest or bias.

6. Complaint Procedures

a. Upon receipt of a formal complaint, an institution must provide the following written notice to the parties who are known:

i. Notice of the institution's complaint process that complies with this section, including any informal resolution process; and

ii. Notice of the allegations potentially constituting sexual harassment as defined in subsection 2, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. "Sufficient details" include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment under subsection 2, and the date and location of the alleged incident, if known. This written notice also must:

a) Include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the complaint process;

b) Inform the parties that they may have an advisor of their choice under subsection d of subsection 7 who may be, but is not required to be, an attorney, and may inspect and review evidence under subsection 7; and

c) Consistent with section 13, inform the parties of the prohibition against knowingly making false statements or knowingly submitting false information during the complaint process.

b. If, in the course of an investigation, the institution decides to investigate allegations about the complainant or respondent that are not included in the notice provided pursuant to subsection a of subsection 6, the institution must provide notice of the additional allegations to the parties whose identities are known.

7. Dismissal of formal complaint

a. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in Subsection 2 even if proved, did not occur in the institution's education program or activity, or did not occur against a person in the United States, then the institution must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Title IX. Such a dismissal does not preclude action under another provision of the Board of Regents' *Handbook*, *NSHE Code*, or institution's code of conduct.

b. The institution may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

i. A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

ii. The respondent is no longer enrolled or employed by the institution; or

iii. Specific circumstances prevent the institution from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

c. Upon a dismissal required or permitted pursuant to Subsections i and ii of Subsection c of Subsection 6, the institution must promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties.

8. Investigation of a Formal Complaint. The institution investigating a formal complaint must:

a. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the institution and not on the parties, provided that the institution cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the institution obtains that party's voluntary, written consent to do so for a complaint process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the institution must obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

b. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

c. Avoid restricting the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

d. Provide the parties with the same opportunities to have others present during any complaint proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the

choice or presence of advisor for either the complainant or respondent in any meeting or complaint proceeding. However, an institution may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to all parties;

e. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

f. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the institution does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation;

g. Prior to completion of the investigative report, send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report. The institution must make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination; and

h. Create an investigative report that fairly summarizes relevant evidence and, at least ten (10) days prior to a hearing (if a hearing is required under this section or otherwise provided) or other time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response. Each party's written response, if any, shall be submitted to the investigator at least three (3) days prior to the live hearing.

9. Live Hearings

a. An institution must hold a live hearing over which a hearing officer presides. The hearing officer cannot be the same person as the Title IX Coordinator or the investigator(s) and must be selected in consultation with the NSHE Chief General Counsel.

b. At the live hearing, the hearing officer must permit each party's advisor during cross-examination to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally, notwithstanding the discretion of the institution under subsection d of subsection 7 to otherwise restrict the extent to which advisors may participate in the proceedings.

c. The live hearing may be conducted with all parties physically present in the same geographic location or, at the institution's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other. At the request of either party, the institution must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the hearing officer(s) and parties to simultaneously see and hear the party or the witness answering questions.

d. Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the hearing officer(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. For the purposes of this Section, "relevant" means a question or evidence having any tendency to make the existence of any fact that is of consequence to the determination of the action more or less probable than it would be without the question or evidence. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

e. If a party does not have an advisor present at the live hearing, the institution must provide, without fee or charge to that party, an advisor of the institution's choice, who shall not be an attorney, to conduct cross-examination on behalf of that party. Such advisors need not be provided with specialized training because the essential function of such an advisor provided by the institution is not to "represent" a party but rather to relay the party's cross-examination questions that the party wishes to have asked of other parties or witnesses so that parties never personally question or confront each other during a live hearing.

f. If a party or witness does not submit to cross-examination at the live hearing, to the extent permitted by law and not otherwise subject to exclusion under this policy, the hearing officer may consider those statements of a person who was not present at the hearing, or a person who was present at the hearing but who was not subject to cross-examination if the statement is deemed reliable and relevant by the hearing officer. This includes, but is not limited to, opinions and statements in police reports or other official reports, medical records, court records and filings, investigation notes of interviews, emails, written statements, affidavits, text messages, emails, social media postings, and the like. The hearing officer(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

- g. Institutions must create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review.
- h. Nothing in this Subsection shall be construed to impair rights under the U.S. Constitution, including but not limited to the Fifth Amendment, or privileges recognized by statute or common law.

10. Determination Regarding Responsibility

- a. The decision-maker, or hearing officer(s) as appropriate, must issue a written determination regarding responsibility under the preponderance of the evidence standard within 14 calendar days of the live hearing.
- b. The written determination must include:
 - i. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2;
 - ii. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 - iii. Findings of fact supporting the determination;
 - iv. Conclusions regarding the application of the institution's code of conduct to the facts;
 - v. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the institution imposes on the respondent, and whether remedies designed to restore or preserve equal access to the institution's education program or activity will be provided by the institution to the complainant; and
 - vi. The institution's procedures and permissible bases for the complainant and respondent to appeal.
- c. The institution must provide the written determination regarding responsibility to the parties simultaneously. The written determination becomes final either on the date that the institution provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

11. Appeals

- a. Within seven (7) calendar days, any party may appeal from a determination regarding responsibility, and from an institution's dismissal of a formal complaint or any allegations therein, on the following bases:
 - i. Procedural irregularity that affected the outcome of the matter;
 - ii. New evidence that was not reasonably available at the time the determination regarding responsibility or

dismissal was made, that could affect the outcome of the matter;

- iii. The Title IX Coordinator, investigator(s), or hearing officer(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; and

- iv. Any additional basis offered by an institution.

- b. As to all appeals, the institution must:

- i. Immediately notify the other party in writing when an appeal is filed;
- ii. Ensure that the decision-maker for the appeal is not the same person as the hearing officer(s) or decision-maker that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
- iii. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections e-i of subsection 5;
- iv. Give all parties an equal opportunity to submit a written statement in support of, or challenging, the outcome within seven (7) calendar days of the outcome;
- v. Issue a written decision within ten (10) calendar days of receiving a written statement in support of, or challenging, the outcome describing the result of the appeal and the rationale for the result; and
- vi. Provide the written decision simultaneously to all parties.

- c. The review on appeal is limited to the record, except in appeals based on newly discovered evidence that could affect the outcome of the matter and that was not reasonably available at the time the determination regarding responsibility or dismissal was made. In such appeals, newly discovered evidence may be considered on appeal notwithstanding its absence from the record.

