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GENERAL INFORMATION

ACADEMIC CALENDAR

FALL SEMESTER

	FALL - 2005	FALL - 2006
Academic Semester Begins	Aug. 18, 2005	Aug. 17, 2006
Instruction Begins	Aug. 27, 2005	Aug. 26, 2006
Labor Day (Holiday)	Sept. 5, 2005	Sept. 4, 2006
Deadline for Students Opting Out of Directory Information Disclosure	Oct. 7, 2005	Oct. 6, 2006
Nevada Day (Holiday)	Oct. 28, 2005	Oct. 27, 2006
Veterans Day (Holiday)	Nov. 11, 2005	Nov. 10, 2006
Thanksgiving Break (Holiday)	Nov. 24-27, 2005	Nov. 23-26, 2006
Instruction Ends	Dec. 18, 2005	Dec. 17, 2006
Final Grades Due – Fall Semester Ends	Dec. 20, 2005	Dec. 19, 2006
No. Instructional Days*	75	75
No. Academic Days*	84	84

SPRING SEMESTER

	SPRING - 2006	SPRING - 2007
Academic Semester Begins	Jan. 9, 2006	Jan. 8, 2007
Martin Luther King Day (Holiday)	Jan. 16, 2006	Jan. 15, 2007
Instruction Begins	Jan. 21, 2006	Jan. 20, 2007
Presidents Day (Holiday)	Feb. 20, 2006	Feb. 19, 2007
Deadline for Students Opting Out of Directory Information Disclosure	Mar. 3, 2006	Mar. 2, 2007
Spring Break	Mar. 18-24, 2006	Mar. 17-23, 2007
Instruction Ends	May 14, 2006	May 13, 2007
Final Grades Due	May 16, 2006	May 15, 2007
Graduation – Spring Semester Ends	May 19, 2006	May 18, 2007
No. of Instructional Days*	74	74
No. of Academic Days*	88	88

*Does not include Saturdays, Sundays or holidays.

TMCC PARTNERS IN EDUCATION

COLLEGE OFFICERS

PHILIP M. RINGLE, Ph.D.

President

JOWEL LAGUERRE, Ph.D.

**Vice President
Academic Affairs**

DELORES SANFORD

**Vice President
Finance and Administrative Services**

JUANITA CHRYSANTHOU

**Vice President
Student Services**

NSHE BOARD OF REGENTS AND SYSTEM ADMINISTRATION

Dr. Stavros Anthony, Chair	Las Vegas
Dr. Jill Derby, Vice Chair	Gardnerville
Marcia R. Bandera	Elko
Mark Alden	Las Vegas
Douglas Roman Hill	Sparks
Linda Howard	Las Vegas
Dr. Tom Kirkpatrick	Las Vegas
Howard Rosenberg	Reno
Dr. Jack Lund Schofield	Las Vegas
Steve Sisolak	Las Vegas
Bret Whipple	Las Vegas

JAMES E. ROGERS, INTERIM CHANCELLOR

Harry E. "Buster" Neel, Vice Chancellor, Finance

Dr. Trudy Larsen, Interim Assistant Chancellor

TMCC FOUNDATION BOARD OF TRUSTEES

Marsha Berkbigler	Arthur Bonnel	Tony Ciorciari	John Ellsworth
Edward Estipona	Rhoda Evans	Donald Folgner	Sean French
Randy Frost	Joel Glover	Joe Gremban	Quincy Harris
Robert Hemsath	Karen Hruby	Walt Katai	Bruce Krater
Greg Lewis	Barbara Marsh	Charles McNeely	Susan Oldham
Paul Perkins	Tonya Powell	Carlos Romo	Phil Rose
Mike Rosenow	Sylvia Samano	Rod Sanford	Patty Snyder
Stan Thomas			

CONTINUING STUDENTS

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

- Use the COURSE DESCRIPTIONS beginning on page CD-1, the FACULTY OF THE COLLEGE beginning on page FC-1 and a current class schedule to plan your course of study.
- Use the worksheet of your chosen program to plan and track your progress. See page WS-7 for information on the course catalog that you use to determine graduation requirements.
- Use the STUDENT INFORMATION, COLLEGE PROGRAMS and APPENDICES to find the answers to questions you may have.
- Make sure the admissions and records office is aware of any changes you may have made in your course of study, name, address of record or phone number.

NEW TRANSFER STUDENTS

Use the checklist for new students on page GI-4 to become familiar with the college's programs and services. Meeting with a counselor, however, is imperative to ensure that you are aware of the transfer status of courses taken at other schools.

STUDENT RESPONSIBILITIES

- read and understand the contents of the course catalog;
- become familiar with all college policies and procedures;
- be aware of college deadlines, including dates for registration, fee payments, dropping classes and registration changes;
- keep the college informed of changes in name, address, phone number, enrollment changes which could affect financial aid awards and/or any other circumstances which could affect satisfactory progress toward a degree;
- attend class and complete all assignments in accordance with the expectations established by the instructor; and
- behave in a manner which contributes to a positive learning environment for all in the classroom and on the campus. (See Appendix L or contact the associate dean of students at 775-673-7114 to address any conduct concerns.)

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

ACCREDITATION STATUS

TMCC is accredited by the Northwest Commission on Colleges and Universities, (an institutional accrediting body recognized by the Council for Higher Education Accreditation and/or the Secretary of the U.S. Department of Education).

NONDISCRIMINATION STATEMENT

TMCC does not discriminate on the basis of sex, age, race, color, religion, handicap or national origin in the programs or activities which it operates. All operating policies of the college pertaining to, but not limited to, the instructional programs, student services programs, learning resources services and the employment of all professional, classified and student employees direct such nondiscrimination.

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

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

DISCLAIMER

The TMCC course catalog describes anticipated programs, courses and requirements. These are subject to modification at any time to accommodate changes in college resources or educational plans. The course catalog does not constitute a contractual commitment that the college will offer all the courses or programs described. The college reserves the right to eliminate, cancel, reduce or phase out courses, programs and requirements for financial, curricular or programmatic reasons. The college also reserves the right to limit enrollment in specific programs and courses, to change fees during the student's period of study and to require a student to withdraw from the institution for cause at any time.

TMCC PRIVACY NOTICE FOR PRINTED MATERIALS

In accordance with institutional policy and the U.S. Family Education Rights and Privacy Act of 1974 (FERPA), Truckee Meadows Community College vigorously protects the privacy of student education records. The institution does not release private records of individual students, such as grades and class schedules, without prior written consent of the student.

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

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

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

If, after due consideration, you wish to restrict the release of directory information, complete this form and submit it to the office of admissions and records. This directive will apply permanently to your record until you choose to reverse it by submitting a written authorization.

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

Printed name _____

SSN or ID number _____

Signature _____

Date _____

STUDENT CHECKLIST

New students

- Have you submitted a completed TMCC application for admission form to admissions and records?

**Apply online at www.tmcc.edu.
Use the printed form in the class schedule.
Visit room 319 in the Red Mountain Building
or fax to 775-673-7028.**

- Have you taken the ACCUPLACER placement test to assess your English and math skills?

ACCUPLACER results are required for many TMCC courses such as business, English and math. Call 775-673-8241.

- Have you attended the orientation program?

**See pages GI-14 and GI-15.
Visit the Starting Point in the Student Services Center in the Red Mountain Building or call 775-673-7111 for reservations.**

- Have you consulted a counselor/academic advisor to help you select your classes?

**Contact the department of your major.
Undecided and transfer majors should call 775-673-7060.**

- First-time, full-time students are encouraged to participate in TMCC's QUEST program.

Call 775-673-7111. See page GI-5 for details.

- Check your admissions status online at www.tmcc.edu; then click on Web-Reg.

All students

- Was your financial aid file completed by the July 1 (for fall) or December 1 (for spring) deadline?

**Visit room 315 in the Red Mountain Building
or call 775-673-7072.**

- Have you consulted a counselor/academic advisor to help you select your classes?

**Contact the department of your major.
Undecided and transfer majors should call 775-673-7060.**

- Did you complete the registration worksheet?

See page 5 of the fall 2005 class schedule.

- Did you use Web-Reg at your scheduled registration time to choose your classes? Did you log in a second time to verify your enrollment, fees and your credit card payment?

See page 3 of the fall 2005 class schedule.

- Did you pay your fees by the due date?

See page 3 of the fall 2005 class schedule.

Continuing students

- Does admissions and records have your correct address and phone number?

**Use Web-Reg to update your personal information or visit room 319 in the Red Mountain Building
or call 775-673-7042.**

Go online at www.tmcc.edu for further information.

CAMPUS LOCATIONS

DANDINI CAMPUS

7000 Dandini Boulevard, Reno, NV 89512-3999 775-673-7000

TMCC's main campus houses the administrative functions of the college—everything from admissions and records to financial aid to student development services—as well as a wide variety of academic and occupational programs.

TMCC MEADOWOOD CENTER

5270 Neil Road, Reno, NV 89502 775-829-9004

The Meadowood Center is a full-service education center. It offers a variety of academic and personal enrichment classes as well as Student Outreach Services. The Workforce Development and Continuing Education and Adult Basic Education/English as a Second Language programs are housed at the Meadowood Center.

IGT APPLIED TECHNOLOGY CENTER

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

Edison Campus, home of TMCC's Technical Institute, is a full-service campus providing students with education and training opportunities in industrial technologies. The Institute's mission, "to provide world-class training for a technically skilled workforce and guarantee results through student successes," is driven by a faculty and staff who believe in delivering quality education that leads to high-wage, high-skill jobs.

TMCC/NELL J. REDFIELD FOUNDATION

PERFORMING ARTS CENTER

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

TMCC REDFIELD CAMPUS

18600 Wedge Parkway, Building B, Reno, NV 89511 775-850-4000

TMCC MISSION

Truckee Meadows Community College provides access for lifelong learning opportunities to improve the quality of life for our diverse community.

TMCC creates a supportive, intellectually and culturally dynamic environment by offering the following:

- General education programs
- Customized job training
- Transfer degree programs
- Continuing education and recreational programs
- Developmental education programs
- Student and academic support services
- Occupational/technical degrees and programs

The college anticipates and responds to educational needs of individuals to achieve their goals, aspirations and dreams.

STRATEGIC GOALS

Academic Excellence — To foster an institutional culture that values, demands and supports excellence and learning.

Diversity — To foster an academic community that welcomes the opportunity to experience, examine and learn from diverse physical, cultural and ideological backgrounds while nurturing mutual respect.

Facilities — To provide effective and efficient development and use of facilities that are aesthetically pleasing, safe, environmentally friendly and enhance the learning experience.

Finance and Institutional Effectiveness — To achieve college goals through responsible human and fiscal resource development and management.

Strategic Partnerships — To expand current and to forge new, mutually beneficial partnerships, ensuring the vitality and relevance of our curriculum and programs, distinguishing TMCC as an integral and influential member of the community.

Technology — To develop a technology infrastructure to provide faculty, staff and students with the best practices of the industry.

Welcoming and Supportive Environment — To enhance and foster a welcoming intellectual, cultural and physical environment that is open, supportive and sensitive.

STUDENT INFORMATION

ADMISSIONS INFORMATION

ADMISSION TO THE COLLEGE

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

If you wish to enroll, submit your application online and get information about semester and registration dates, or call or visit the admissions and records office for other information about admission and registration call 775-673-7042, or visit the college at 7000 Dandini Boulevard, Reno, Nevada 89512-3999 or go online at www.tmcc.edu.

QUEST

QUEST—Quality Undergraduate Education Starts at TMCC—is a first-year experience program designed to help students be successful in college right from the start. New students who sign up for QUEST will receive these services and more!

- Early, priority registration for classes
- Placement tests
- Customized academic advisement and educational plan
- Faculty mentor

As a QUEST student, you will take three classes—English, math and college success skills—plus an elective during your first semester. The combination of these classes will prepare you for your courses at TMCC and beyond.

Sign up for a free QUEST orientation via the Web at www.tmcc.edu or call Starting Point at 775-673-7111.

ADMISSION TO HEALTH SCIENCE PROGRAMS

The health science programs include certified nursing assistant (CNA), dental assisting, dental hygiene, emergency medical service (EMS), nursing, paramedic, radiologic technology and veterinary technician. Admission to any of these programs is limited and requires special procedures. In order to be considered for selection into any of these programs, the applicant must satisfy certain requirements and submit the necessary application forms to the admissions and records office. The admission policies for the health science programs are listed alphabetically with the worksheets that begin on page WS-1. Specific information about admission to these programs may be obtained from either the admissions and records office (775-673-7044) or health sciences division (775-673-7115). Monthly information sessions are held. Call 775-673-7115 for dates and times.

IMMUNIZATION REQUIREMENTS

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

STUDENT PLACEMENT TESTING

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

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

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

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

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

ACCUPLACER Retake Policy

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

Testing Accommodations

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

ADVANCED STANDING

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

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

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

Transcripts which are received from other colleges or universities must come directly from that school to the admissions and records office to be classified as official transcripts. All other transcripts will be considered unofficial and will not be evaluated. The TMCC Transfer Credit Policy appears in Appendix C of this course catalog.

ADVISEMENT

Advising is recommended to students who are interested in programs of study leading to a degree or certificate and to students who are considering transferring their TMCC credits to a four-year institution. If you need help deciding what program of study to follow, call the advisement center at 775-673-7062 for an appointment or stop by Red Mountain 122. Call the specific department for advice on specific programs.

HONORS PROGRAM

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

TMCC's honors program is coordinated with the University of Nevada, Reno and the University of Nevada, Las Vegas honors programs. Upon

acceptance to the TMCC honors program, a student may complete 12 of the 30 credits to earn an honors diploma at UNR or UNLV. The type of honors courses offered at TMCC is standard in the United States; most universities should accept TMCC honors courses and credits.

Students interested in the TMCC honors program should contact Thomas Cardoza, 775-673-7160.

TMCC HIGH SCHOOL

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

REGISTRATION

Any person wishing to enroll for courses taught by the college must register during the scheduled registration periods using Web-Reg. Each semester, the college publishes a class schedule which includes detailed information on the courses available, registration procedures and dates, add/drop periods and the refund schedule. Previously enrolled students and new students who have attended an orientation session within the previous 12 months will be given first priority to register. New students will register according to the published schedule. Registration materials for all students will be available either online, in the class schedule or in the admissions and records office. Registration is official only when all registration fees have been paid.

AUDIT

A student who wishes to enroll for no credit may register as an auditor. An auditor pays regular fees and, at the discretion of the instructor, must meet all regular class requirements. A student who audits a course will not receive a grade or credit for that course. Changing from audit to credit or from credit to audit must be done by filing the necessary forms before the filing deadline printed in the current class schedule. Forms for changing to or from audit status require the student's signature and must be processed at the admissions and records office. This audit form is available on the college's Web site.

ADDING CLASSES

Students may add classes any time during the published registration period. Late starting classes may be added using the Web registration system up until the published start date of the class. Written permission of the division offering the class is required to add any class after the registration period or after the start date of the class. Students who add classes or register late become immediately responsible for the fees for these classes and should be aware that they may not be eligible for any refunds if they drop from these classes. Refunds are based on the times the class has met and not on the attendance of a particular student. See the refund policy in the Fees, Payment and Refund section of this course catalog. It is important for students to verify the accuracy of their enrollment schedules and fees any time a change is made.