12. Provides Informal Resolution

- a. If a formal complaint of sexual harassment is filed, and at any time prior to reaching a determination regarding responsibility, an institution may offer the parties the option of informal resolution and may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the institution:
 - i. Provides to the parties a written notice disclosing the allegations; setting forth the requirements of the informal resolution process, including the circumstances under which the process's agreed upon resolution precludes the parties from resuming a formal complaint arising from the same allegations; and explaining that any statements made or documentation or information provided by a party during the informal resolution process shall not be used or relied upon in a subsequent complaint process or live hearing without the permission

of the party who made the statement or provided the documentation or information;

ii. Obtains the parties' voluntary, informed written consent to the informal resolution process; and

iii. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

b. Institutions must provide the parties with a written notice explaining that, at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the complaint process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

c. An institution shall not require the parties to participate in an informal resolution process for any reason, and shall not require waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right.

d. An individual serving as a facilitator of an informal resolution process shall not be the Title IX Coordinator, Title IX investigator, Title IX hearing officer, witness, or other institutional employee that has a duty to disclose allegations of sexual harassment to the institution.

13. Recordkeeping

a. An institution must maintain for a period of at least seven (7) years records of:

i. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under subsection g of subsection 8, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the institution's education program or activity;

ii. Any appeal and the result therefrom;

iii. Any informal resolution and the result therefrom; and

iv. All materials used to train Title IX Coordinators, investigators, hearing officers, decision-makers, and any person who facilitates an informal resolution process. An institution must make these training materials publicly available on its website, or if the institution does not maintain a website the institution must make these materials available upon request for inspection by members of the public;

v. For each response required under subsections 3 and 4, an institution must create, and maintain for a period of seven (7) years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the institution must document the

basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the institution's education program or activity. If an institution does not provide a party with supportive measures, then the institution must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the institution in the future from providing additional explanations or detailing additional measures taken.

14. False Reports

Because discrimination and sexual harassment frequently involve interactions between persons that are not witnessed by others, reports of discrimination or sexual harassment cannot always be substantiated by additional evidence. Lack of corroborating evidence or "proof" should not discourage individuals from reporting discrimination or sexual harassment under this policy. However, individuals who knowingly make false reports or submit false information during the complaint process may be subject to disciplinary action under the applicable institution and Board of Regents disciplinary procedures. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by subsequent investigation.

15. Retaliation

a. Retaliation Prohibited. No institution or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this part, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation. The institution must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to have engaged in sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to the complaint procedures for sex discrimination under subsection C.

b. Specific circumstances

- i. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under subsection a of this subsection.
- ii. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a complaint proceeding under this part does not constitute retaliation prohibited under subsection a of this subsection, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

16. Amnesty for Reports of Title IX Discrimination and/or Harassment Under Certain Circumstances

NSHE encourages individuals to report incidents of sexual violence and sexual harassment without fear of negative consequences for other policy violations that occur at or around the same time period of the reported sexual violence or sexual harassment. To support such reporting, an NSHE institution may not subject an individual to a disciplinary proceeding or sanction for a violation of the NSHE *Handbook*, the NSHE institutional policy, and/or the NSHE institution's applicable Student Code of Conduct unless the NSHE institution determines, in its sole discretion, any report of an alleged incident of sexual misconduct was not made in good faith or the individual's violation of the NSHE *Handbook*, the NSHE institutional policy, and/or the NSHE institution's applicable Student Code of Conduct was egregious. Examples of egregious violations include, but are not limited to, being the one that initiated the sexual violence or sexual harassment, or through negligence, contributed to the sexual violence or sexual harassment, or other sexual misconduct, driving under the influence, manufacturing/distribution/delivery of illegal drugs, possessing with intent to manufacture/distribute/deliver illegal drugs, relationship violence, stalking, hazing, or other conduct that risked someone's health or safety. The NSHE institution determines, in its sole discretion, whether a report was not made in good faith and what conduct constitutes an egregious violation.

An individual may be particularly afraid to report certain conduct when alcohol, drugs, or other intoxicants are involved. Except for egregious violations, this amnesty policy applies when alcohol, drugs, or other intoxicants are involved, including underage drinking.

In circumstances where amnesty is determined to be applicable but there are concerns that an individual's repeat or severe misuse of alcohol or other substances will result in additional harm if unaddressed, the NSHE institution may impose educational and/or other appropriate sanctions to address such concerns.

This policy only provides amnesty from violations of NSHE *Handbook*, the NSHE institutional policy and/or the NSHE institution's applicable Student Code of Conduct. It does not grant amnesty for criminal, civil or other legal consequences for violations of Federal, State or Local law. Civil and/or criminal investigations and other legal processes from governmental agencies outside of the NSHE institution may still proceed at the discretion of the outside governmental

agency. Also, in some instances, University Police Services may be required by law to report an incident to local law enforcement agencies. For information regarding legal immunity from certain offenses related to drug or alcohol overdose or other medical emergency, please see NRS 453C.150.

17. Relationship to Freedom of Expression

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. Unlawful discrimination or 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.

1

For example, if one party was disciplined for skipping a class in which the other party was enrolled, the institution should review the incident to determine if class was skipped to avoid contact with the other party.

2

Note: Campus Security Authorities, who are designated by the institutions in accordance with Clery Act requirements, have an independent responsibility to report sexual and other crimes (which may be reported anonymously) to campus police.

3

For example, if one party was disciplined for skipping a class in which the other party was enrolled, the institution should review the incident to determine if class was skipped to avoid contact with the other party.

Online Learning Student Complaint Process

Any TMCC student, current or former (defined as being within one year after discontinuing enrollment), may file a complaint about his or her online education concerning deceptive trade practices or other acts of fraud as defined in the Board of Regents Handbook. TMCC's complaint process can be found at: <https://www.tmcc.edu/vpaa/policies-and-procedures/facultystaff-complaint-policy> (<https://www.tmcc.edu/vpaa/policies-and-procedures/facultystaff-complaint-policy/>).

Policy for Implementation and Awarding of the Continuing Education Unit

A. Authorization

As part of the Business and Social Sciences Division, TMCC's Educational Programs Inspiring the Community (EPIC) 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 Educational Programs Inspiring the Community which will determine the quality of course or program content and resource personnel.
4. EPIC 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 EPIC
2. Upon receiving the request for course or program approval form including appropriate supporting documents, the dean of the Business and Social Sciences 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 EPIC.
2. EPIC 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 EPIC. 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 EPIC 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 EPIC 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 EPIC.
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 EPIC:

- 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 EPIC)
- 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 EPIC:

- 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 international 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," "A-," "B+," "B," "B-," "C+," "C," "C-," "D+," "D," "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.

- 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.
- Credit Completion — Veteran students must carefully review their courses and degree program to assure that
 - no more than the number of credits required for the degree have been earned; and
 - 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 Veterans Resource Center located in Red Mountain 241.

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 to conduct activities or events on the campus. 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.

1. Procedures for presentation of programs or activities:
 - a. The sponsor must submit a request to the Scheduling Office outlining appropriate details regarding the planned programs.
 - b. The Scheduling Office works in conjunction with the the Vice President of Academic Affairs and/or the Associate Vice President of Research, Marketing, Web Services, and IT to vet the request.
 - c. 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.
 - d. TMCC charges rental and/or activity fees to off-campus organizations. These rates are applied according to campus rental and activity fee schedules. Under certain circumstances, requests for waivers will be considered by the President's Cabinet.
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 Vice President of Academic Affairs and/or the Associate Vice President of Research, Marketing, Web Services, and IT 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 Sierra 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 Associate Vice President of Research, Marketing, Web Services and IT.
 - 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.
 - 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 requests for completion of surveys is subject to the same regulations as those which govern distribution of materials. Such matters should be submitted to the Associate Vice President of Research, Marketing, Web Services and IT.
 - i. Anyone wishing to distribute materials on campus must contact the Scheduling Office to reserve space. All materials must be presented for approval at the time of reservations. Rates will be assessed according to the current fee structure.
 - j. Prior to scheduling, the organization requesting the activity must submit proof of liability insurance for the minimum amount of \$2,000,000 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:
 - a. 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 by off-campus organizations:

Permission may be granted to post materials on a space-available basis to educational institutions or public service agencies to announce activities and events.

 - a. All materials to be posted by off campus-organizations must be stamped for approval at the Dandini Campus Academic Support Center, Library 200. Stamps are also available at the Front Desks

- of the Applied Technology Center and the Health Sciences Center. For posting at Meadowood see the information desk.
- 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. 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.

- c. Use of the campus building, equipment and services of the College when available and officially scheduled; and
 - d. Publicity for events and use of bulletin boards on campus.
- C. Procedures for presentation of programs or activities
- a. Meetings intended solely for members of the recognized student organization require no approval.
 - b. The presentation of programs or activities open to the entire student body or the public requires that the sponsor adhere to the following procedures:
 - I. The sponsor must submit an event request to the Student Life and Development office 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 Student Event Management Committee will meet with the sponsor to discuss approval/disapproval.
 - II. An event that meets any of the following criteria requires approval by the Leadership representative for that Division before beginning any activities, and the President's Cabinet and Leadership shall be notified in a timely manner:
 1. Any event for which the audience is expected to be 150 persons or more; or
 2. Any TMCC-sponsored event that is scheduled off campus; or
 3. Any event for which sales are involved; or
 4. Any event that brings a dignitary, high-profile person or major speaker/organization on campus.

Standard college meetings for faculty and staff are exempt from this approval process.

- I. 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 Life and Development.
- II. Reservation of facilities for meetings or other purposes
 - a. The sponsor of an approved program must reserve the desired facility in accordance with campus policy and based on facility space. Determination of the availability of the facility shall be made by the scheduling office.
 - b. Facilities are normally available during the regular operational hours of the College. However, facility use on days and hours when the College is not offering instructional programs is possible. 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 such a manner so as not to constitute interference with the instructional programs or general college operations.
 - d. Financial Institutions requesting to come on campus to deliver workshops or table space must submit an online request to the NSHE Specialist II for Default Prevention and Financial Literacy at least 10 business days prior to the date of their event.
- III. 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

Regulations Concerning Student Sponsored Events

The scope of these regulations extends to all student organization 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 organizations as organized, recognized and approved under the supervision of the College administration shall be in conformity with the Board of Regents policy of the Nevada System of Higher Education and TMCC.

All student organizations are subject to the regulations of and derive their authority from the Board of Regents, Nevada System of Higher Education and the rules and regulations of TMCC.

- A. Definition: A recognized student organization is defined as a group which adheres to the following policies:
 - a. Operates under the advisorship of a member of the College full-time or part-time faculty or staff member.
 - b. Maintains in the Student Life and Development office, a club packet; a current list of officers; and signature of the faculty or staff advisor.
 - c. Schedules and holds a minimum of one meeting per month during the academic year, and one event per semester.
 - d. Agrees to utilize student fee monies received from the SGA within the current fiscal year for the direct benefit of the students from whom they are collected.
 - e. Submits an expenditure report as requested including how student fee monies received from the SGA were spent.
 - f. Other reports as requested by the SGA.
- B. Privileges: The privileges of recognized student organizations include:
 - a. Use of the name of the Student Government Association of TMCC;
 - b. Ability to request funds from the SGA;

to coerce or intimidate students into buying or receiving printed materials.

- a. Organizations desiring to distribute such material on campus must identify the organization and request approval from the Executive Director of Student Life or designee.
- b. Distribution of any material in classrooms is expressly prohibited.
- c. Commercial material may not be distributed at TMCC unless it includes the following disclaimer:

Note: The contents of this document do not reflect the opinions or endorsement by TMCC; not printed or distributed at TMCC expense; delivery beyond drop-box level is optional.

- d. Materials may be distributed at designated areas.
- e. Tables may not be scheduled for periods longer than one week at a time.
- f. Tables must be staffed at all times with a placard identifying the organization displayed.
- g. The distribution of materials is to be coordinated with the scheduling office. An information copy of any material to be distributed must bear the name of the sponsor. Distribution of any material on campus is subject to the approval of the Executive Director of Student Life.
- h. Written material of any kind is not to be distributed in parking areas. Such distribution of materials on the windshields of cars or other locations that results in littering may be considered by the College as a violation of the littering law and the distributor and/or company or organization responsible may be subject to a fine.
- i. The collection of signatures for petitions or request for completion of surveys is subject to the same regulations as those which govern distribution of materials. Such matters should be submitted to the Executive Director of Student Life.

IV. 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 fundraising purposes may be placed only in designated areas.

V. Posting of materials

- a. All materials to be posted by student organizations must be approved by the Marketing Office, RDMT 201 and stamped at the Academic Support Center, Dandini Campus, LIB 200.
- 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 are subject to limitation.

VI. 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 the 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

Purpose and Uniform Application of Residency Decisions

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 (NSHE) (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.