DROPPING CLASSES

Students may use the Web registration system to drop classes up until two weeks prior to the official last day of the semester for full-term classes. Short-term and intensive classes must be dropped before the published last day of the class. Unless the class is officially dropped, the student is responsible for the fees and the instructor may assign a failing grade. It is important for students to verify the accuracy of their enrollment schedules and fees any time a change is made.

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

CANCELLATION OF CLASSES

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

CONCURRENT REGISTRATION

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

CREDIT LOAD

All classes taken for credit constitute the total credit load for each student. The maximum number of credits a student may carry without the approval of a counselor/advisor is 17 credits during the fall/spring terms and six credits during either summer term.

FULL-TIME, PART-TIME STUDENTS

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

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

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

DATE OF MATRICULATION

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

PASS/WITHDRAW REGISTRATION OPTION

Students enrolling for continuing education or developmental courses may elect to be graded on a pass/withdraw basis instead of the usual grading scale. Students must come to the admissions and records office to select this option. Any changes to or from the P/W option must be completed prior to the deadline published each term in the class schedule.

SATISFACTORY/UNSATISFACTORY REGISTRATION OPTION

1. Any student may choose to take any course on an S/U basis but no course taken for a satisfactory/unsatisfactory grade (except those offered S/U ONLY) may be used to satisfy any TMCC general education or division core requirement.
2. A maximum of six elective credits graded S/U may be used to satisfy credit requirements for any degree or certificate earned at TMCC.
3. Students must come to the admissions and records office to select this option. Any changes to or from the S/U option must be completed prior to the deadline published each term in the class schedule.
4. Instructors will issue a letter grade for every student (except for those courses offered S/U ONLY), but grades for students who enrolled with the S/U option will be converted to 'S' if the letter grade is 'A', 'B' or 'C' and to 'U' if the letter grade is 'D' or lower.
5. Courses which will be offered on an S/U basis ONLY will be approved by the curriculum committee and published as such in the class schedule. Examples of these courses would be those difficult to grade, in which experience, not mastery is the key (field trips, physical education) or in which prerequisites disallow novices from enrolling (advanced field study or practicum).

RECORDS

CHANGE OF NAME, ADDRESS OR MAJOR

Students can process a change of NAME by bringing legal documentation supporting the name change to the admissions and records office. A change of ADDRESS can be made on the Web, in person at the admissions and records office, by mail, by fax (775-673-7028) or by telephone (775-673-7042). To be official, a change of EMPHASIS (MAJOR) must be submitted to the admissions and records office.

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

CLASSIFICATION OF STUDENTS

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

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

ENROLLMENT CLASSIFICATION

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

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

Continuing student: A student who has attended TMCC.

ENROLLMENT CERTIFICATION

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

CHALLENGE EXAMINATIONS

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

DEGREE AUDIT REPORTS

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

Transfer students who wish to use credit earned at other institutions for their degree or certificate may request an evaluation of credits when they have all official transcripts from their former institutions on file in the admissions and records office. Students must be currently or previously enrolled to receive this service. Unofficial DARs are also available through Web-Reg. Other transcripts will not

show up until an official DARS is completed. Students must have attended within last year for any DARS to be available online.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

TMCC conforms to the Family Educational Rights and Privacy Act pertaining to student records and their privacy, their inspection and the appeal rights of the student. For full details about this policy, see Appendix G. In accordance with this act, TMCC designates the following student information as directory information and as such can disclose it to the public at the college's discretion: name, address, telephone number, dates of attendance, full or part-time status, degree awarded, major and date of graduation. To withhold disclosure of this directory information, the student must provide written notification to the admissions and records office using the form on page GI-3 of this course catalog.

ATTENDANCE

Because instructors consider class attendance an integral part of the learning experience, students are required to attend the first class of each course in which they register and adhere to the attendance policy established by the course instructor and stated in the course syllabus. It is the students' responsibility to withdraw from classes they are unable to attend. TMCC's faculty senate approved a policy to allow instructors, at their discretion, to withdraw students for nonattendance and/or not meeting the prerequisites for a class. For policy governing religious obligations, please refer to Appendix Q.

GRADE REPORTS

At the end of each semester, students' grades will be available on Web-Reg. Students can access the system approximately one week after the end of the term for their grades. Students who require a printed copy of the grade report can request through Web-Reg that one be mailed. By using the automated system to confirm grades and forgoing the mailing, students are helping both TMCC and the environment realize considerable savings. To receive a complete summary of the academic history, students should request an official transcript.

GRADING SCALE

The following grades and marks are used at TMCC.

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

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

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

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

S	SATISFACTORY: C or above
U	UNSATISFACTORY: D or below
I	INCOMPLETE
IP	IN PROGRESS
X	IN PROGRESS: courses extending beyond one semester
AD	AUDIT
W	WITHDRAWAL: student withdraws from course during the first 13 weeks; instructor withdraws student for nonattendance or not meeting prerequisites; or student attends the class but fails to meet course requirements (used by some instructors instead of the 'F' grade). Date of last attendance or the date the final grade is issued is stored in the Student Information System.
NR	NOT REPORTED: assigned by registrar pending submission of final grade by instructor

INCOMPLETE GRADES

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

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

NORMAL DEGREE PROGRESS

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

RETAKING A COURSE

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

SEMESTER SYSTEM

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

Summer school is a self-supporting program that offers access to transferable and occupational courses, workforce development and continuing education and special summer activities. There are two 5-week terms in which most of the classes are offered although, due to content and demand for out-of-classroom work, some programs have a unique schedule and/or format. For additional information, please call the summer school office at 775-673-7812.

TRANSCRIPT OF RECORD

An official transcript is a cumulative report which contains all TMCC courses in which a student has been enrolled; the grades, credits and grade point summaries; the registrar's signature and the official seal of the college. An official transcript may be obtained by the student or mailed by the college upon the student's written request. The

request may be mailed, faxed or submitted in person to admissions and records. Allow three business days for processing. Unofficial copies may be obtained online using Web-Reg. A student's transcript will be withheld if there is a financial or disciplinary hold on the student's record.

APPEALS

APPEAL OF POLICY

Students appealing the application of a TMCC policy or procedure should begin the process at the associate dean of students office. Appeals will be accepted for review if students begin the process within six (6) months from the date of occurrence or six (6) months of when it could be reasonably assumed that the student was aware of the occurrence.

The student appeals board consists of the affirmative action officer or the designee of the president as chair, three faculty members, one counselor, two administrators, and one student. The dean of student services and enrollment management or designee, the director of admissions and records and other appropriate departmental consultants are nonvoting participants. This board meets monthly, or more frequently as needed, to hear appeals and recommend action to the vice president for academic affairs who has the final authority.

APPEAL OF CLASS GRADE

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

GRADUATION

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

PREPARATION FOR GRADUATION

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

REQUIREMENTS FOR GRADUATION

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

1. **Filed an application for graduation and paid the application for graduation fee.** Each student seeking an associate degree or certificate of achievement is required to submit a completed application for graduation to the admissions and records office. The application must be accompanied by the \$15 application fee before processing will begin. Deadline dates for filing these applications and payment of fees are
 - fall semester, November 1
 - spring semester, March 1
 - summer session, May 1

An additional \$5 will be charged for any application submitted after the deadline date, but not later than the last day of the semester in which the student will graduate. Students are cautioned that applying late for graduation will cause delays in the receipt of their diplomas and their name will not be published in the commencement program. The date of graduation that will appear on the student's diploma/certificate and permanent academic record is the last month of the semester in which the application for graduation is approved.

- 2. Completed 15 semester credits within TMCC.** All graduates must have a minimum of 15 credits in residence or through distance education at TMCC for each degree pursued. Only classroom instruction is applicable. Challenge examinations, nontraditional credit, etc., do not count as resident credit. This applies to all associate degrees and certificates of achievement.
- 3. Maintained a minimum cumulative grade point average of 2.00.** The grade point average for graduation must be at least 2.00. This grade point average is calculated by combining the grade point average of all courses taken at TMCC and the grade point average of those transfer courses used to fulfill the degree requirements. A student must also have a cumulative grade point average of 2.00 for all coursework at TMCC.
- 4. Met all financial and library obligations.** Students will not be issued a degree or certificate of achievement if they have not met all their financial and library obligations to the Nevada System of Higher Education. If students have an outstanding debt, they may pay it at the controller's office. Library obligations can be cleared through the library.
- 5. Completed the curriculum requirements for the degree or certificate.** Students may elect to graduate under the degree requirements for the year in which they initially enrolled at TMCC in other than workforce development and continuing education courses (unless these courses are used toward their degree); the requirements for the year in which they officially declared a major at the admissions and records office; or the requirements for the year in which they will graduate as long as the course catalog selected is no more than six years old. If a degree or emphasis is offered for the first time after a student has enrolled, the student may choose the course catalog year in which the degree or emphasis was first offered. Students may not use a combination of course catalogs for graduation. Summer session is included in the previous course catalog year, i.e., summer 2004 would be under the 2003-2004 course catalog. If students interrupt their college studies for more than two consecutive semesters, including summer session, the college encourages them to meet the requirements of the course catalog year under which they will complete the requirements for the degree. Some programs require students to be graduated under the current course catalog, e.g., health sciences.

DUAL DEGREES

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

1. File a separate application for graduation and pay the fee for each degree.
2. Complete the curriculum requirements for each degree.
3. Complete 15 credits in residence beyond the requirements for the first degree. This means a student must have a minimum of 75 semester credits, 30 of which were earned in residence at TMCC.
4. Satisfy all additional requirements for both degrees.

See the admissions and records office for requirements for credits in residence for students earning more than one certificate of achievement.

COMMENCEMENT

All graduating students are encouraged to participate in commencement exercises held at the close of the spring semester

each year. At that time, all associate degrees and certificates of achievement are conferred upon the fall, spring and summer graduates for the year.

GRADUATION RATES

The Student Right to Know and Campus Security Act requires that TMCC make available to current and prospective students the persistence and graduation rates of full-time, degree-seeking students. The average percentage of first-time, full-time students who graduate within three years of matriculating is 6.0 percent and 24.0 percent have transferred to another institution.

Since the majority of our students are not full time (only 23 percent take 12 or more credits a semester) and we know that graduation is not the only measure of success for our students, these rates do not necessarily accurately reflect the success of all of our students.

TUITION AND FEES

TUITION AND FEE SCHEDULE

The following fees are in effect for the 2005-2006 school year.

- Nevada residents: \$54.75/credit
- Good Neighbor students: \$85.25/credit
- Out-of-state students in fewer than seven credits: \$110.50/credit
- Out-of-state students in seven or more credits: \$54.75/credit + \$2,457.50
- Out-of-state students residing outside of Nevada and enrolled in only distance education: \$80.25/credit
- Summer school 2006, all students: \$57.75/credit

NOTE: Auditors pay the same per-credit fees.

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

LAB AND SPECIAL FEES

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

TECHNOLOGY FEE

The NSHE Board of Regents approved a \$4 per credit technology fee in October 1999 which is included in the tuition listed above.

APPLICATION FEE

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

HEALTH CENTER

You must be enrolled in at least one academic credit (excludes workforce development and continuing education credits) to be eligible. Call the controller's office for details, 775-673-7155. See page GI-18 for additional information.

STUDENT ACCIDENT AND HEALTH INSURANCE

You must be enrolled in at least six academic credits to be eligible. Call the controller's office for details, 775-673-7155.

TMCC FITNESS CENTER FEES

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

UNR LOMBARDI RECREATION FEES

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

GOOD NEIGHBOR TUITION

If you live in a neighboring California county, you may be eligible for the Good Neighbor rate of \$85.25 a credit. Refer to Appendix B for details.

NONRESIDENT TUITION

Students classified as nonresident students taking seven or more credits shall pay nonresident tuition (\$2,457.50/semester) plus per credit registration fees. Registration in workforce development and continuing education and summer courses, which are not state-funded, shall not cause tuition to be assessed, nor shall enrollment in workforce development and continuing education courses be included in date of matriculation for evaluation of residency.

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

DISTANCE EDUCATION OUT-OF-STATE TUITION

Out-of-state students residing outside of Nevada and enrolling in distance education classes only may be eligible for a special distance education rate of \$80.25 per credit (includes \$4 per credit technology fee). Please contact the admissions and records office for further information at 775-673-7042.

SENIOR CITIZEN TUITION

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

- There is no application fee.
- There is no per-credit charge to register for a regular course.
- You must pay all lab and special fees including the \$4 per-credit technology fee.
- You must pay 80 percent of the cost of workforce development and continuing education classes and full price for workforce development and continuing education conferences, online courses, motorcycle classes and professional/career courses. TMCC's Senior Sunshine Fund can loan supplies and books to qualified senior citizens. For details and an application, call 775-829-9010.

WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION CLASS FEES

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

METHODS OF PAYMENT

DELAYED PAYMENT OF REGISTRATION FEES AND TUITION

Contracts for a deferred payment plan are available to students who register in six or more academic credits in a fall or spring semester. Workforce development and continuing education classes, health insurance and health center fees are not deferrable and must be paid in full at the time of registration. The controller or any designee(s) may authorize a deferred payment plan to meet the students' needs. The deferred amount will be 50% of the total charges payable by the

student. The balance is due and payable no later than Friday of the sixth week of instruction. Any unpaid balance on a deferred payment plan becomes a student's accounts receivable on the final due date and is treated as an official fee hold for future registrations and transcript privileges. A penalty fee of 10 percent (minimum \$10) will be charged on the deferred balance not paid by the due date. The director of admissions and records is authorized, if necessary, to officially withdraw a student from classes for nonpayment with the balance treated as a student's accounts receivable. (B/R 3/02)

PAYMENT BY PERSONAL CHECK

Personal checks are accepted in payment of fees or bills. Checks should be made payable to the Board of Regents. Write the student's social security number on the check. The college does not furnish counter checks and checks altered in any way are not accepted. A \$25 collection fee is assessed for any check returned unpaid by the bank. The returned check and penalty fee must be paid by cash, credit card or money order. Payments made by a returned check are reversed from the student's account, leaving the balance due and payable immediately. Outstanding balances are subject to the unpaid fees and delinquent accounts policy and may result in the student being dropped from his/her classes.

PAYMENT BY CREDIT CARD

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

PAYMENT BY MAIL

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

PAYMENT IN PERSON

Bring your payment to the controller's office or use one of TMCC's convenient drop boxes to avoid lines. Drop boxes are located on the Dandini Campus at: controller's office, RDMT 318, Red Mountain Building and on the south entrance of the library. Both boxes close at 3 p.m. on Fridays. There is also a drop box at TMCC's Meadowood Center, 5270 Neil Road. This box closes at 1 p.m. on Fridays.

UNPAID FEES AND DELINQUENT ACCOUNTS

If you have not completely paid all of your fees by the due date, if you are not eligible for deferred payment or if you have not signed a deferred payment form, you may be subject to a penalty fee of \$10 per day, up to a maximum of \$100 per semester. If you owe any money to the NSHE, you are ineligible to register or receive a transcript, diploma or certificate. Delinquent accounts are forwarded to a collection agency.