1. A student must provide documentation to support residency classification or reclassification at the request of the NSHE institution.
2. After a student is admitted to an NSHE institution, a determination shall be made as to whether the student must be charged tuition in accordance with this chapter, including the provisions set forth under Section 11 (Administration of the Regulations). Each institution must first determine whether the student is exempt from the payment of tuition in accordance with Section 3 (Nonresident Tuition) of this chapter. Students who are not exempt under Section 3 (Nonresident Tuition) of this chapter must establish residency in accordance with Section 5 (Resident Students) or Section 6 (Residency for Alien Students) of this chapter.
3. The decision of an NSHE institution to grant resident student or nonresident student status to a person shall be honored at other NSHE institutions, unless a person obtained resident student status under false pretenses, the institution made an error in the decision to grant resident student or nonresident student status, or the facts affecting residency determination have significantly changed since the time resident student status was granted. Students granted nonresident status who subsequently meet the qualifications of Section 10 (Reclassification of Nonresident Status) may apply for reclassification.
4. If an institution determines that it or another NSHE institution incorrectly classified a student due to institutional error, the error shall be corrected beginning with the semester the error is identified. When an incorrect classification or error is made, the student has no vested interest or right to rely on the erroneous institutional classification.

(B/R 3/23)

Definitions

Board of Regents Handbook, Title 4, Chapter 15 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, with the exception of active members of the Nevada National Guard.
3. "Bona fide residence" means an established lawful residence in the state of Nevada for at least twelve (12) months immediately preceding the date of matriculation 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. Required documentation to prove a bona fide residence shall be consistent with Section 5 of this Chapter.
4. "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.
5. "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.
6. "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, Reno School of Medicine and the University of Nevada, Las Vegas 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 that 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.
7. "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.
8. "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.
9. "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.
10. "Graduate Fellow" means a graduate student receiving a stipend that is treated as a scholarship with no specific duties required for the award.
11. "Most recent tax year" means the income tax return submitted for the prior income year.
12. "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.
13. "Nonresident" means a person who is not a resident.
14. "Objective evidence" means evidence that is verifiable by means other than a person's own statements.
15. "Relocated" means evidence of permanent, full-time employment or establishment of a business in Nevada prior to the date of matriculation.
16. "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.
17. "Resident" means a person who has established a bona fide residence in the State of Nevada.
18. "Returning student" means a student who reenrolls after a break in enrollment of one or more semesters.
19. "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.
20. "Student" means a person who is enrolled at an institution of the Nevada System of Higher Education.
21. "Tuition" means a monetary charge assessed against nonresident students which is in addition to registration fees or other fees assessed against all students.

(B/R 3/23)

Nonresident Tuition

Board of Regents Handbook, Title 4, Chapter 15, Section 3

Nonresident tuition shall be charged to all nonresident students except that tuition shall not be charged:

1. To current enrollees or graduates of a Nevada high school. This Subsection does not apply to enrollees or graduates of an online Nevada high school if the student is not physically present and residing in the State of Nevada while enrolled or prior to graduation.
2. To returning students who had established an exemption from tuition charges at any NSHE institution in their prior enrollment period.
3. To community college students in community service courses that are not state funded.
4. To a professional employee, classified employee, postdoctoral fellow, resident physician, or resident dentist of the NSHE currently employed at least half time, or the spouse or dependent child of such an employee.
5. To a graduate student enrolled in the NSHE and employed by the System in support of its instructional or research programs, only during the period of time of such employment.
6. To graduate fellows.
7. To a member of the Armed Forces of the United States, on active duty, stationed in Nevada as a result of a permanent change of duty station pursuant to military orders, or a person whose spouse, parent

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 Pickel Meadows, California. If the member ceases to be stationed in Nevada, reside in Nevada, be stationed in Pickel Meadows, California, or be 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 admitted prior to the reassignment and remains continuously enrolled at an NSHE institution.

8. To 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 the period required, excluding temporary, short-term absences for business or pleasure.

9. To a former member of the Armed Forces of the United States who was relocated from Nevada as a result of a permanent change of duty station pursuant to military orders will be considered a Nevada resident for tuition purposes under the condition that the member was a resident of Nevada prior to leaving the state as a member of the Armed Forces; maintained their Nevada residency to leaving the state as a member of the Armed Forces; maintained their Nevada residency while a member of the Armed Forces; and returns to the State of Nevada within one year of leaving the Armed Forces.

10. 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 Pickel Meadows, California, pursuant to military orders.

11. To a veteran of the Armed Forces of the United States who was honorably discharged.

12. To a veteran of the Armed Forces of the United States who has been awarded the Purple Heart.

13. To a student who:

a. Is a veteran using Post 9/11 Educational Assistance pursuant to 38 U.S.C. § 33301 to 3327, inclusive and became eligible for benefits after January 1, 2013; or

b. Is a spouse or dependent using Post 9/11 Educational Assistance pursuant to 38 U.S.C. § 3301 to 3327, inclusive.

14. To a student using Survivors' and Dependents' Educational Assistance pursuant to 38 U.S.C. § 3500 to 3566, inclusive.

15. To a student using benefits under Marine Gunnery Sergeant John David Fry Scholarship pursuant to 38 U.S.C. § 3311(b)(8).

16. 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 of Section 5 of this Chapter nor shall

enrollment through the Consortium or the Exchange Program be included in the "date of matriculation" for evaluation of Nevada residency.

17. 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.

18. To a financially independent person who has relocated to Nevada for the primary purpose of permanent full-time employment in Nevada or to establish a business in and living in Nevada.

19. To a financially dependent person whose spouse, family, or legal guardian who has relocated to Nevada for the primary purpose of permanent full-time employment in Nevada or to establish a business in and living in Nevada.

20. To a licensed educational full-time employee of a public school district in the State of Nevada or the spouse or dependent child of such an employee.

21. To a teacher who is currently employed full-time by a private elementary, secondary, or postsecondary educational institution whose curricula meet the requirements of Nevada Revised Statutes 394.130, or the spouse or dependent child of such an employee.

(B/R 3/23)

Covered Individuals/Veterans not Charged Tuition

Board of Regents Handbook, Title 4, Chapter 15, Section 4

Covered individuals, as defined by this Section, who are living in Nevada, shall not be charged tuition.