REFUND POLICY

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

- The application fee is not refundable.
- Stopping payment on a check or credit card does not constitute official withdrawal and will result in additional fees and collection costs.

- Refunds for Exceptional Circumstances

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

 1. Induction of the student into the United States Armed Forces;
 2. An incapacitating illness or injury which prevents the student from returning to school;
 3. Death of a student;
 4. Death of a spouse, child, parent or legal guardian of the student;
 5. Verifiable error on the part of the institution; or
 6. Other exceptional circumstances beyond the control of the institution or the student.
- Refunds are made to the student or to the contributing party in proportion to the payment of original fees made by each.
- Students are responsible for either paying for, or officially dropping from, each class in which they register, even if they do not attend. If a student fails to drop during the full-refund period, they will be responsible for all tuition and fees.
- Refund checks are issued at the end of the sixth week of instruction.

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

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

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

FINANCIAL AID, SCHOLARSHIPS AND STUDENT EMPLOYMENT

Although the student and the student's family have the primary responsibility for financing the costs of education, there is some aid available through TMCC for those families who cannot meet the total costs. This aid is available in the form of grants, loans, scholarships, student employment or a combination of these. These programs are

regulated by federal (Title IV), state and campus guidelines. Most of the financial aid guidelines specify eligibility requirements, which include, but are not limited to the following.

- Be a citizen, permanent resident or other eligible noncitizen of the United States, as documented by the Department of Homeland Security.
- Have earned a high school diploma, successfully completed the GED or satisfactorily passed the ACCUPLACER test.
- Be accepted to or registered in a specific degree or certificate program at the TMCC admissions and records office.
- Not be in default or owe a repayment on any Title IV loans or grants.
- Sign a statement of educational purpose stating that any Title IV program funds received will be used solely for educational purposes.
- Be enrolled in classes that will apply to the degree requirements of the declared major (not to include workforce development and continuing education classes).
- Certify that you have not been convicted of violating any federal or state drug possession or sale laws.
- Provide any other documents, as required.

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

APPLICATION DEADLINES

To receive consideration for all Title IV and other financial aid funds students should apply as soon as possible beginning January 1 of each year. Awards are made on a first-come, first-served basis. Students must have a completed file and be eligible by July 1 for fall, December 1 for spring or April 15 for summer. Otherwise, they will be responsible for paying their own fees and buying their own books and supplies. If a student is determined to be eligible after these dates and is enrolled, they will receive their financial aid award as a reimbursement.

Scholarship applications are available online beginning December 1 at www.tmcc.edu/finaid/scholarships.asp. The TMCC scholarship application has an annual due date of March 1. Most scholarship applicants are also required to submit academic transcripts by March 1. See the scholarship Web page at www.tmcc.edu/finaid/scholarships.asp for details.

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

APPLICATION PROCESS

The student may apply using the Free Application for Federal Student Aid (FAFSA) available online at www.fafsa.ed.gov. A new application must be filed each year. Students and parents may apply online for a PIN at www.pin.ed.gov to eliminate the requirement to mail in an original signature. If the student chooses not to obtain and/or use this PIN, they may still apply via the Web, but it may prolong the process.

The student may then complete his/her application via the Web at www.fafsa.ed.gov. Students who require a paper application may request one from a financial aid officer. Students may mail the application to the central processor in the envelope provided with the application. Students (and/or their parents) who have questions about the application are encouraged to contact TMCC's financial aid office. Students who have a valid Student Aid Report (SAR) will automatically receive a PIN for Web application for the next award year.

If the application is submitted via the Web, students will receive an acknowledgment letter or e-mail from the Department of Education within three weeks once the signature page or application using a

PIN is received. If the application is mailed to the processor, they will receive a SAR from the U.S. Department of Education within four to six weeks. After receipt of the acknowledgment letter or SAR, students must then submit any remaining supplemental documents to the financial aid office as soon as possible.

When a student's file is complete it will contain the TMCC financial aid activation form. Students may be asked to submit additional documents. Most forms are available via the Web at www.tmcc.edu/finaid. The financial aid office will interpret or determine eligibility. The student will be notified of denial in writing. File completion status and award letters are posted on Web-Reg.

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

TYPES OF FINANCIAL AID

Detailed information on each type of aid including requirements, satisfactory progress policies, award limitations and repayment schedules are available on the TMCC financial aid Web site at www.tmcc.edu/finaid or in Appendix D of this course catalog. Following are brief descriptions of different types of aid available.

Millennium Scholarship

This scholarship is awarded by the State of Nevada Treasurer's office to all Nevada high school seniors who have met Millennium Scholarship requirements. The Millennium Scholarship value at TMCC is \$40 per credit. Students receiving the Millennium Scholarship must be in a degree program. Workforce development and continuing education classes are not considered part of the credit load nor in the completion rate. Eligible students who attend TMCC during the summer must pay for their own classes and will be reimbursed about the end of September. For more information contact the Millennium Scholarship office at millennium.state.nv.us/ or by calling 888-477-2667.

Grants

Federal Pell Grant: this grant is funded by the federal government and awarded to eligible students who have not yet received a bachelor's degree. The amount of the grant is determined by a needs analysis. The actual award is based on the results of the needs analysis, the student budget at the institution and the number of credits for which the student enrolls.

Federal Supplemental Educational Opportunity: these limited funds are for students enrolled in at least six credits who qualify for a Pell Grant but still demonstrate considerable financial need after the initial offer package is determined. Students who show the greatest need are given preference for this grant.

Nevada Student Incentive Grant/Leveraging Educational Assistance Partnership: these limited funds are for Nevada residents who are enrolled at least half-time (six credits) and have considerable financial need. Students who show the least ability to contribute to their educational costs are given preference for this grant.

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

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

Loans

Students must have applied for financial aid with the FAFSA and be enrolled in at least six credits. To receive the separate loan

application, the student must attend a group workshop. Sign up sheets for the workshops are at the financial aid reception desk. Prior to receiving their second disbursement or upon graduating, leaving school or dropping below six credits, students must attend an "exit interview" session or complete an online exit counseling.

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

Federal Stafford Loans (subsidized and unsubsidized): these are low-interest, need-based and non need-based loans, respectively, made by banks and other commercial lending institutions to students. The interest rates are variable and are linked to the Treasury Bill Rate. Repayment begins six months after the student graduates, leaves school or drops below half-time (six credits).

Federal PLUS Loan: the PLUS loan is for the parents of dependent students. The interest rates are variable and linked to the Treasury Bill Rate. Repayment of PLUS loans begins 60 days after the final disbursement of the loan check. PLUS packets are available on request from the financial aid office.

Emergency Loan: any TMCC students who are enrolled at least half-time (six credits), whose fees have been paid or deferred and have a bona fide emergency during the school term related to educational expenses may apply for a loan of a maximum of \$200. This loan must be repaid within 30 days and requires a \$1 processing fee. Students may receive one loan per term.

Federal Direct Loan: TMCC does not participate in this program. We do offer Federal Stafford/PLUS FFELP loans.

Employment

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

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

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

FINANCIAL AID STUDENT RIGHTS

All consumer information is available via the Web at www.tmcc.edu/finaid.

Students have an equal opportunity to receive financial aid. After making proper application, students are entitled to expect an equitable determination for eligibility of available funds. Each student's application is individually reviewed using the same evaluation criteria.

Students have the right to have access to information about all types of aid available at TMCC and minimum requirements for eligibility.

Students have a right to information regarding repayment schedules and interest rates for loans. This information is available in financial aid publications, but it is still important for students to read their own promissory notes carefully before signing.

Students have the right to appeal decisions made by the financial aid officer to the financial aid review committee.

FINANCIAL AID STUDENT RESPONSIBILITIES

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

Enrollment: students must be enrolled in a degree program for the number of credits stated on the TMCC information sheet. Any changes may result in the loss of eligibility and a delay in aid received. Workforce development and continuing education classes are not considered part of the credit load nor in the completion rate.

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

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

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

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

Any change in enrollment from what was stated on the TMCC financial aid activation form requires a change in enrollment form to be filed in the financial aid office. This form is also available on the Web at www.tmcc.edu/finaid. The deadline for changes to enrollment is posted at www.tmcc.edu/finaid/fees.asp. To be considered making **satisfactory progress**, the student must also complete the number of credits for which aid was awarded and maintain a cumulative 2.0 campus G.P.A. **See Appendix D for a complete, detailed explanation of satisfactory progress.**

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

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

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

FINANCIAL AID REFUND POLICY

Students receiving federal aid who completely withdraw during a refund period, as defined in this course catalog and the class schedule, will have their account analyzed and the refunded amounts returned into Title IV accounts according to federal regulations. See Appendix D.

SCHOLARSHIPS

TMCC Scholarships: private donors and organizations have made scholarships available to TMCC students who meet the application deadlines and the established criteria for eligibility. These criteria vary for each scholarship. Awards are determined by committee process each spring for the following year. Applications are available online beginning December 1 and are due on March 1 of each year. TMCC scholarship policy requires students to have a minimum 2.0 cumulative GPA to qualify. They must also complete a minimum of six credits in the fall semester with a minimum 2.0 cumulative GPA in order to receive the spring portion of their award.

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

disbursement process between the donor and the college. In order to ensure adequate time for payment of fees, funds must arrive six weeks prior to the start of each term.

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

ADDITIONAL INFORMATION

For additional information regarding the financial aid, scholarship and student employment programs, visit the financial aid office in RDMT 315 on the Dandini Campus, phone 775-673-7072, visit us on the Web at www.tmcc.edu/finaid or chat online, Monday-Friday from 10 a.m. to 3 p.m. Financial aid officers are available to meet one-on-one with students on a drop-in basis. Please call ahead for hours of availability.

STUDENT SERVICES

Student services at TMCC assists students and community residents in achieving their educational, career and life goals. The services enhance the educational process and assist students in overcoming the financial, personal and learning obstacles that may prevent educational and career success.

ACADEMIC ASSISTANCE

Supplemental Instruction (SI) consists of group study sessions for traditionally difficult courses led by a trained leader. This leader is a student who has previously had the course and earned an A. The leader attends your class and leads out-of-class discussion sessions. These sessions are optional.

The benefit of SI is having a chance to discuss what you are learning, to clarify confusing concepts and to prepare for tests. Because the SI leader has had the course, he/she can help you put the material into understandable terms and apply it to real life. Most importantly, students who have attended SI at TMCC have earned an average of one-half to a whole grade better than students in the same class who did not attend. For a schedule of classes with SI, call 775-673-7285.

The SOURCE, a tutorial and testing center, offers free services to TMCC students. Free tutoring is available in entry-level courses of accounting, biology, chemistry, economics, history, psychology, Spanish and all levels of math. Tips for You, a series of study skills workshops, is offered each semester. Individual study skills assistance is available by appointment. The ASTM calculator rental program offers TI-83 calculators for rent for \$20 a semester. The Writing Center, located in VSTA B106, provides free assistance with essays, reports and research papers for any class at TMCC. Computers and a free copier are also available for students.

Hours are Monday through Thursday, 9 a.m. to 8 p.m., and Friday and Saturday, 9 a.m. to 2 p.m. The SOURCE is located in the Red Mountain Building on the Dandini Campus in room 115. For more information or to schedule an appointment, call 775-674-7517.

ACCOMMODATION SERVICES

TMCC provides free, reasonable accommodations and services for students with documented learning disabilities.

General services for students who qualify include extended exam time, a non-distracting test environment, note taking, textbook reproduction, scribes, readers, assistive technology, tutoring, a faculty liaison, academic advising and adaptive equipment.

Advance notice is required for services. Although many services can be provided within a week, textbook reproduction and other specialized services may require at least a 30 day advance notice.

To request services, please call 775-673-7277 or go to RDMT 120.

TMCC's main number 775-673-7000 is equipped for the hearing impaired.

THE CERTIFICATION TESTING AND ONLINE TRAINING CENTER AT TMCC

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

The center also provides more than 3,000 affordable Internet-delivered courses in English, Spanish and French that are organized into seven major categories: computer basics, information technology, management and leadership, personal and professional development, industrial technology and safety, English as a second language and key work skills.

For more information, call 775-824-3838 (English) or 775-824-3810 (Spanish), or visit us online at www.tmcc.edu/busindustry/certificationtesting/.

ADVISEMENT CENTER

Advisors and peer advisors are available prior to registration, during registration and throughout the semester to help plan educational programs and provide information about TMCC, its educational offerings, information on transferring to other institutions and other resources. Call 775-673-7062 for information or visit the advisement centers, Dandini Campus, Red Mountain Building, room 122 or TMCC Meadowood Center, room S302 (775-824-8617). For the answers to the most frequently asked questions, visit us online at www.tmcc.edu/advisement/

CAREER EXPLORATION/CAREER CENTER

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

The career center offers a variety of tests to aid in identifying and exploring a student's occupational interests and personal characteristics. The results of the assessment can be useful in career planning, educational planning and self-understanding. A counselor is available on an appointment basis to discuss the meaning of scores.

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

The career center is located in the Red Mountain Building, room 114 and may be contacted by phoning 775-673-7063. Students may connect online to the career center at www.tmcc.edu/careercenter/ for more information.

COUNSELING CENTER

Students are encouraged to take advantage of the counseling services. The counseling program assists in establishing and achieving educational, career and life goals. Counselors are available in the counseling center to help students find self-understanding and resolve problems and concerns that might interfere with learning. Regular contact with a counselor can make progress through college smooth and successful. During each semester, the counseling center is open from 8 a.m. to 5 p.m., Monday, Thursday and Friday; 8 a.m. to 6 p.m., Tuesday and Wednesday; or call 775-673-7060. Students may connect online to the counseling center at www.tmcc.edu/counseling for more information. Counseling appointments can also be scheduled for the TMCC Meadowood Center. Call 775-824-8617 for details.

ESL STUDENTS

In order to foster success for students who speak English as a second language, TMCC provides testing for appropriate class placement. It is strongly recommended that all students who speak English as a second language be tested with ACCUPLACER and advised for correct placement in classes. See page GI-17 for additional information.

INTERNATIONAL STUDENTS

Students who are not U.S. citizens or immigrants and are interested in attending classes at TMCC other than English as a Second Language (ESL) or Bridge and whose native language is other than English, must take and pass the international TOEFL (Test of English as a Foreign Language) with a minimum score of 500 on the paper-based test or 173 on the computer-based test. An exception to the TOEFL is a recommendation from the IELC (Intensive English Language Center) at the University of Nevada, Reno.

Students who are not U.S. citizens or immigrants must also meet the college placement requirements prior to registering for classes. See page GI-5 for specific information. The ACCUPLACER test is available for non-native speakers so that they may enroll in English classes.

Each semester before registering for classes, all international students on TMCC I-20s must meet with the international student advisor to determine their academic schedule and enroll in 12 credits. Students who are not U.S. citizens or immigrants who are interested in attending TMCC on an F-1 visa must follow special application procedures as outlined in Appendix A, part B, section 3.

New international students must attend an orientation prior to their first semester at TMCC. This session will provide academic advisement, international student rules, regulations and responsibilities and information about services and programs at TMCC. New international students must bring their passport with a valid visa and their I-94 to the admissions and records office. International students on an F-1 visa from another school must also show proof of being enrolled in 12 credits at their parent institution.

JOB PLACEMENT/INTERNSHIP SERVICES

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

A TMCC career development professional is located in the Red Mountain Building, room 114, and is available to help simplify the job search process, identify potential needs and prepare job seekers for future challenges. The placement specialist also works with students to locate suitable positions for internships. Call 775-674-7661.

TMCC'S ORIENTATION PROGRAMS

TMCC offers three orientation programs. Please choose the program that applies to you. For information, visit our Web site at tmcc.edu/orientation or call 775-673-7111.

QUEST Orientation

QUEST is a freshman-year experience program designed to help students be successful in college. Students who participate in QUEST will receive a guaranteed class schedule, faculty mentoring and a customized educational plan.

Transfer and Degree-Holding Orientation (Silver Session)

These orientation sessions are designed with the special needs of transfer students in mind. Students with previous college academic work, as well as those students who already hold a college degree are encouraged to attend. These sessions will focus on TMCC services and programs, campus tour and registration procedures. Students who have never attended college are not encouraged to sign up for these sessions.

New Student Orientation (G.O.L.D. Session)

These orientation sessions are for those students who have never attended college and who, 1- plan to graduate from TMCC or, 2 - plan to enroll at TMCC and then transfer to another institution. This program will focus on college registration procedures, campus tour, financial aid overview, how to navigate the college course catalog and class schedules and how to prepare for college classes.

RE-ENTRY CENTER

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

Perkins III Educational Partnership Program: Special populations served by this program include single parents, displaced homemakers, individuals pursuing training in nontraditional occupations, economically disadvantaged, disabled and/or individuals with substantial barriers to education/employment. Those admitted to the program must be pursuing vocational education which leads to a high-skill, high-wage occupation or employment in a nontraditional field. Supporting occupational training in nontraditional fields (less than 25 percent of the workers in that field are of the student's gender) is a strong focus of this program. Services offered are academic advising, vocational assessment, counseling (personal, career, group), work experience, job placement assistance and referrals for instructional assistance and community resources. Program participants may also request financial assistance for the following: tuition, books, child care, instructional supplies and transportation costs. To qualify, candidates must present appropriate documentation of special population status.

Project Wings!: Provides assistance for economically disadvantaged single parents and displaced homemakers pursuing education or vocational training. The program aims to pair each student with organizational, corporate or private sponsors, which in turn provide various forms of assistance to the student ranging from scholarships to mentoring.

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

The Re-Entry Center provides a wide variety of services for special population students. For more information regarding services, eligibility standards or application procedures, please contact the office at 775-829-9041.

SERVICES FOR ADULTS RE-ENTERING SCHOOL

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

STARTING POINT

Do you have a question and don't know where to turn? Visit or call the Starting Point at 775-673-7111; everything starts here. Starting Point, located in the student services center lobby in the Red Mountain Building, will help you by issuing unofficial transcripts, requesting official transcripts, accepting admissions applications, teaching you how to register on Web-Reg, changing your address and accepting grade audit cards and goal major card changes. Let our friendly staff assist you in your transition to TMCC!

TRANSFER SERVICES

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

Students planning to transfer should make an appointment with an advisor to review degree requirements that will facilitate the transfer process to UNR and UNLV. Call 775-673-7062 or drop by room 122 in the Red Mountain Building.

Transfer agreements between UNLV and UNR and Nevada's community colleges can be found at www.nevada.edu/index2.html.

VETERANS EDUCATIONAL ASSISTANCE

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

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

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

Veterans should inquire at the admissions and records office for certification procedures and assistance in ordering copies of their previous educational records. Call 775-673-7045.

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

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

VETERANS UPWARD BOUND PROGRAM

The Veterans Upward Bound Program is an educational program funded by the U.S. Department of Education. It is designed to assist veterans in preparing for success in college and other postsecondary training.

Veterans Upward Bound provides a comprehensive program of support services to improve both academic and motivational skills. Services are available for college preparation and GED completion. Specific services include developmental courses to improve basic skills, tutoring, career counseling and advisement, college orientation, assistance with admissions, financial aid and referrals to other agencies. Veterans must meet program eligibility requirements.

For more information, visit the Veterans Upward Bound office at the TMCC Meadowood Center, room S303, or call 775-829-9007.

CAMPUS ORGANIZATIONS

STUDENT CLUBS AND ORGANIZATIONS

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

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

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

AMERICAN INSTITUTE OF ARCHITECT STUDENTS (AIAS)

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

AMNESTY INTERNATIONAL USA

For more information, contact advisors Sharon Lowe at 775-673-7251 or John Yarnevich at 775-673-7299 or visit our Web site at www.tmcc.edu/amnesty/

ASIAN PACIFIC ISLANDERS CLUB

The Asian Pacific Islanders Club promotes an acceptance between and among multicultural groups within the community, while providing a social organization for individuals of Asian Pacific Islander descent.

CREATIVE WRITERS, ARTISTS AND POETS

For more information, contact advisor Brad Summerhill at 775-674-7556.

INTERNATIONAL CLUB

The International Club invites all TMCC students to join. The I-Club promotes diversity, unity, and acceptance. Join us for cultural activities on and off campus and learn about different customs and cultures. The club gives students an opportunity to meet and understand people from many different cultures and backgrounds and helps them to understand the world.

International Club Purpose

To promote the understanding between American and international students; to provide a link between international students and the northern Nevada community; and to promote international and intercultural awareness through social and educational activities.

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

LATINO UNIDOS OF NEVADA ASSOCIATION

If interested in this club, contact the LUNA advisor at 775-674-7689.

LUNGE LIZARD (FENCING CLUB)

For information, contact advisor Jim Roderick at 775-673-7294.

PHILLIPINE UNITED STUDENTS ORGANIZATION (PUSO)

For information, contact advisor Andrew Serafico at 775-674-7629 or visit our Web site at www.tmcc.edu/puso/

PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY FOR TWO YEAR COLLEGES

For information, contact advisor Craig Goodman at 775-674-7904 visit our Web site at www.tmcc.edu/ptk/

PSI BETA NATIONAL PSYCHOLOGY HONOR SOCIETY

For information, contact advisor Armida Fruzzetti at 775-673-7135.

PSYCHOLOGY CLUB

For information, contact advisor Armida Fruzzetti at 775-673-7135.

STUDENT AMERICAN DENTAL HYGIENISTS ASSOCIATION

For information, contact advisor Julie Stage at 775-673-8279.

ASTM

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

The organization is comprised of a student president, vice president, secretary, treasurer and nine student senators elected annually by the student body.

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

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

Students are encouraged to participate in student government and its various activities and projects. Interested persons should contact the ASTM advisor's office at 775-673-7164 or visit RDMT 111 E.

CAMPUS SERVICES

CHILD CARE/KINDERGARTEN

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

A first and last week's tuition payment is due upon your child's registration, as well as a \$50 per child enrollment fee. The center is open weekdays from 7 a.m. to 6 p.m. Call 775-674-7515 for details and rates or stop in and pick up a brochure.

DEVELOPING ACADEMIC SKILLS

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

Developmental Courses

Developmental courses are offered for those students who have been away from school for an extended time or need review classes to build a strong foundation in English and mathematics. These courses are intended to bring the students to a level of proficiency that assures benefit from instruction in occupational or liberal arts (transfer) programs. Developmental courses are not designed to transfer or apply to a degree. Course descriptions for the following developmental courses can be found in the course descriptions section of this course catalog.

English

- ENG 085 Spelling and Vocabulary
- ENG 090 Basic Writing I
- ENG 097 Basic Technical Communications

English as a Second Language

- ENG 081-A ESL Listening and Speaking
- ENG 081-C Basic Skills in Reading
- ENG 081-D Basic ESL Writing
- ENG 085 Spelling and Vocabulary
- ENG 088 ESL Grammar
- ENG 112-A Bridge ESL Listening
- ENG 112-C Bridge Reading Skills
- ENG 112-D Bridge ESL Writing

Mathematics

- MATH 090 Continuing Studies in Math
- MATH 091 Basic Mathematics
- MATH 093 Pre-Algebra
- MATH 095 Elementary Algebra
- MATH 096 Intermediate Algebra

The SOURCE

The SOURCE is TMCC's learning center for academic assistance in many areas.

Free group and walk-in assistance is available in subjects such as accounting, economics, biology, chemistry and more.

For specific subject offerings, contact the SOURCE at 775-673-7285 or in the Student Services Building, Red Mountain Building, room 115.

Writing Center

All TMCC students can come into the Writing Center with writing from any class and get help from peers who have been through similar college experiences. The Writing Center is staffed with peer tutors who are studying composition, theory and pedagogy as well as tutoring practices. More specifically, peer tutors offer assistance with writing across the curriculum and facilitate students' thinking and writing processes. Peer tutors can help students with any stage of the writing process:

- fighting writer's block
- focusing on a topic
- brainstorming ideas
- developing a thesis
- supporting a thesis
- organizing ideas
- revising and editing
- documenting resources

Due to the high demand for tutors, students are encouraged to make an appointment several days in advance. Call the Writing Center at 775-674-7517, or drop by Vista Building, room B106, or check us out online at www.tmcc.edu/writing.

Adult Basic Education and English as a Second Language

TMCC, under the auspices of the Nevada State Plan for Adult Education, provides basic literacy education for adults 17 years old or older. Instruction in basic listening, speaking, reading, writing and mathematics is offered. Individualized and group instruction is provided.

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

ABE Program

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

ESL Program (Basic Level)

The college offers noncredit courses in English as a second language for adults who need training in listening, speaking, reading and writing English. Students are grouped according to ability. For details, call 775-829-9044.

ESL Program (College Level)

English instruction for both transferable and nontransferable college credit is available to students enrolled in college courses. The ESL courses are designed for students whose native language is not English but who have acquired some proficiency in speaking, reading and writing. For more information, call 775-673-7244.

ESL Testing

Nonnative English speakers are strongly encouraged to have their language skills assessed prior to registering for college courses at TMCC. For assessment information, call 775-673-8241.

Citizenship Preparation

Two citizenship preparation courses are available for permanent residents who have a good command of English. Topics covered are United States history, contributions of early Americans, United States government, how democracy works in the American system and naturalization requirements. These classes are open to all permanent residents, 18 years of age or older, who have resided in the U.S. for five or more years or who qualify under the new immigration reform law. Students must be able to read and write English. For additional information, visit the Meadowood Center, room S220, or call 775-829-9044.

GED Program

TMCC's general education development (GED) preparation courses prepare students 18 years and older to pass the GED examination. Courses cover the five GED sub-sections:

- 1 - Language arts and reading
- 2 - Language arts and writing
- 3 - Science
- 4 - Social studies
- 5 - Mathematics

Orientation for the GED preparation classes is held several times each month at TMCC's Meadowood Center. For more information, call 775-829-9055.

Assessments are administered prior to enrollment and throughout the training program. TMCC uses the assessments to gauge what is needed so that the instructors can target specific areas of study.

Students are eligible to enroll in the GED preparation courses upon completion of the preliminary skills analysis assessment. Courses are offered Monday through Thursday from 8:30 a.m. to 12:30 p.m. and 6 to 9 p.m.

At no charge, TMCC provides the following services in an informal classroom environment.

- pre-testing
- books and materials
- practice GED tests
- instruction in all subjects covered by the GED exam
- GED test appointments
- post-GED guidance

For information on making a GED testing appointment, call 775-829-9055 or 775-673-7060.

FITNESS CENTER

The fitness center in RDMT 101 will be available for staff and student membership, as well as selected physical education classes.

FOOD SERVICES

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

GENERAL ACCESS COMPUTER LAB

The Academic Computing area within TMCC's Information Technology Operations department currently supports two open computer labs that provide free computer and Internet resources to all students, faculty and staff. The main general access computer lab, located on the Dandini Campus in the Sierra Building, room 109, contains 60 workstations. For the convenience of students at the Meadowood Center, room S124 contains 19 workstations available during limited hours. Both labs are using the Microsoft Windows operating system, in addition to most applications currently used in academic courses. Computer and Internet access is also available at the Technical Institute, Edison Campus e-Library.

General Access Computer Lab Hours

Typical general access computer lab hours during fall and spring semesters

- 9 a.m. to 10 p.m., Monday through Thursday
- 9 a.m. to 9 p.m., Friday
- 10 a.m. to 3 p.m., Saturday

View www.tmcc.edu/ito/Academic/GACL_Hours/gacl_hours.html for the most current general access computer lab hours.

HEALTH CENTER

All students registered for one (1) or more academic credits (excludes workforce development and continuing education credits) are eligible for medical care at the student health center on the University of Nevada, Reno campus upon payment of class fees.

The UNR student health center clinical staff is composed of physicians, nurses and nurse practitioners. A medical laboratory and X-ray service is available. The clinic is located at the north end of the campus in the Redfield Building (bldg. #59) across from the school of medicine. The clinic is open from 8 a.m. to 5 p.m. Monday-Friday during the regular semester and 8 a.m. to 4:40 p.m. during the summer. Students desiring to use the health service can pay the appropriate fee at the TMCC controller's office, RDMT 318.

International students on a student visa are required to purchase the health center access and student accident and health insurance. See the controller's office for more information.

HOUSING

Students from outside the Reno/Sparks area or who must relocate to attend school are encouraged to make arrangements for housing at their earliest convenience. The college does not own, operate or maintain listings of approved housing facilities for students.

LIFE EXPERIENCE ASSESSMENT PROGRAM (LEAP)

Do you excel in a particular area or field but don't have anything to show for all your hard work? TMCC has the solution. You can earn college credit for experiential learning in work, volunteer environment, homemaking, noncredit courses, seminars, workshops, travel, recreational activities, arts and hobbies, independent reading, viewing and listening and special topics.

LEAP, or Learning Experience Assessment Program, is a program that awards credit for nontraditional learning to students. LEAP students will earn college credit through a challenge exam, transcript assessment, portfolio development, military experience and/or the number of credits earned at TMCC. You will be taught how to create a portfolio and a student can have up to 30 credits for combination of portfolio and CLEP or departmental exams. Put these credits together with your fifteen (15) residency credits and fifteen transfer credits and you've earned an associate's degree.

Interested? Call 775-824-8617 and ask for Mich Glazier, director of student outreach services and LEAP. You'll also receive academic, career and personal counseling and have a liaison with TMCC, UNR and other colleges' faculty and staff. An associate degree at TMCC can get you increased pay, a job upgrade, new employment opportunities and increased self-esteem. Please refer to Appendix C for specific program requirements.

ELIZABETH STURM LIBRARY AND NELL J. REDFIELD E-LIBRARY

The TMCC libraries are committed to serving the academic and general information needs of students, staff and faculty. Reference librarians are enthusiastic and passionate about assisting students in finding and using the resources most efficient and effective in completing assignments and developing critical thinking skills and information literacy.

In a dedicated library classroom, reference librarians conduct library orientations for classes and tailor these orientations to specific disciplines. The library circulating book reference and Nevada collections support curriculum and general interest. Reference books are an excellent starting point for research. The library subscribes to online databases that provide full text access to magazine and peer-reviewed journal articles. Online databases are available on the library home page from any computer in the world linked to the Internet. Passwords are required for off-campus access to the library databases. The library houses a video collection that supports classroom instruction. Students can borrow videos for viewing in the library or at home.