1. This Subsection complies with Section 702 of the Veterans Access, Choice, and Accountability Act of 2014 (Approval of Courses of Education provided by Public Institutions of Higher Learning for Purposes of All-Volunteer Force Educational Assistance Program and Post-9/11 Educational Assistance Conditional on In-State Tuition Rate for Veterans) and Section 1005 of the Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020 (Requirements for In-State Tuition), as codified under 38 U.S.C. 3679(c), including but not limited to amendments under Public Law 114-315, Public Law 115-251, and Public Law 116-315. The provisions contained herein must be interpreted to comply with the applicable federal provisions and definitions.
2. To affirm a covered individual is living in Nevada, institutions shall only require the covered individual to:
 - a. Provide a physical address in Nevada; and
 - b. Sign a statement affirming the covered individual is living in Nevada and intends to become a bona fide Nevada resident.
3. An institution shall not require a covered individual to complete a residency form or application.
4. Except as otherwise provided in this paragraph, a covered individual must provide:
 - a. Either a DD-214 (Discharge Orders) or a DD-1300 (Report of Casualty) or similar documentation verifying the date of discharge or casualty; and

- b. A Certificate of Eligibility issued by the United States Department of Veterans Affairs or similar documentation verifying eligibility.

A covered individual using transferred benefits under the Post-9/11 Veterans Educational Assistance Act when the transferor is a member of the uniformed services who is on active duty pursuant to paragraph e(ii) (b) of this section must provide documentation required by the institution to confirm that the covered individual is eligible to use the transferred benefits.

5. For purposes of this Subsection, "covered individual" means:

- a. A veteran who:
 - i. Enrolls with a discharge or release from a period of not fewer than 90 days of service in the active military, naval, or air service, including the reserve components thereof and the National Guard; and
 - ii. Is pursuing a course of education with educational assistance under Chapter 30 (All-Volunteer Force Educational Assistance Program) or Chapter 33 (Post-9/11 Veterans Educational Assistance Act) of Title 38, United States Code¹;
- b. An individual using transferred benefits under the Post-9/11 Veterans Educational Assistance Act² and:
 - i. The transferor's discharge or release was from a period of active-duty service of 90 days or more; or
 - ii. The transferor is a member of the uniformed services who is serving on active duty;
- c. An individual using benefits under the Marine Gunnery Sergeant John David Fry Scholarship ("Fry Scholarship")³;
- d. An individual using benefits under the Survivors' and Dependents' Educational Assistance (DEA) program⁴ and the transferor's discharge from or service member's death in the line of duty following a period of active-duty service of 90 days or more; or
- e. An individual entitled to rehabilitation under Section 3102(a) of Chapter 31 (Training and Rehabilitation for Veterans with Service-Connected Disabilities) of Title 38, United States Code.

(B/R 3/23)

1

Includes the Montgomery GI Bill – Active Duty (Chapter 30 of Title 38, United States Code) and the Post-9/11 GI Bill (Chapter 33 of Title 38, United States Code).

2

Chapter 33 of Title 38 of the United States Code. 38 U.S.C. § 3319 sets forth the authority to transfer unused education benefits to family members.

3

The Fry Scholarship is educational assistance for an individual who is the child or spouse of a person who, on or after September 11, 2001, dies in line of duty while serving on active duty as a member of the Armed Forces to educational assistance under the Post-9/11 Veterans Educational Assistance Act (See 38 U.S.C. § 3311(b)(9)).

4

The Survivors' and Dependents' Educational Assistance (DEA) Program under Chapter 35 of Title 38 of the United States Code sets forth education and training opportunities to eligible dependents of veterans who are permanently and totally disabled due to a service-related condition or of veterans who died while on active duty or as a result of a service-related condition.

Resident Students

Board of Regents Handbook, Title 4, Chapter 15, Section 5

Except as otherwise provided in Section 3 (Nonresident Tuition) and Section 6 (Residency for Alien Students) of this Chapter, as supported by clear and convincing evidence, any person who meets any one of the following categories 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. Some or all of the following pieces of objective evidence of Nevada residency may be required with the student's application for enrollment and must be issued at least 12 months prior to the date of matriculation:
 - a. Evidence of bona fide residence in 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, and 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.
 - e. A Nevada vehicle registration for the spouse, parent or legal guardian.
 - f. Nevada voter registration for the spouse, parent or legal guardian.
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. Some or all of the following pieces of objective evidence of Nevada residency may be required with the student's application for enrollment and must be issued at least 12 months prior to the date of matriculation:
 - a. Evidence of bona fide residence in Nevada prior to the date of matriculation. Examples of evidence include a lease agreement, rent receipts, and 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.
 - d. The student's Nevada vehicle registration.
 - e. The student's Nevada voter registration.

(B/R 3/23)

Residency for Alien Students

Board of Regents Handbook, Title 4, Chapter 15, Section 6

1. An alien who establishes bona fide residence in Nevada shall be deemed a resident for tuition purposes through initial residency classification or reclassification if the student 1) holds a permanent immigrant visa, 2) has been granted official asylum or refugee status, 3) has been granted temporary protective status, 4) has been issued a temporary resident alien card, 5) holds an approved immigration petition as a result of marriage to a U.S. citizen, or 6) is a nonimmigrant alien admitted to the U.S. with a visa classification under which the holder is eligible to establish domicile in the U.S..
2. An alien holding another type of visa (or no visa) shall not be classified as a resident student pursuant to this Subsection, except as may be required by federal law or court decisions and upon due consideration of evidence of Nevada residence.
3. The Vice Chancellor for Academic and Student Affairs shall establish procedures governing visa classifications for the purpose of determining eligibility for classification as a resident student.

(B/R 3/23)

Reclassification of Nonresident Status

Board of Regents Handbook, Title 4, Chapter 15, Section 10

There is a rebuttable presumption that a nonresident attending an institution of the NSHE is in the State of Nevada for the primary or sole purpose of obtaining an education. Therefore, a nonresident who enrolls in an institution of the System shall continue to be classified as a nonresident student throughout the student's enrollment, unless and until the student demonstrates that his or her previous residence has been abandoned and that the student is a Nevada resident. Each student seeking reclassification from nonresident to resident student status must satisfy the conditions described in Subsections 1 through 3.

1. Application and Written Declaration

An application for reclassification may be submitted under the provisions of this Section if the material facts of a student's residency, or the residency of the student's spouse, parent or legal guardian, have substantially changed following matriculation. The student must apply in writing to the appropriate 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 Title 2, Chapter 10 of the NSHE Code. Disciplinary sanctions include a warning, reprimand, probation, suspension or expulsion.

2. Bona Fide Residence and Intent to Remain in Nevada

The student, or the parents or legal guardian of the student, must document continuous physical presence as a Nevada

resident for at least 12 months immediately prior to the date of the application for residency reclassification and must present clear and convincing, objective evidence of intent to remain a Nevada resident. No fewer than four of the following pieces of objective evidence must be submitted with the application for residency reclassification to the satisfaction of the institution. Any evidence or documentation associated with these pieces of evidence must be issued 12 months prior to the first day of the semester for which reclassification is requested.