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

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

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

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

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

PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY FOR THE TWO-YEAR COLLEGE

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

You can also receive information regarding this honor society from the associate dean of students office on the Dandini Campus, RDMT 327.

RECREATIONAL FACILITIES

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

Students registered for seven (7) or more credits at TMCC are entitled to use the facilities at the Lombardi Recreation Building, University of Nevada, Reno at specified hours upon payment of a \$60 per semester fee. Check the class schedule or inquire at the TMCC controller's office for current semester and wellness pass fees.

STUDENT ACCIDENT AND HEALTH INSURANCE

TMCC students who purchase student health center access at the University of Nevada, Reno may also elect to purchase supplemental health, hospitalization and accident insurance if registered for six (6) or more academic credits (excludes workforce development and continuing education credits). Spouse and dependent coverage is also available. Information and current fees are available from the controller's office.

Students who wish to purchase this insurance need to show proof of payment of the student health center fee to the TMCC controller's office and pay a health insurance premium during the open enrollment period during each semester and summer session. The deadline for insurance payment is the fifteenth day of the beginning of the semester.

STUDENT PUBLICATIONS

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

TMCC FITNESS CENTER

The TMCC Fitness Center provides a welcoming environment for students, faculty and staff for physical activity and general wellness. The center also promotes educational opportunities and an overall health awareness environment. To join the fitness center purchase a membership or day pass at the controller's office, or take a physical education class that requires time in the fitness center. See the current class schedule for information on those courses.

The Fitness Center has a variety of machine and free weights as well as cardio equipment. Each cardio piece has a heart rate monitor and CD/DVD player. The center also has men's and women's locker rooms with two showers, facilities and lockers. Lockers are available for rent or day use. Inquire within the fitness center for hours of operations, membership fees and locker rentals. Contact the fitness center at 775-674-7974 or visit our Web site www.tmcc.edu/fitness or stop by the center in RDMT 101.

TRANSPORTATION

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

UNR STUDENT ACTIVITIES PASS

TMCC students who want to participate in the Associated Students of the University of Nevada activities may do so by purchasing an ASUN activities pass at the Jot Travis Student Union. You must have a TMCC student ID card to purchase an ASUN student activities pass. The pass costs \$10 per semester and entitles the TMCC student to participate in ASUN activities at the same rate as UNR students. The pass, however, does not include athletic events.

EQUITY AND DIVERSITY OFFICE

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

The equity and diversity office is located at 7000 Dandini Blvd., Red Mountain Building, room 208. The office hours are 8 a.m. to 5 p.m. Monday through Friday.

Please call 775-673-7105 for more information.

TMCC does not discriminate on the basis of sex, age, race, color religion, disability, national origin, sexual orientation, marital status, Veteran or disabled Veteran in the programs or activities that it operates. All operating policies of the college direct such nondiscrimination as it pertains to, but is not limited to, the instructional programs, student services program, learning resources services and the employment of all professional, classified and student employees.

The college is in compliance with Executive Order 11246, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the 1991 Civil Rights Act and all other federal, state, and Nevada System of Higher Education rules, laws, regulations and policies.

The equal opportunity and affirmative action policy statements, grievance procedures and sexual harassment policy can be found in Appendices M and N of this course catalog. All matters of alleged discrimination under the previously cited laws, regulations and policies should be referred to the director of equity and diversity at the TMCC Dandini Campus, Red Mountain Building, room 208, or by calling 775-673-7103.

DEGREE PROGRAMS,
ADVISORS AND WORKSHEETS

DEGREE PROGRAMS, ADVISORS AND WORKSHEETS

Worksheets on the following pages are listed alphabetically. Similar programs are listed together, i.e., early childhood education teacher, director, infant/toddler emphasis, preschool emphasis and special education emphasis are all listed under "E" for early childhood education.

Applied Anthropology, AA	WS-14	English as a Second Language, classes and information	WS-75
Applied Anthropology/Diversity, certificate	WS-15	Environmental Control Technology	
Apprenticeship Program Information	WS-16	Building Systems Maintenance Technician, AAS	WS-29
Apprenticeship Program, AAS	WS-17	Building Systems Maintenance Technician, certificate	WS-30
Apprenticeship Program, certificate	WS-18	Industrial Maintenance Technology, AAS	WS-93
Architecture, AA	WS-19	Industrial Maintenance Technology, certificate	WS-94
Architectural Design Technology		Environmental Science, AS	WS-76
Architectural Design Technology, AAS	WS-20	Fine Arts	
Architectural Design Technology, certificate	WS-21	Art History, AA	WS-22
Golf Course Management, AAS	WS-85	Fine Arts, AA	WS-77
Automotive Technician Educational Cooperative (ATEC), AAS	WS-25	Music, AA	WS-105
Automotive Technician Educational Cooperative (ATEC), certificate		Music, certificate	WS-106
Automotive Electronic Systems	WS-26	Theater, AA	WS-123
Automotive Technician Educational Cooperative (ATEC), certificate		Theater, certificate	WS-124
Automotive Mechanical Systems	WS-27	Fire Science Technology	
Blank worksheet	WS-129	Firefighter Academy, AAS	WS-78
Business		Fire Science Technology, AAS	WS-79
Accounting Technology, certificate	WS-11	Fire Science Technology, certificate	WS-80
Bookkeeping, certificate	WS-28	Volunteer Firefighter, certificate	WS-81
Business, AAS	WS-32	Wildland Firefighter, AAS	WS-82
Construction Management, AAS	WS-37	General Studies, AGS	WS-83
Construction Management, certificate	WS-38	General Studies, certificate	WS-84
Business, certificate	WS-31	Graphic Communications, AAS	WS-87
Business, AA	WS-33	Computer Graphics, certificate	WS-88
Computer and Office Technology		Digital Media, certificate	WS-89
Administrative Assistant, AAS	WS-12	Imaging Technologies, certificate	WS-90
Administrative Assistant, certificate	WS-13	Health Sciences	
Computer Information Technology		Dental Assisting Program Information	WS-52
Computer Programming, AAS	WS-36	Dental Assisting, AAS	WS-53
Networking, AAS	WS-107	Dental Assisting, Full-time/Part-time, certificate	WS-54
Networking, certificate	WS-108	Dental Hygiene Program Information	WS-55
Technical Support, certificate	WS-122	Dental Hygiene, AS	WS-56
Webmaster, AAS	WS-126	Dental Hygiene, AAS	WS-57
Criminal Justice		Medical Imaging	
Criminal Justice, AA	WS-40	Foreign Educated Radiographer, certificate	WS-101
Criminal Justice, certificate	WS-47	Re-Entry Radiographer, certificate	WS-102
Community Policing and Problem Solving Emphasis, AA	WS-41	Nursing Program Information	WS-109 to WS-110
Corrections/Probation, AAS	WS-43	Nursing, AAS	WS-111
Investigation, AAS	WS-44	Paramedic Program Information	WS-113
Juvenile Justice, AAS	WS-45	Paramedic, certificate	WS-114
Law Enforcement, AAS	WS-46	Radiologic Technology Program Information	WS-116 to WS-117
High Sierra Regional Law Enforcement Academy	WS-48	Radiologic Technology, AAS	WS-118
Pre-Law Emphasis, AA	WS-42	Heating, Ventilation, Air Conditioning/Refrigeration, AAS	WS-91
Culinary Arts		Heating, Ventilation, Air Conditioning/Refrigeration, certificate	WS-92
Culinary Arts, AAS	WS-49	Landscape Architecture, AA	WS-96
Culinary Arts, certificate	WS-50	Landscape Management, certificate	WS-97
Baking and Pastry, certificate	WS-51	Legal Office Professional, certificate	WS-98
Diesel Technician Educational Cooperative (DTEC), AAS	WS-59	Manufacturing Training Program	WS-99
Diesel Technician Educational Cooperative (DTEC), certificate	WS-60	Mental Health Services	
Dietetic Technician Program		Developmental Disabilities Technician, AAS	WS-58
Dietetic Technician Program Information	WS-61	Mental Health Technician, AAS	WS-103
Dietetic Technician, AAS	WS-62	Substance Abuse Counselor, AAS	WS-121
Early Childhood Education		Military Occupations, AAS	WS-104
Early Childhood Education, AA	WS-63	Paralegal/Law, AAS	WS-112
Early Childhood Education Teacher, certificate	WS-64	Philosophy, AA-PHL	WS-115
Early Childhood Education Director, certificate	WS-65	Pre-Engineering, AS	WS-72
Infant/Toddler, AAS	WS-66	Special Programs	WS-120
Preschool, AAS	WS-67	Transfer Degree, AA	WS-23
Special Education, AAS	WS-68	Transfer Degree, AS	WS-24
Education		Veterinary Technology, AAS	WS-125
Elementary Education, AA	WS-71	Welding Technology, AAS	WS-127
Secondary Education, AA	WS-119	Welding Technology, certificate	WS-128
Electronics Technology, AAS	WS-69	Workforce Development and Continuing Education	
Electronics Technology, certificate	WS-70	Information	WS-34 to WS-35
Engineering-Drafting, AAS	WS-73	Cosmetology	WS-39
Engineering-Drafting, certificate	WS-74	Grant Writing	WS-86
		Judicial/Court Reporting, preparation classes	WS-95
		Massage Certificate Program	WS-100

TMCC CERTIFICATES, DEGREES, CLASSES, TRAINING AND WORKSHOPS

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

TMCC CATALOG 2005-2006

	CERTIFICATE	ASSOC. DEGREE	CLASSES	TRAINING	WORKSHOP
Accounting	•	•			
Accounting Technology (CT-ACT)	•	•			
Administrative Assistant (AS-ADA, CT-ADM)	•	•	•		
Adult Basic Education				•	
Aeronautical Technology			•		
American Sign Language			•		
Anthropology (applied) (AA-ANT)	•	•	•		
Apprenticeship (see specific area of interest)	•	•	•		
Architectural Design Technology (AS-ARD, CT-ARD)	•	•	•		
Architecture (AA-ARD)	•	•	•		
Art		•	•		•
Astronomy			•		
Atmospheric Science (ATMS)			•		
Automotive Technician (AS-TRA, CT-AES, CT-AMS)	•	•	•	•	•
Baking and Pastry (CT-BAK)	•	•			
Biology			•		
Bookkeeping (CT-BKP)	•	•			
Bricklayer Apprentice (AS-BKL, CT-BKL)	•	•	•		
Builders and Contractors' Apprentice (AS-BC, CT-BC)	•	•	•		
Building Systems Maintenance (AS-BMT, CT-BMT)	•	•	•		
Business Applications			•	•	
Business, Transfer Degree (AA-BUS)		•			
Business (AS-BSS, CT-BUS)	•	•	•		
Carpenter Apprentice (AS-CAR, CT-CAR)	•	•	•		
Certified Nursing Assistant (CNA)			•		
Chemistry			•		
Cisco Networking (AS-NET)	•	•	•		
Community Policing and Problem Solving (AA-COP)		•			
Computer Information Technology			•		
CIT, Computer Programming (AS-PGM)			•	•	
CIT, Networking (AS-NET, CT-NET)	•	•	•		
CIT, Technical Support (CT-TS)	•	•	•		
CIT, Webmaster (AS-WEB)			•	•	
Computer and Office Technology			•		•
Construction Management (AS-CON, CT-CON)	•	•	•	•	
Construction Technology			•	•	•
Cooperative Education Internship			•		
Core Humanities			•		
Corrections/Probation (AS-CRP)			•	•	
Cosmetology			•		•
Counseling and Personal Development			•		
Criminal Justice (AA-CRJ, AA-PRL, CT-CRJ)	•	•	•		
Culinary Arts (AS-CLA, CT-CLA)	•	•	•	•	•
Culinary Arts, Baking and Pastry (CT-BAK)	•	•	•	•	•
Customer Service				•	•
Database Applications			•		
Database Development					•
Dental Assisting (AS-DEN, CT-DEN)	•	•	•	•	
Dental Hygiene (AS-DH) (SCI-DH)			•	•	
Developmental Disabilities Technician (AS-MHD)			•	•	
Diesel Technician (AS-TRD, CT-TRD)	•	•	•	•	•
Dietetic Technician (AS-DIT)	•	•			

	CERTIFICATE	ASSOC. DEGREE	CLASSES	TRAINING	WORKSHOP
Diversity			•	•	•
Diversity, Applied Anthropology (CT-DIV)	•	•			
Drafting (AS-END, CT-END)	•	•	•		
Early Childhood Education (AA-ECE)			•	•	
Early Childhood Education, Director (CT-ECD)	•	•			
Early Childhood Education, Infant/Toddler (AS-INT)			•	•	
Early Childhood Education, Pre-School (AS-PRE)			•	•	
Early Childhood Education, Special Ed (AS-SPE)			•	•	
Early Childhood Education, Teacher (CT-ECT)	•	•			
Economics			•		
Education, Elementary (AA-EED)			•	•	
Education, Secondary (AA-SED)			•	•	
Electrician Apprentice (AS-ELC, CT-ELC)	•	•	•		
Electronics Technology (AS-ETE, CT-ETE)	•	•	•		
Emergency Medical Technician (CT-PAR)	•	•			
Engineering Drafting Technology (AS-END, CT-END)	•	•	•		
Engineering, pre-engineering (SCI-PE)			•		
English			•		
English as a Second Language			•	•	
Environmental Control Technology			•		
Environmental Science (AS-ESC)			•	•	
Event Management					•
Film			•		
Finance			•		
Fine Arts (AA-FA)			•	•	
Fine Arts, Art History (AA-ART)			•	•	
Fine Arts, Music (AA-MUS, CT-MUS)	•	•	•		
Fine Arts, Theater (AA-THE, CT-THE)	•	•	•		
Fire Science Technology (AS-FS, CT-FS)	•	•	•		
Firefighter Academy (AS-FA)			•	•	
Firefighter, Volunteer (CT-FV)	•	•			
Firefighter, Wildland (AS-FW)			•	•	
Floor Coverer Apprentice (AS-FC)	•	•	•		
French			•		
Gambling Dealer, Apprentice (AS-GD)	•	•	•		
General Studies (AGS, CT-GEN)	•	•			
Geographic Information Systems			•		
Geography			•		
Geology			•		
German			•		
Golf Course Management (AS-GLF)			•	•	
Grant Writing			•	•	•
Graphic Communications (AS-GRC)			•	•	
Graphic Com., Computer Graphics (CT-GCG)	•	•	•	•	•
Graphic Com., Digital Media (CT-DGM)	•	•			
Graphic Com., Imaging Tech. (CT-GCI)	•	•			
Health Occupations			•		
Heating, Vent. and Air Cond./Refrigeration (AS-HAR/CT-HAR)	•	•	•	•	•
Hebrew			•		
High Sierra Chefs Association Apprentice	•	•	•		
History			•		
Human Development and Family Studies			•		

TMCC CERTIFICATES, DEGREES, CLASSES, TRAINING AND WORKSHOPS, CONT.