1. Ownership of a home in Nevada;
2. Lease of living quarters in Nevada;
3. Utility receipts for the home or leased quarters;
4. Nevada driver's license or Nevada identification card;
5. Nevada vehicle registration;
6. Nevada voter registration;
7. Evidence of employment in Nevada such as a letter from employer on employer's letterhead, W-2 income tax form, or pay stubs;
8. A license for conducting a business in Nevada;
9. Admission to a licensed practicing profession in Nevada;
10. 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 a state tax or fee is required;
11. A Nevada address listed on Selective Service registration;
12. Evidence of active savings or checking accounts in Nevada financial institutions;
13. Evidence of summer term enrollment at a NSHE institution within the prior academic year; or
14. Any other evidence that objectively documents intent to abandon residence in any other state and to establish Nevada residence.

3. Financial Status

An application for reclassification must include the following objective evidence of financial status:

1. If financially independent, a true and correct copy of the student's federal income tax return for the most recent tax year showing a Nevada address must be submitted with the application for residency reclassification. 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. 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.
2. If financially dependent, a true and correct copy of the spouse, parent or legal guardian's federal income tax return for the most recent tax year showing a Nevada address must be submitted and must indicate the student filed jointly with a spouse or was claimed as a dependent.

Students may also be required to provide documentation such as a birth certificate, proof of legal guardianship, or a marriage certificate to prove the relationship. A dependent person whose parent or legal guardian is a nonresident is not eligible for reclassification to resident student status.

4. 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.
5. Residence in a neighboring state other than Nevada is a continuing qualification for enrollment in the WICHE Western Undergraduate Exchange program at a NSHE institution and in a tuition discount program approved by the Board of Regents pursuant to Title 4, Chapter 17, Section 13.

A student who was initially enrolled in a System institution under the WICHE Western Undergraduate Exchange program or a tuition discount program approved by the Board shall not be reclassified as a resident student following matriculation. A nonresident student who subsequently disenrolls from the WICHE Western Undergraduate Exchange program or a tuition discount program approved by the Board and pays full nonresident tuition for at least 12 months may apply for reclassification to resident student status. An application for reclassification may be submitted under the provisions of this Section if the material facts of a dependent student's residency as it relates the parents' or legal guardian's residency, have substantially changed following matriculation.

6. 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.
7. No reclassification under these regulations shall give rise to any claim for refund of tuition already paid to the NSHE.

(B/R 3/17)

Administration of Residency Regulations

Board of Regents Handbook, Title 4, Chapter 15, Section 11

1. Each institution of NSHE shall designate an appropriate office to implement and administer these regulations.
2. Each designated office shall make the initial decisions on the resident or nonresident student status of persons enrolling in the institution. If a verifiable error occurs when the initial decision is made to classify a student as a nonresident for tuition purposes, the designated office shall correct the decision and reclassify the student as a resident for tuition purposes without requiring the student to apply for residency reclassification.
3. Each designated office shall make the initial decision on application for reclassification from nonresident to resident student status.
4. The Vice Chancellor for Academic and Student Affairs shall create one form that sets forth the documentation required to provide residency and/or bona fide residence in Nevada. This form shall be used by all institutions for determining whether students are classified or reclassified as resident students or nonresident students for tuition purposes. An institution may utilize an alternative format

for their residency form provided the form content is identical to the System created form.

5. 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.
 - a. 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.
 - b. 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.
6. 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.

(B/R 3/23)

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 their 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.

This policy shall not apply in the event that administering the assignment at an alternate time would impose an undue hardship on the instructor or the institution that could not reasonably have been avoided.

Rules and Disciplinary Procedures for Students

Conduct that is incompatible with the purpose of an academic community is prohibited. The NSHE Board of Regents have established rules of conduct and disciplinary procedures for all students in the NSHE system: Title 2, Chapter 10 of the NSHE Code (<https://nshe.nevada.edu/wp-content/uploads/file/BoardOfRegents/Handbook/title2/T2-CH10%20Rules%20of%20Conduct%20and%20Procedures>)

%20for%20Students%20of%20the%20NSHE.pdf). ***Should there be any inconsistencies between this catalog and the NSHE Code, Title 2, Chapter 10, the NSHE Code will govern.***

TMCC Academic Dishonesty Regulations

Academic Dishonesty: A student may receive academic and disciplinary sanctions for an intentional act of lying, cheating, plagiarizing, or other attempts of obtaining or earning grades under false pretenses.

Academic Negligence: Academic negligence allows for faculty to assess situations of academic dishonesty with questions of intent. For students who commit minor violations of the academic dishonesty policy, there is punitive flexibility. These lapses in ethical behavior might be the result of inexperience, misunderstanding the principles of academic integrity, inadequate pre-college preparation, cultural differences, etc. Faculty are responsible for evaluating these situations to ensure there was no malicious intent, and the violations should be limited in extent. A student should not receive more than one notice of academic negligence. Multiple reports may lead to a charge of academic dishonesty.

Definitions

Plagiarism: defined as: (1) the appropriation of another person's ideas, processes, results, or words without giving appropriate credit; (2) the submission of ideas, processes, results or words not developed by the student specifically for the coursework at hand without the appropriate credit being given; or (3) assisting in the act of plagiarism by allowing one's work to be used as described above.

Collusion: an agreement by two or more people to commit an act of academic dishonesty. TMCC will sanction students who cheat or plagiarize and those who assist in such actions. A student who assists another in the act of cheating or plagiarism is subject to disciplinary action for violation of academic integrity.

Sabotage: the disruption or destruction of another person's work to prevent said person from completing an academic activity successfully. This could include, for example, destroying another person's written work, artwork, experiment, or design. Failure to contribute to a required team project can also be considered academic sabotage.

Cheating: For purposes of this policy, cheating is defined as:

1. Unauthorized copying, collaboration, or use of notes, books, or other materials on examinations or other academic exercises including:
 - a. Sharing information about an exam with a student who has not taken that exam;
 - b. Obtaining information about the contents of a test the student has not taken;
 - c. Unauthorized use of technology;
 - d. Text messaging or other forms of communication during an exam;

2. Having others complete coursework, write papers, or take tests/quizzes for you, thus representing another's work as your own;
3. Fabricating or altering data to deliberately mislead. For example, changing data to get better experiment results;
4. Unauthorized collaboration on an assignment;
5. Turning in the same work in more than one class (or when repeating a class), unless permission is received in advance from the instructor;
6. Unauthorized use of translation software and/or assistance from native speakers or advanced-level students in foreign language classes and presenting work as your own;
7. Falsely citing a source or attributing work to a source from which the referenced material was not obtained;
8. Taking an examination for another student;
9. Unauthorized or inappropriate file sharing and use of Internet and computer resources;
10. Sharing your TMCC username/password with others, allowing them to log into TMCC systems as you, or logging in under another person's username;
11. Altering or changing test answers after submitted for grading;
12. Altering or changing grades after grades have been awarded;
13. Altering or changing other academic records once these are official;
14. And/or facilitating or permitting any of the above-listed items.