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

	Certificate	Assoc. Degree	Classes	Training	Workshop
Humanities			•		
Imaging Technology (CT-GCI)	•	•			
Industrial Maintenance Technician (AS-EIM, CT-EIM)	•	•	•		
Industrial Safety					•
Information Systems			•		
Internet Technology			•	•	•
Investigation (AS-INV)		•	•		
Ironworker Apprentice (AS-IRW, CT-IRW)	•	•	•		
Italian			•		
Japanese			•		
Journalism			•		
Judicial Reporting			•		
Juvenile Justice (AS-CJJ)		•	•		
Lab Technology			•		
Landscape Architecture (AA-LAD)		•	•		•
Landscape Management (CT-LMG)	•	•			
Law Enforcement (AS-CLE)		•	•		
Legal Office Professional (CT-LP)	•	•			
Library Science			•		
Management			•		•
Manufacturing			•		•
Marketing			•	•	•
Massage			•	•	
Mathematics			•		
Media Internships			•	•	
Medical Health Services				•	
Medical Imaging, Foreign Educated Radiographer (CT-MIF)	•	•			
Medical Imaging, Re-Entry Radiographer (CT-MIR)	•	•			
Medical Office Specialist			•		
Medical Records Technology			•		
Mental Health Technician (AS-MHS)			•	•	
Mental Health Tech. – Dev. Disabilities (AS-MHD)			•	•	
Mental Health Tech. – Sub. Abuse Counsel. (AS-SUB)			•	•	
Mental Hygiene and Mental Retardation			•		
Military Occupations (AS-MO)			•	•	
Music (AA-MUS, CT-MUS)	•	•	•	•	•
Networking (AS-NET, CT-NET)	•	•	•		•
Nursing (AS-NUR)			•	•	
Nursing Assistant			•		
Nutrition (AS-DIT)			•	•	
Office Suites Applications			•		•
Operating Engineers Apprentice (AS-OPR, CT-OPR)	•	•	•		
Painter/Decorator Apprentice (AS-PTR, CT-PTR)	•	•	•		
Paralegal/Law (AS-PRL)			•	•	
Paramedic (CT-PAR)	•	•			
Philosophy (AA-PHL)			•	•	
Phlebotomy (LTE)			•		
Physics			•		
Pipefitter Apprentice (AS-PFR, CT-PFR)	•	•	•		
Plumber Apprentice (AS-PLU, CT-PLU)	•	•	•		
Political Science			•		
Portuguese			•		

	Certificate	Assoc. Degree	Classes	Training	Workshop
Presentation Applications				•	•
Psychology				•	
Radiologic Technology (AS-RDT)			•	•	
Reading				•	
Real Estate				•	
Recreation, Physical Education and Dance				•	
Refrigeration and Air Conditioning (see HVAC/R)				•	
Residential Heating and Air Conditioning				•	
Senior Citizens' Silver College				•	
Sheetmetal Worker Apprentice (AS-SMT, CT-SMT)	•	•	•		
Small Business Management				•	
Sociology				•	
Solar Energy Technology				•	
Spanish				•	
Speech				•	
Spreadsheets Applications				•	•
Stagehand Apprentice (AS-STH, CT-STH)	•	•	•		
Study Skills				•	•
Teamsters Apprentice (AS-TMS, CT-TMS)	•	•	•		
Theater (AA-THE, CT-THE)	•	•	•		
Tilesetter Apprentice (AS-TST, CT-TST)	•	•	•		
Travel					•
UNR Building Maint. Apprentice (AS-BMP, CT-BMP)	•	•	•		
University Transfer (AA, SCI)			•	•	
Veterinary Technology (AS-VET, CT-VET)	•	•	•		
Volunteer Firefighter (CT-FV)	•	•			
Water Wastewater				•	
Weather (see ATMS)				•	
Webmaster (AS-WEB)				•	•
Welding Technology (AS-WEL, CT-WEL)	•	•	•	•	
Wildland Firefighter (AS-FW)				•	•
Women's Studies				•	
Woodworking				•	•
Word Processing Applications				•	•

TMCC ACADEMIC DIVISIONS

DIVISION OF ARTS AND HUMANITIES

American Sign Language	Art
Core Humanities	Dance
Developmental English	English
English as a Second Lang.(College)	Foreign Language
Graphic Communications	Humanities
Journalism	Music
Philosophy	Reading
Speech	Study Skills
Theater	Writing Center

DIVISION OF SOCIAL SCIENCES AND BUSINESS

Accounting	Anthropology
Business	Counseling/Personal Development
Early Childhood Edu.	Economics
Education	History
Management	Marketing
Mental Health	Paralegal/Law
Political Science	Psychology
QUEST	Real Estate
Sociology	Women's Studies

DIVISION OF HEALTH SCIENCES AND SAFETY

Criminal Justice	Culinary Arts
Dental Assisting	Dental Hygiene
Dietetic Technician	Emergency Med. Svc.
Fire Science	Military Science
No. NV Fire Academy	Nursing
Nursing Assistant	Nutrition
Paramedic	Police Academy
Radiologic Technology	

DIVISION OF MATH, SCIENCE, ENGINEERING AND TECHNOLOGY

Architecture	Automotive Technology
Biology	Chemistry
Computer Technologies	Construction
Developmental Math	Diesel Technology
Electronics	Engineering Technology
Enviro. Control (HVAC)	Environmental Science
Geology/Geography	Industrial Maintenance
Manufacturing Tech.	Math and Science Center
Mathematics	Physics
Veterinary Technology	Welding

DIVISION OF WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION

Adult Basic Education	ACT Center
Apprenticeship	Contract Training to Business
ESL (Community-based)	General Studies
Grant Writing Workshops	Industrial Training Center
Information Technology Training Center	Training any day or time
Personal Interest Noncredit Courses	
Professional/Business/Career Noncredit Courses	

PROGRAM ADVISORS

A+ CERTIFICATION		
Gary Neace	673-8281	
ACCOUNTING		
Marjorie Ashton	674-7585	
Paula Ringkob	674-7971	
Phil Smilanick	673-7296	
ADMINISTRATIVE ASSISTANT		
Jim New	673-7056	
ADULT BASIC EDUCATION		
Paula Kizis	829-9033	
AMERICAN SIGN LANGUAGE		
.....	673-7291	
ANTHROPOLOGY		
Julia Hammett	674-7589	
APPRENTICESHIP PROGRAMS		
Mike Rainey	856-5302	
ARCHITECTURE PROGRAMS		
Ellis Antunez	673-7265	
Ric Licata	674-7921	
ART PROGRAMS		
Nolan Preece	674-7698	
Carola Naumer (Art History Emphasis)	673-8269	
ASSOCIATE OF ARTS DEGREE		
.....	673-7060	
ASSOCIATE OF GENERAL STUDIES		
.....	673-7060	
AUTOMOTIVE		
Scott Allen	856-5312	
Ray Scow	856-5311	
Jonathan Young	857-4956	
BOOKKEEPING		
Marjorie Ashton	674-7585	
Paula Ringkob	674-7971	
Phil Smilanick	673-7296	
BUILDING SYSTEMS MAINTENANCE		
Wes Evans	856-5316	
BUSINESS TRANSFER AND AAS DEGREES		
Barbara Chism	673-7132	
Barbara Chism	829-9028	
Andy Delaney	673-7234	
CISCO NETWORKING		
Fred Crooks	674-7950	
Bill Doherty	673-7284	
COMPUTER INFORMATION TECHNOLOGY		
Jim New	673-7056	
COMPUTER GRAPHICS		
Dan Bouweraerts	673-7266	
COMPUTER AND OFFICE TECHNOLOGY DEGREE		
Jim New	673-7186	
.....	673-7056	
COMPUTER PROGRAMMING		
Gary Neace	673-8281	
Jeff Wallace	673-7136	
CONSTRUCTION MANAGEMENT		
Ellis Antunez	673-7265	
CONSTRUCTION TECHNOLOGIES		
Bruce Lucia	875-4949	
COSMETOLOGY		
.....	829-9010	
COURT REPORTING PROGRAM		
.....	829-9010	
CRIMINAL JUSTICE PROGRAMS		
Alan Mentzer	673-7233	
CULINARY ARTS PROGRAMS		
Karen Cannan	674-7917	
DENTAL ASSISTING PROGRAMS		
Julie Muhle	673-7125	
DENTAL HYGIENE PROGRAM		
.....	674-7554	
DIESEL TECHNOLOGY		
Les Garaventa	857-4999	
DIETETIC TECHNICIAN/NUTRITION		
Janice Grover	673-8218	
DIGITAL MEDIA		
Grace Kendall	673-8223	
DRAFTING PROGRAMS		
Dennis Hennings	673-7143	
Brian Ruf	674-7690	
EARLY CHILDHOOD EDUCATION		
Sue Turbow	673-7191	
ECONOMICS		
Diana McCoy	674-7651	
Steven Streep	673-7282	
EDUCATION TEACHER PREPARATION		
Micaela Rubalcava	673-8230	
ELECTRONICS PROGRAM		
.....	856-5317	
EMS PROGRAM		
Kerry Swinney	673-7173	
ENGLISH		
Hugh Fraser	673-7287	
ENGLISH AS A SECOND LANGUAGE (COMMUNITY ESL)		
Carmen Hirsch	829-9044	
ENVIRONMENTAL SCIENCE		
.....	673-7183	
FINANCE		
.....	673-7132	
FIRE SCIENCE PROGRAMS		789-5513
FLORIST TRAINING PROGRAM		829-9010
GED		
Val Brady	829-9055	
GENERAL BUSINESS		
Barbara Chism	829-9028	
GOLF COURSE MANAGEMENT		
Ellis Antunez	673-7265	
GRAPHIC COMMUNICATIONS PROGRAMS		
Daniel Bouweraerts	673-7266	
Grace Kendall	673-8223	
Ron Marston	674-7938	
GRANT WRITING		829-9010
HEALTH SCIENCES		673-7115
HEATING, VENTILATION AND AIR CONDITIONING PROGRAMS		
Wes Evans	856-5316	
HUMANITIES		
John Scally	673-7802	
IMAGING TECHNOLOGIES		
Ron Marston	674-7938	
INDUSTRIAL MAINTENANCE		857-4957
INFORMATION SYSTEMS		
Jim New	673-7056	
INTERNSHIPS, COMPUTER TECHNOLOGIES DEPARTMENT		
Jim New	673-7056	
INTERNSHIPS, PBS DIVISION		673-7132
LANDSCAPE MANAGEMENT		
Ellis Antunez	673-7265	
Ric Licata	674-7921	
MANAGEMENT		
John Chism	829-9023	
MASSAGE PROGRAM		829-9010
MATHEMATICS		
Bill Gallegos	673-8226	
MENTAL HEALTH SERVICES PROGRAMS		
Bob Fletcher	674-7572	
MILITARY OCCUPATIONS		789-5512
MUSIC		
Kris Engstrom	789-5695	
NETWORKING		
Steve Bale (Microsoft)	674-7587	
Fred Crooks (Cisco)	674-7950	
Bill Doherty (Cisco)	673-7282	
Cathy House (UNIX/Linux)	674-7969	
Ralph Shafer (Microsoft)	674-7550	
NURSING ASSISTANT PROGRAM		
Mary Stubbs	674-7925	
NURSING PROGRAM		673-7120
NUTRITION		
Janice Grover	673-8218	
NEWSPAPER INTERNSHIP		829-9010
NEWSPAPER, THE ECHO		
Neil Whitehurst	673-7171	
PARALEGAL/LAW PROGRAM		
Kathe Berning	829-9046	
PARAMEDIC		
Daniel Kinkade	789-5416	
PRE-ENGINEERING		
Bill Newhall	673-7068	
RADIOLOGIC TECHNOLOGY PROGRAM		
Deborah Baker	673-7121	
Warren Hejny	673-7281	
REAL ESTATE		
Ben Scheible	674-7910	
RECREATION, PHYSICAL EDUCATION AND DANCE		829-9010
SCIENCE		673-8251
SCIENCE, PHYSICAL		673-8251
SOCIAL SCIENCES		
John Reid	673-8280	
SUMMER SESSION		
Pat Slavin	673-7812	
TELEVISION INTERNSHIP		829-9010
THEATER PROGRAMS		
Carolyn Wray	789-5674	
Paul Aberasturi	789-5673	
UNDECIDED ABOUT PROGRAM		673-7060
VETERINARY TECHNOLOGY		
Wendi Ford	673-7216	
WEBMASTER PROGRAM		
Cindy Mortensen	674-7596	
WELDING PROGRAMS		
Scott Holcomb	856-5318	
WORD PROCESSING		
Jim New	673-7056	

INSTRUCTIONAL PROGRAMS

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

ASSOCIATE OF ARTS

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

ASSOCIATE OF SCIENCE

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

ASSOCIATE OF APPLIED SCIENCE/CERTIFICATE OF ACHIEVEMENT/OCCUPATIONAL PROGRAMS

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

ASSOCIATE OF GENERAL STUDIES

TMCC provides a variety of lifelong learning opportunities. Students seeking diversity in their education may wish to pursue an associate of general studies degree. The associate of general studies is designed for students who want to study a variety of subjects and are not planning to transfer to a university to earn a bachelor's degree. The degree does not transfer to a four-year college or university, but individual courses may transfer.

DEVELOPMENTAL PROGRAMS

Developmental academic skills programs provide students the opportunity to upgrade their basic skills in English grammar, composition, reading, mathematics, algebra, study skills and test taking.

COURSE NUMBERING SYSTEM

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

Freshman—100-199 and 100B-199B

Sophomore—200-299 and 200B-299B

Workforce Development and Continuing Education—100C-299C

Developmental Courses—001-099

TRANSFER COURSES

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

1. An equivalent course
The TMCC course is transferable and considered to be equivalent to a comparable course at UNR, NSCH or UNLV, even though the course numbers may not be the same.
2. An elective
The TMCC course is transferable and may fulfill specific major credit requirements or may apply toward total credits needed for graduation.

B and C LETTER DESIGNATION

A course with "B" after the course number, such as MATH 107B, either will not transfer to a Nevada university or a determination of transferability by those universities/colleges has not yet been made. Many of these courses do transfer to NCSM or GBC. The transfer institution makes the final determination.

Courses with a "C" after the course number, such as TI 199C, indicates that the course is under the workforce development and continuing education division and implies personal interest. The course will not transfer to a Nevada university.

Some courses will transfer for only partial credit. These are noted in the course descriptions in this catalog (e.g., CHEM 121, offered for five credits at TMCC transfers as four credits to UNR or UNLV).

DEVELOPMENTAL COURSES

Developmental courses (those numbered below 100, such as ENG 090) will not transfer. Developmental courses do not apply toward any certificate or degree.

More information on transfer credit is available at the counseling and advisement center (Red Mountain 325) or admissions and records (Red Mountain 319).

UNIVERSITY TRANSFER INFORMATION

TRANSFER ASSISTANCE

The Nevada System of Higher Education Transfer Guide provides information on how each course transfers within the post-secondary schools of Nevada. The TMCC-to-UNR or UNLV major transfer guides provide information on how TMCC courses and programs transfer to the various colleges and/or majors at the University of Nevada, Reno. Links to the system transfer guide and UNR major transfer guides are available on the Web at www.tmcc.edu/advisement/transfer.

Counselors are available to discuss course transfer problems to other four-year colleges and universities. Students should contact the admissions office of the college to which they wish to transfer for information regarding the acceptability of any community college course.

Students planning to transfer to UNR or UNLV should select courses using the current catalog for these universities. Nevada State College, Henderson, and Great Basin College, Elko, also offer baccalaureate degrees; students planning to transfer to one of these institutions should consult the course catalog from those schools or the statewide Web site at www.nevada.edu.

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

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

TRANSFER STATUS

A maximum of 64 credits, with an overall grade-point average of 2.0 or better, is acceptable in transfer from TMCC to the University of Nevada, Reno or Las Vegas. All courses with a three-digit number (100-299) and no letter attached, transfer to Nevada universities either as an equivalent course or elective.

“B” DESIGNATOR COURSES TRANSFER OUT-OF-STATE

A TMCC course with a “B” designator (such as MATH 107B) indicates either that the course will not transfer to a Nevada university or that the Nevada universities have not, as yet, made a determination of transfer status. All courses deemed nontransferable must be coded with “B” designators. Courses that transfer only to the bachelor’s of applied science degree may still possess “B” designators. This does not preclude transfer to four-year colleges and universities in other states. Students intending to transfer to Great Basin College, Nevada State College or colleges out-of-state should contact the admissions office of the college to which they wish to transfer for specific information regarding the acceptability of any TMCC course. Addresses for most U.S. colleges and universities may be found in the counseling and advisement center.

UNIVERSITY ADMISSION WITHOUT H.S. REQUIREMENTS

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

UNIVERSITY ACADEMIC SUSPENSION

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

CHOICE OF COURSE CATALOG TO SATISFY GRADUATION REQUIREMENTS FOR NSHE TRANSFER STUDENTS

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

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

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

TRANSFER CONCERNS

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

TRANSFER TO THE UNIVERSITY OF NEVADA, RENO

Students may complete the core requirements and some pre-major requirements for transfer to UNR. Transfer guides for all UNR majors, listing all required courses that can be taken at TMCC, are available on the Web at www.tmcc.edu/counseling.

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

GENERAL TRANSFER CORE CURRICULUM FOR UNR

Find specific core requirements on major transfer guide.

- I. First Year Writing Courses (3-6 credits)
ENG 101, 102
(ENG 113, 114 for international students)
- II. Mathematics (3-4 credits)
MATH 120, 126 and 127,* 126 and 152, 176, 181
*NOTE: Both MATH 126 and 127 are required to satisfy core, beginning fall 2003.
- III. Natural Science (6-8 credits)
(Two courses with lab, one **must** be in biology, chemistry, geology or physics)
Group A: BIOL 100, 190, 191; CHEM 100, 121, 122, 201; GEOL 100, 101, 102;
PHYS 100, 151, 152, 180 and 180L, 181 and 181L
Group B: ANTH 102; AST 104; ATMS 117; BIOL 150; ENV 100; GEOG 103; NUTR 121
- IV. Social Science (3 credits)
ANTH 101, 201, 202; ECON 102, 103; GEOG 106; PSC 211, 231; PSY 101; SOC 101;
WS 101
- V. Fine Arts (3 credits)
ART 100, 160, 260, 261, HUM 101, 102, 105, 106, MUS 121, 225, 226, THTR 100, 130,
180, 210, 221
- VI. Diversity (3 credits)
ANTH 201, 205; ART 270; EDU 203; ENG 223, 267; HIST 208, 209, 211, 212, 227, 247;
HUM 211, 225; PHIL 210; PSY 276; SOC 205, 276
- VII. Core Humanities (9-12 credits)
Select one from each group.
Group A: CH 201; ENG 231*; HIST 105*; PHIL 200*
Group B: CH 202; ENG 232*; HIST 106*
Group C: CH 203; PSC 103* (or HIST 101* and one of the following: HIST 102,* 217*
or PSC 208*)

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

GENERAL EDUCATION MISSION STATEMENT

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

GENERAL EDUCATION GOALS

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

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

LIST OF ABILITIES

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

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

GENERAL EDUCATION DESCRIPTIONS

COMMUNICATIONS

A course of study that develops students' abilities to use the English language effectively and accurately to convey information.

CONSTITUTION

A course of study of systems of written fundamental laws and principles that prescribe the nature, functions and limitations of a government. This course must include the study of the State of Nevada Constitution and the United States Constitution.

DIVERSITY

A central theme or focus of the course must be a topic pertaining to non-western cultures or to underrepresented groups within western culture. There must be an extensive writing requirement.

The diversity requirement may be reflected in the general education requirement, core, elective or emphasis area of your degree.

The diversity requirement is required for the associate of arts (AA), associate of general studies (AGS), associate of science (AS), associate of applied science (AAS) degrees.

DIVERSITY COURSE LIST

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

- AAD 201 History of the Built Environment (Same as HUM 201)
- ANTH 201 Peoples and Cultures of the World
- ANTH 205 Ethnic Groups in Contemporary Society (Same as SOC 205)
- ANTH 208 Fundamentals of Cultural Diversity
- ANTH 229 Fundamentals of Applied Anthropology
- ART 263 Survey of African, Ocean and Native American Art
- ART 270 Women in Art
- EDU 203 Intro to Special Education
- ENG 267 Women and Literature
- HDFS 232 Diversity in Young Children
- HIST 208 World History I
- HIST 209 World History II
- HIST 211 Asian History I (Same as HUM 211)
- HIST 212 Asian History II
- HIST 227 History of Latin American Culture
- HIST 247 History of Mexico
- HIST 289 Intro to History of the Middle East
- HIST 291 Introduction to Women's History and Literature
- HIST 293 Intro to African American History I - Beginning to 1863
- HIST 294 Introduction to African American History II
- HUM 201 History of the Built Environment (Same as AAD 201)
- HUM 211 Survey of Chinese Culture (Same as HIST 211)
- HUM 225 A Cultural Perspective Spain . . . New Mexico (Same as SPAN 225)
- HUM 260 American Indian Literature and Culture
- NUTR 253 Cultural Considerations in Nutrition
- PHIL 210 World Religions
- PSY 276 Aging in Modern American Society (Same as SOC 276)
- SOC 205 Ethnic Groups in Contemporary Society (Same as ANTH 205)
- SOC 276 Aging in Modern American Society (Same as PSY 276)
- SPAN 225 A Cultural Perspective Spain . . . New Mexico (Same as HUM 225)
- THTR 210 Theater: A Cultural Context

GENERAL EDUCATION REQUIREMENTS

GENERAL EDUCATION DESCRIPTIONS, CONT. —

ENGLISH

A course of study in English composition, language and/or literature.

FINE ARTS

Any of the visual art forms that include the appreciation of drawing, painting, photography, sculpture and ceramics as well as the appreciation of the performing and literary arts that include creative writing, music, drama and dance.

HUMANITIES

A course of study that refers to the humanizing influences of civilization from ancient times to the present day and continues the development of the individual's cultural base.

HUMAN RELATIONS

Refers literally to all interactions among two or more people. Courses shall include, promote or develop a minimum of 75 percent of the following using experiential pedagogy:

- methods and techniques of developing self-actualizing behavior
- communications skills
- improvement or enhancement of one's self-concept
- methods of overcoming self-defeating behaviors
- improving work habits
- methods of dealing positively with personal, societal, employment and family relationships
- motivation and leadership skills
- promoting personal growth

MATHEMATICS

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

SCIENCE

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

SOCIAL SCIENCES

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

UNIVERSITY TRANSFER DEGREES —

ASSOCIATE OF ARTS

GENERAL EDUCATION REQUIREMENTS

Courses with a "B" designator do not usually transfer toward baccalaureate degrees.

DIVERSITY _____ (3 credits)

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

ENGLISH _____ (6 credits)

ENG 101 and 102 or ENG 113 and 114

FINE ARTS _____ (3 credits)

Choose from ART 100, 160, 260*, 261*, 263, 264, 265, 270, 295, 296, 297, DAN 138 or 139, ENG 220 or 221, HUM 101, 102, 105 or 106, MUS 101, 121, 225 or 226, THTR 100, 105, 180, 200, 205, 206, 207, 209, 210, 224, 231, 235, 245, 252, 253, 255 or 258

HUMANITIES _____ (6 credits)

Choose courses 100-level or above from the following areas (courses with B designation do not transfer to UNR): AAD 201, American sign language, ART 160, 260*, 261*, 263, 264, 265, 270, 295 and 296, DAN 138 or 139, English (except ENG 101, 102, 107, 108, 112D, 113, 114, 181 and 297), foreign languages, HIST 105, 106, 208, 209, 227, 247, humanities, MUS 121, 125, 225, 226, philosophy, THTR 100, 209, 210, 224, 231, 252, 253, 255 and 258, CH 201, 202 and 203

MATHEMATICS _____ (3 credits)

MATH 120, 126, 127, 152, 176, 181, 182, 283 or 285

SCIENCE _____ (3 credits)

Choose any course 100-level or above (except those with a 'B' designator) from the following areas provided that a lab is included: ANTH 102, astronomy, ATMS 117, biology, chemistry, environmental science, GEOG 103, geology, NUTR 121 and PHYS 100, 151, 152, 180 and 180L or 181 and 181L

SOCIAL SCIENCES _____ (9 credits)

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

U.S. AND NEVADA CONSTITUTIONS _____ (3 credits)

Choose one or two courses from the following. If two courses covering both constitutions are completed, three credits may apply toward social sciences or elective requirements. PSC 103 (both constitutions), WT 203 (both constitutions), HIST 101 and 102 or HIST 101 and 217 or HIST 101 and PSC 208

Total General Education Requirements _____ (33 credits)

ASSOCIATE OF SCIENCE

GENERAL EDUCATION REQUIREMENTS

Courses with a "B" designator do not usually transfer toward baccalaureate degrees.

DIVERSITY _____ (3 credits)

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

ENGLISH _____ (6 credits)

ENG 101 and 102 or ENG 113 and 114

FINE ARTS _____ (3 credits)

Choose from ART 100, 160, 260*, 261*, 263, 264, 265, 270, 295, 296 or 297, DAN 138 or 139, ENG 220 or 221, HUM 101, 102, 105 or 106, MUS 101, 121, 225 or 226, THTR 100, 105, 180, 200, 205, 206, 207, 209, 210, 224, 231, 235, 245, 252, 253, 255 or 258

HUMANITIES _____ (3 credits)

Choose courses 100-level or above (except those with a 'B' designator) from the following areas (exceptions noted): AAD 201 or HUM 201, American sign language, ART 160, 260*, 261* and 265, DAN 138 or 139, English (except ENG 101, 102, 107, 108, 112D, 113, 114, 181 and 297), foreign languages (except those with a "B" designator), HIST 105, 106, 208, 209, 227 and 247, humanities, MUS 121, 225 and 226, philosophy, THTR 100, 209, 210, 224, 231, 252, 253, 255 or 258, CH 201, 202, 203

MATHEMATICS _____ (6 credits)

MATH 126, 127, 152, 176, 181, 182, 283 or 285

SCIENCE _____ (12 credits)

Choose any courses 100-level or above (except those with a 'B' designator) from the following areas provided that a lab is included: ANTH 102, astronomy, ATMS 117, biology, chemistry, environmental science, GEOG 103, geology, NUTR 121 and PHYS 100, 151, 152, 180 and 180L or 181 and 181L

SOCIAL SCIENCES _____ (6 credits)

Choose any courses 100-level or above (except those with a 'B' designator) from the following areas (exceptions noted): anthropology (except ANTH 102), CRJ 101, 220 or 230, economics, EDU 201, 202 or 203, geography (except GEOG 103), HDFS 201 or 202, history, JOUR 101, political science, psychology, sociology, CH 201, 202 or 203

U.S. AND NEVADA CONSTITUTIONS _____ (3 credits)

Choose one or two courses from the following. If two courses covering both constitutions are completed, three credits may apply toward social sciences or elective requirements. PSC 103 (both constitutions), CH 203 (both constitutions), HIST 101 and 102 or HIST 101 and 217 or HIST 101 and PSC 208

Total General Education Requirements _____ (39 credits)

GENERAL EDUCATION REQUIREMENTS, CONT.

OCCUPATIONAL DEGREES—

ASSOCIATE OF APPLIED SCIENCE GENERAL EDUCATION REQUIREMENTS

Occupational courses with a "B" designator do not usually transfer toward baccalaureate degrees. Occupational courses without the "B" designator can be applied as electives toward an associate of arts or associate of science degree and may transfer to institutions granting baccalaureate degrees. The transferability decision rests with the receiving institution. Developmental courses, (courses numbered less than 100), do not transfer and do not count toward any TMCC degree.

DIVERSITY _____ (3 credits)

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

ENGLISH/COMMUNICATIONS _____ 6 credits

Choose one course from each group.

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

Communications—BUS 107, CPD 117, 201 or 202, ENG 101, 102, 107, 108, 113, 114, 220 or 221, JOUR 221, SPCM 113 or 135, THTR 160, 161, 200

HUMAN RELATIONS _____ 3 credits

Choose from CE 195B, CPD 117, 122, 124B, 126B, 129B, 132B, 133B or 218B, DA 110B, 112B or 125B*, MGT 171, 201, 212 or 235, NURS 235 or 295*, PSY 102

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

QUANTITATIVE REASONING _____ 3 credits

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

SCIENCE _____ 6 credits

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

SOCIAL SCIENCES/HUMANITIES _____ 3 credits

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

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

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

U.S. AND NEVADA CONSTITUTIONS _____ 3 credits

Choose one or two courses from the following list. If two courses cover both constitutions, three credits may apply toward social science or elective requirements. PSC 103 (both constitutions), CH 203 (both constitutions), HIST 101 and 102 or HIST 101 and PSC 208 or HIST 101 and 217

Total General Education Requirements _____ 24 credits

CERTIFICATE OF ACHIEVEMENT GENERAL EDUCATION REQUIREMENTS

Certificate of achievement candidates must meet all the general graduation requirements in addition to the specific courses outlined for the program. The maximum number of cooperative education credits that can be applied to a certificate is 16. Only six credits of Special Topics 198B can be applied to a certificate.

COMMUNICATIONS _____ 3 credits

HUMAN RELATIONS** _____ 3 credits

QUANTITATIVE REASONING** _____ 3 credits

**Human relations and quantitative reasoning skills may be embedded in other required courses for a certificate rather than required as specific general education courses.

Total General Education Requirements _____ 9 credits

Note: the vice president for academic affairs may approve WDCE "C" designator classes for elective credit for either the general studies associate degree or certificate.

GENERAL STUDIES DEGREES—

ASSOCIATE OF GENERAL STUDIES GENERAL EDUCATION REQUIREMENTS

Courses with a "B" designator do not usually transfer toward baccalaureate degrees.

COMPUTER SCIENCE _____ 3 credits

Choose from COT 201B, 202B, 204 or 206, IS 101 or 115, CIT 133*

DIVERSITY _____ (3 credits)

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

ENGLISH/COMMUNICATIONS _____ 9 credits

Choose from the following list; note that at least six credits must be from communications.