For purposes of this definition of cheating, the term "unauthorized" is defined as not obtaining direct or explicit approval of the course instructor.

Sanctions for Violation of Academic Standards

1. A student charged with academic dishonesty may not withdraw from the course in question to avoid the charge or sanction. A student who does so will be reinstated in the class.
2. A student found responsible for violating the academic dishonesty policy may not utilize the "grade replacement or grade appeals policies" for that course.
3. Sanctions for violations of TMCC academic standards for class misconduct may include academic and/or disciplinary sanctions. Academic sanctions for class misconduct may include temporary removal from the class by the faculty member or being dropped from the class. Dropping a student from a class must be approved by the dean. The student shall not receive a refund for course fees or tuition.
4. Sanctions for violations of TMCC academic standards for academic dishonesty may include academic and/or disciplinary sanctions. Academic sanctions for students may include: filing a final grade of "F", reducing the student's final course grade one or two full grade points; giving a reduced grade or zero on the coursework; or requiring the student to retake or resubmit the coursework.

The academic sanction is to be determined by the extent of the dishonesty, based on the detailed criteria for academic dishonesty.

5. A student may also be subject to disciplinary action for violating TMCC academic standards depending upon the provisions of the TMCC Student Code of Conduct. Disciplinary sanctions may include the following: warning, reprimand, restitution, probation, suspension, expulsion, or revocation of degree. Students who violate this policy by helping others to cheat in a course in which they are themselves not currently enrolled are subject to disciplinary sanctions.

Disciplinary Procedures

Disciplinary procedures for all NSHE students are fully outlined in Board of Regents Handbook, Title 2, Chapter 10.

Levels of Academic Dishonesty

Academic Dishonesty Level 1

1. Violations: Instances where the student's actions constituted academic dishonesty to a modest degree
2. Examples: Level 1 violations may include, but are not limited to:
 - a. Improper documentation of quoted text.
 - b. Improper documentation of quoted text.
3. Sanctions: Either of the following sanctions shall be applied for a Level 1 Charge:
 - a. Retake the exam or resubmit the assignment.
 - b. Reduced grade or zero on the assignment.

Academic Dishonesty Level 2

1. Violations: Instances where the student's actions constituted substantial academic dishonesty.
2. Examples: Level 2 violations may include, but are not limited to:
 - a. Multiple instances of failure to document quoted text.
 - b. Inappropriate paraphrasing of others' written work.
 - c. Falsely signing another student in as present in class.
 - d. Submitting the same assignment for two different courses without instructor permission.
 - e. Copying another student's answers or coursework.
3. Sanctions: The sanction for a Level 2 charge is a Level 1 sanction and the following:
 - a. Reducing the student's final course grade by one or more letter grades.

Academic Dishonesty Level 3

1. Violations: Instances where the student's actions constitute severe and egregious acts of academic dishonesty.
2. Examples: Level 3 violations may include, but are not limited to:
 - a. Presenting work written predominantly by another as one's own.
 - b. Obtaining or distributing an exam without the instructor's permission.
 - c. Submitting coursework completed by another person, or completing coursework for another

person.

- d. Copying answers, using cheat sheets, notes, books, or any type of unauthorized information during exams when expressly prohibited by instructor.
 - e. Falsification or fabrication of data.
3. Sanctions: The following sanction shall be applied for a Level 3 Charge:
 - a. Reducing the student's final course grade to an F in the course.

Emergency Removal for Disciplinary Procedures

Board of Regents Handbook, Title 2, Chapter 10, Section 10.4.10.

The President, or the student conduct officer, or coordinator may impose an immediate emergency removal (hereafter, "removal") prior to the resolution of a charge of violation of the rules of conduct on the charged student. This removal includes the immediate exclusion from the institution and all of the institution's campuses, sites, locations, and property of a student for an interim period whenever the president determines that this is required to:

- a. Ensure the safety and well-being of members of the institution's community;
- b. Protect institution property;
- c. Prevent the student from posing an ongoing threat of disruption of, or interference with, the normal operations of the institution; or
- d. Protect any student from discrimination, including sexual harassment or retaliation for the report of discrimination, including 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 will be implemented by the Counseling Center. <https://www.tmcc.edu/counseling/services-provided/student-support-programs/>
- 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 Center 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 consecutive 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 the dismissal. All appeals will be reviewed by the Academic Intervention Committee. The Academic Intervention Committee, chaired by the Executive Director for Student Life, may be composed of Counselors, Advisors, the Retention

Coordinator, the Tutor/Accommodation Specialist, and/or 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 Grade Appeals (<http://catalog.tmcc.edu/records-grading-graduation/grade-reports/>) and the Appeals Procedures (<http://catalog.tmcc.edu/appeal/>) 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;
- University 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, participation in officially recognized activities and sports, address, telephone number, weight and height of members of athletic teams, most recent educational agency or institution attended, 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.

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, bookstore, 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 Grade Appeals (<http://catalog.tmcc.edu/records-grading-graduation/grade-reports/>) and in the Appeals Procedures (<http://catalog.tmcc.edu/appeal/>) 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 thorough private consultations and private classroom work intended to be seen only by the professors shall be considered confidential. Protection against unreasonable and improper disclosures about student views, beliefs, and political associations which professors acquire in the classroom is a serious professional obligation. The judgment of ability (academic evaluation) and character (related to the discipline of study) may be provided under appropriate circumstances, normally with the knowledge and consent of the student.

Student Records

See also: 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 records and files is guaranteed to every student subject only to reasonable regulation as to time, place, and supervision. The student may waive this right of access in respect to confidential evaluations and references in the graduate and other placement offices, which may be required for the purpose of securing placement in business, industry, government, or education. Exceptions to this right of access are:
 - a. Financial records of parents.
 - b. Confidential letters and statements of recommendation placed in the file before January 1, 1975.
 - c. Records which the student has waived the right to inspect.
 - d. Records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker and which are not accessible or revealed to any other person except a regular replacement for that record holder. An example would be a professor's grade book.
 - e. Record of law enforcement agencies which are kept separate from educational records, maintained only for law enforcement purposes, and available only to law enforcement officials of the same jurisdiction.
 - f. Privileged records of physicians, psychiatrists, and other professionals or para-professionals concerned with the treatment of a student and available only to other professionals and para-professionals providing treatment. (Students may designate a physician or other appropriate professional to view the records.)
3. No record may be made in relation to any of the following matters except upon the express written request of the student:
 - a. race,
 - b. religion,
 - c. political or social view, and
 - d. membership in any organization other than honorary and professional organizations directly related to the educational process.

Student Affairs

Freedom of Association

See also: Regulations Concerning Student Sponsored Events and Regulations Concerning Off-Campus Organizations (p. 458)

1. For any legal purpose students shall be free to organize and join associations to promote their common interests and shall be free to determine their own membership, policies, and actions.
2. Affiliation with an extramural organization shall not in itself affect recognition of a student organization.
3. Campus organizations which include students, including those affiliated with an extramural organization, shall be open to all students without respect to race, creed, or national origin. They shall not be required to submit a membership list as a condition of institutional recognition.

Freedom of Inquiry and Expression

See also: Regulations Concerning Student Sponsored Events and Regulations Concerning Off-Campus Organizations (p. 458)

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. 458)

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 their 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 their defense by an advisor of their 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. 428) 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 and Diversity. 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 Director of Human Resources.
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.

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 Fall 2015 semester and for whom 150% of the normal time-to-completion has elapsed.

During the fall semester of 2015, 753 first-time, full-time, certificate or degree-seeking students entered TMCC. After 6 years, 26% 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 Office
775-673-8239

While reviewing this information, please bear in mind:

- Graduation and transfer-out rates are based on 6 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 2022, only 29% enrolled in 12 or more units per semester), and graduation is not the only measure of success for all of our students.

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 (*including transfer credit earned as pass/fail*) 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 190A, 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. Effective 8/2017, upon evaluation, credit for military training granted in this category may be used for all degrees offered by TMCC. 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;
- I. 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.

- II. 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.
- III. 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.
- IV. 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.
- V. Proprietary Schools - A proprietary school must be accredited by a business, technical, or private accreditation association. Credit may be granted for general education courses with the approval of the vice president of academic affairs. Skill courses may be accepted for occupational credit requirements for the associate of applied science degree. Students must provide course descriptions, instructor name and qualifications, syllabi or catalogs along with an official transcript. Approval is dependent upon instructor qualifications and similar course equivalency. Applicability of credit toward the associate of applied science degree is a decision of the vice president of academic affairs. The college may require the student to take a test to validate skill in the area before credit is accepted.
- VI. 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.
- VII. Other Recognized Sources
 - a. 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.

- b. 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.
- c. 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. Optional essays are an additional charge and require additional proctoring fees. If you are interested in completing an optional essay, you must notify the testing center in writing at testingcenter@tmcc.edu and pay for the additional fees at least 30 days prior to scheduled test date. Subject examinations may be taken at any time. Information pertaining to test dates, registration and test bulletins (some offering sample exams) are available on the Dandini Campus in Testing Services (<http://www.tmcc.edu/testing/tests-we-offer/>), located in RDMT 124 or email testingcenter@tmcc.edu.

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
Biology	Social Sciences or History	Elective	6
	General Biology	BIOL 190A (no lab)	3
	Financial Accounting	ACC 201	3 ²
Business	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
	College Composition Modular (essay not reported)	Elective	3 ⁶
	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
	College Mathematics	MATH 120	3
	College Algebra	MATH 124	3
	Pre-Calculus I	MATH 126	3
Political Science	American Government	PST UST	3 ⁴
Psychology	Introductory Psychology	PSY 101	3

Sociology	Introductory Sociology	SOC 101	3

1

General English Examination: Scores earned prior to October 1978 or after April 1986 require a satisfactory essay and a score of 500 to 639 for three 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.

6

If essay was not included in the exam, only English elective credit will be granted. Students wishing to receive English equivalent course credit may petition the department to complete the essay portion.

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	ART Elective	3
	Studio Art	ART Elective	3
Biology		BIOL 190A and BIOL 191A	3 ^{1,7}
Chemistry		CHEM 121	4 ⁸
		CHEM 121 and CHEM 122	8 ⁸
Computer Science	Computer Science A	CS 135, CS 202	3 or 6 ³
	Computer Science Principles	CS 105	3
Economics	Macroeconomics	ECON 103	3
	Microeconomics	ECON 102	3
English	English Literature and Composition	ENG 101	3
	English Language and Composition	ENG 101, ENG 102	3 or 6 ⁴

Environmental Science		Environmental Science Elective	3 ⁵
		ENV 101	3 ⁵
Foreign Language	French or Spanish	111 and 112	8 ⁶
		111, 112, 211, and 212	14 ⁶
History	U.S.	HIST 101, and HIST Elective	6 ²
	European	HIST 105 and HIST 106	6 ²
Geography	Human Geography	GEOG 106	3 ⁵
Mathematics	Calculus A, B	MATH 181	4
	Calculus B, C	MATH 181 and MATH 182	8
Music	Statistics	STAT 152	3
	Theory	Music Elective	3
Physics	Physics 1	MUS 203	3
	Physics 2	PHYS 151	4 ⁹
	C (Mechanics)	PHYS 152	4 ⁹
	C (Electricity and Magnetism)	PHYS 180/180L	4 ⁹
Political Science	U.S. Government and Politics	PHYS 181/181L	4 ⁹
	Comparative Government and Politics	PSC UST (U.S. Constitution only)	3
Psychology		PSC 211	3
		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 190A and three units of BIOL 191A 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

Elective credit will be granted for a test score of 3. Course equivalence with an objective score of 4 or 5 only.

6

With an objective test score of 3, eight units are granted. With an objective score of 4 or 5, 14 units are granted.

7

Students must contact the Biology Dept. to complete BIOL 190L(1 cr.) and BIOL 191L(1 cr.)

8

With an objective test score of 3, three units of CHEM LELC are granted; with an objective of 4 or 5, and provided evidence of having completed a college level lab, four units of CHEM 121 and CHEM 122 are granted.

9

To earn TMCC credit for course equivalent for PHYS 151 or PHYS 152, PHYS 180/180L, PHYS181/181L, the student will need to demonstrate completion of the accompanying lab component as well as a score of 3, 4 or 5.

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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