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

Communications—BUS 107, CPD 117, 201 or 202, ENG 101, 102, 107, 108, 113, 114, 220 or 221, JOUR 221, SPCM 113, THTR 160, 161, 200

FINE ARTS _____ 3 credits

Choose from art (any course 100-level or above), DAN 138 or 139, ENG 220 or 221, HUM 101, 102, 105 or 106, MUS 101, 121, 225 or 226, THTR 100, 105, 200, 205, 206, 209, 210, 224, 235, 245, 252, 253, 255, 258

HUMANITIES _____ 3 credits

Choose any course 100-level or above from AAD 201 or HUM 201, American sign language, art, English (except 101, 102, 103, 107, 108, 113 or 114) foreign languages, humanities, philosophy or choose from DAN 138 or 139, HIST 105, 106, 208, 209, 227 or 247, MUS 121, 125, 225 or 226, THTR 100, 209, 210, 224, 231, 252, 253, 255 or 258, CH 201, 202 or 203

HUMAN RELATIONS _____ 3 credits

Choose from CE 195B, CPD 117, 122, 124B, 126B, 129B, 132B, 133B or 218B, MGT 171, 201, 212 or 235, PSY 102

QUANTITATIVE REASONING _____ 3 credits

Choose any course 100-level or above from accounting, mathematics or choose from BUS 117B, CIT 131*, 132, COT 110B*, 266, CUL 245, ECON 261 or 262, PSY 210, SOC 210

SCIENCE _____ 3 credits

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

SOCIAL SCIENCES _____ 3 credits

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

US AND NEVADA CONSTITUTION _____ 3 credits

Choose one or two courses from the following list. If two courses cover both constitutions, three credits may apply toward social science or elective requirements. PSC 103 (both constitutions), CH 203 (both constitutions), HIST 101 and 102 or HIST 101 and 217 or HIST 101 and PSC 208

Total General Education Requirements _____ 33 credits

CERTIFICATE OF ACHIEVEMENT GENERAL STUDIES GENERAL EDUCATION REQUIREMENTS

Courses with a "B" designator do not usually transfer toward baccalaureate degrees.

ENGLISH/COMMUNICATIONS _____ 6

Choose from BUS 106, 107 or 108, ENG 101, 102, 107, 108, 113, 114, 181, 220 or 221, JOUR 221, SPCM 113 or 135, THTR 160, 161, 200, 225B, 252, 253, 258

FINE ARTS/HUMANITIES _____ 3

Choose any course 100-level or above from AAD 201 or HUM 201, American sign language, art, English (except ENG 101, 102, 103, 107, 108, 113 or 114), foreign languages, humanities or philosophy or choose from DAN 138 or 139, GRC 111B, HIST 105, 106, 208, 209, 227 or 247, MUS 101, 121, 125, 225 or 226, THTR 100, 105, 200, 205, 206, 207, 209, 210, 224, 231, 235, 245, 252, 253, 255 or 258, CH 201, 202 or 203

HUMAN RELATIONS _____ 3

Choose from CE 195B, CPD 117, 122, 124B, 126B, 129B, 132B, 133B or 218B, MGT 171, 201, 212 or 235, PSY 102

SCIENCE/QUANTITATIVE REASONING/COMPUTER SCIENCE _____ 3

Choose any course 100-level or above from the following areas: accounting, astronomy, ATMS 117, biology, chemistry, environmental science, geology, mathematics, NUTR 121 or 223, physics or choose from ANTH 102, BUS 117B, CIT 111, 130, 131*, 132, 133*, 153, 171, 173, 211 or 212, COT 110B*, CSCO 120, CUL 245, ECON 261 or 262, GEOG 103, IS 101, 115 or 201, MGT 201, PSY 210, SOC 210

SOCIAL SCIENCE _____ 3

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

Total General Education Requirements _____ 18



ACCOUNTING TECHNOLOGY Business—Certificate of Achievement

Career Choices

Become a clerk in a specific part of the accounting system or manage the entire office. All industries and professional offices need accountants.

Salary Range

Entry-level: \$12 to \$18 hourly
Five years of experience: \$22 to \$32 hourly

Job Openings

Currently there are many unfilled positions in the Truckee Meadows because of high demand.

Program Length

This program can be completed in two semesters or one year.

General Education Requirements	Credits
COMMUNICATIONS	6
Required: BUS 107	
Choose three credits from: BUS 106 or 108	
HUMAN RELATIONS	3
Required: MGT 212	
QUANTITATIVE REASONING	3
Required: BUS 117B	
Total General Education Requirements	12

Core Requirements

ACC 120B Cash Disbursements and Accounts Payable	2
ACC 121B Cash Receipts and Cash Management	2
ACC 122B Payroll Operations and Reporting	
Certified Payroll Professional Preparation	4
ACC 123B Sales and Accounts Receivable Collections	2
ACC 135B Bookkeeping I	
or ACC 201 Financial Accounting	3
ACC 220 Microcomputer Accounting Systems	3
IS 101 Introduction to Information Systems	3
IS 201 Computer Applications	3
Accounting Technology Series—choose two credits from the following.	
ACC 124B Forecasts and Projections Using MS Excel	2
ACC 295B Work Experience	2
Total Core Requirements	24

**TOTAL
CERTIFICATE
REQUIREMENTS**

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Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



ADMINISTRATIVE ASSISTANT EMPHASIS

Computer and Office Technology— Associate of Applied Science

Career Choices

Administrative assistants are needed in a variety of business and professional office settings, including public and private agencies. The responsibilities of this title will include some management functions.

Salary Range

Entry-level pay in Reno: \$9.83 per hour
Five years of experience: \$12.50 to \$14 per hour

Job Openings

The job market is good in northern Nevada and nationwide.

Program Length

This program can be completed in two years or four to five semesters.

General Education Requirements	Credits
DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
COMMUNICATIONS	3
Required: BUS 107	
CONSTITUTION (U.S. and Nevada)	3
ENGLISH	3
Required: BUS 108	
HUMAN RELATIONS	3
Required: MGT 212	
QUANTITATIVE REASONING	3
Choose from: BUS 117B or MATH 126 or higher	
SCIENCE	6
SOCIAL SCIENCES/HUMANITIES	3
Total General Education Requirements	24

Core Requirements

BUS 101 Introduction to Business	3
CIT 201 Word Certification Preparation	3
COT 204 Using Windows	3
IS 101 Introduction to Information Systems	3
Choose three credits from the following.	
ACC 135B Bookkeeping I	3
ACC 201 Financial Accounting	3
Choose three credits from the following.	
MGT 103 Small Business Management	3
MGT 171 Supervision	3
MGT 201 Principles of Management	3
Total Core Requirements	18

Emphasis Requirements	Credits
CIT 202 Excel Certification Preparation	3
CIT 203 Access Certification Preparation	3
Total Emphasis Requirements	6

Track 1—Office Administration

ACC 220 Microcomputer Accounting Systems	3
CIT 204 PowerPoint Certification Preparation	2
COT 207B Business Applications on the Internet	3
COT 217 Office Publications	3
COT 290B Internship in Computer and Office Technology	2
Total Emphasis Requirements	13

Track 2—Medical Office Track

COT 114B General Medical Office Billing	3
COT 115B Computerized Medical Office Billing	3
COT 122B Medical Typing and Transcription	4
NURS 140 Medical Terminology	3
Total Emphasis Requirements	13

**TOTAL
DEGREE
REQUIREMENTS**

61



ADMINISTRATIVE ASSISTANT EMPHASIS Computer and Office Technology— Certificate of Achievement

Career Choices

Administrative assistants are needed in a variety of business and professional office settings, including public and private agencies. The responsibilities of this title will include some management functions.

Salary Range

Entry-level pay in Reno: \$9.83 hourly
Five years of experience: \$12.50 to \$14 hourly

Job Openings

Due to the growing economy in northern Nevada, the job market is good.

Program Length

This program can be completed in one to one and one-half years or two to three semesters.

General Education Requirements	Credits
COMMUNICATIONS	3
Required: BUS 107	
ENGLISH	3
Required: BUS 108	
HUMAN RELATIONS	3
Required: MGT 212	
QUANTITATIVE REASONING	3
Required: BUS 117B	
Total General Education Requirements	12

Core Requirements	
CIT 201 Word Certification Preparation	3
CIT 202 Excel Certification Preparation	3
CIT 203 Access Certification Preparation	3
COT 204 Using Windows	3
IS 101 Introduction to Information Systems	3
Choose three credits from the following.	
ACC 135B Bookkeeping I	3
ACC 201 Financial Accounting	3
Total Core Requirements	18

**TOTAL
CERTIFICATE
REQUIREMENTS**

30

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



APPLIED ANTHROPOLOGY

Associate of Arts

Career Options

Field and lab research opportunities are available in cultural anthropology, archaeology and biological anthropology worldwide through museums, research institutions and universities, office jobs in planning, human resource and marketing departments in many large corporations, the federal government, nonprofits and other nongovernmental organizations.

Salary

Entry level pay: \$12 hourly
 Five years of experience: \$18 hourly

Job Openings

Fair in northern Nevada; good nationwide and worldwide.

Program Length

This program can be completed in four semesters or two years.

General Education Requirements	Credits
DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or certificate requirements.	
ENGLISH/COMMUNICATIONS	6
Required: ENG 101 and 102	
FINE ARTS	3
HUMANITIES	6
Recommended: three credits foreign language (Classes with a "B" designator will not apply toward general education requirements.)	
MATHEMATICS	3
Required: 100- or 200-level math course (Classes with a "B" designator will not apply toward general education requirements.)	
SCIENCE (with lab)	3
SOCIAL SCIENCES	9
Choose from: any 100- or 200-level social science (not anthropology) (Classes with a "B" designator will not apply toward general education requirements.)	
U.S. and NEVADA CONSTITUTION	3
Recommended: PSC 103	
Total General Education Requirements	33

Core Requirements	Credits
ANTH 101 Introduction to Anthropology	3
ANTH 102 Introduction to Human Evolution and Prehistory	4
ANTH 201 Peoples and Cultures of the World	3
ANTH 202 Introduction to Archaeology	3
ANTH 229 Fundamentals of Applied Anthropology	3
ANTH 279 Paraprofessional Skills in Social Science	3
ANTH 290 Internship in Anthropology	6
PSY/SOC 210 Statistical Methods	4
Total Core Requirements	29
Elective Requirements	
Approved Electives	3
Choose from: ANTH/SOC 205, ENG 107, ENV 100 or consult with advisor/counselor.	
Total Elective Requirements	3

**TOTAL
DEGREE
REQUIREMENTS**

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APPLIED ANTHROPOLOGY/DIVERSITY Certificate of Achievement

Career Choices

Graduates may find a variety of jobs working in human resource and planning departments in large corporations, the federal government, nonprofits and other nongovernmental organizations.

Salary Range

Entry-level pay: \$11 hour
Five years experience: \$15 hour

Job Openings

Fair in northern Nevada; good nationwide.

Program Length

This program can be completed in two semesters or one year.

General Education Requirements	Credits
ENGLISH	3
Recommended: ENG 107	
HUMAN RELATIONS	3
Recommended: CPD 117, MGT 212 or PSY 102	
MATHEMATICS	3
Recommended: MATH 120 or PSY/SOC 210	
Total General Education Requirements	9

Core Requirements

ANTH 101 Introduction to Anthropology	3
ANTH/SOC 205 Ethnic Groups in Contemporary Societies .	3
ANTH 208 Fundamentals of Cultural Diversity	3
ANTH 229 Fundamentals of Applied Anthropology	3
Total Core Requirements	12

Elective Requirements

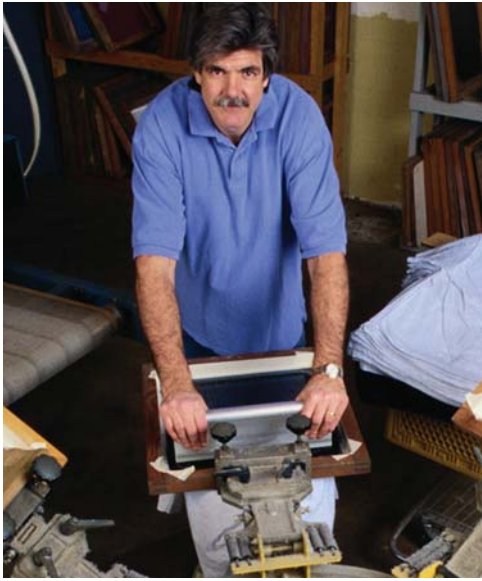
Choose nine credits from below or consult with advisor/counselor.

ANTH 201 Peoples and Cultures of the World	3
ANTH 279 Paraprofessional Skills in Social Science	3
ANTH 290 Internship in Anthropology	3-6
HIST 227 Introduction to Latin American History and Culture I	3
HIST 247 Introduction to the History of Mexico	3
PSC 103 Principles of American Constitutional Government	3
PSC/PSY/SOC 240 Social Science Research Methods	3
PSC 250 The Politics of International Terrorism	3
PSY/SOC 276 Aging in Modern American Society	3
Total Elective Requirements	9

**TOTAL
CERTIFICATE
REQUIREMENTS**

30

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



APPRENTICESHIP PROGRAM

Associate of Applied Science and Certificate of Achievement

In collaboration with Northern Nevada Apprenticeship Training Programs, the State Department of Education and the State Apprenticeship Council, TMCC provides indentured apprentices the opportunity to complete studies leading to a Certificate of Achievement or Associate of Applied Science degree.

The program of study requires apprentice students to successfully complete courses in the area of emphasis, technical core and general education.

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

Current active program emphasis areas: Associated Builders and Contractors (Electrician, Carpenter and Plumber), Bricklayer, Carpenter, Electrician, Floor Coverer, UNR Building Maintenance Program (Industrial Maintenance Specialist), Ironworker, Painter/Decorator, Pipefitter, Plumber, Sheet Metal Worker, Tiler and Operating Engineers (Operator/Mechanics).

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

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

**APPRENTICESHIP
TRAINING
OFFICE**

775-856-5302



APPRENTICESHIP PROGRAM

Associate of Applied Science

Career Choices

Various trade skills.

Salary Range

Earn as much as \$14-\$18 per hour, after training.

Job Openings

Various trade construction areas.

Program Length

This program requires 144 classroom hours per year and 4,000 on-the-job training hours per year.

General Education Requirements	Credits
DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
COMMUNICATIONS	3
Recommended: BUS 107	
ENGLISH	3
Recommended: ENG 107 or 108	
HUMAN RELATIONS	3
Recommended: CE 195B	
QUANTITATIVE REASONING	3
Recommended MATH 108B or above	
SCIENCE	6
Recommended: CHEM 100 and PHYS 103B	
SOCIAL SCIENCES/HUMANITIES	3
Recommended: ECON 102	
U.S. AND NEVADA CONSTITUTIONS	3
Recommended: PSC 103	
Total General Education Requirements	24

Core Requirements

CE 196B Work Experience I	6
Apprentice work experience totaling 2,000 hours will meet the Work Experience I requirement; contact the internship training office at 775-856-5302 for details.	
Select two courses from the following list	6
CONS 103 Introduction to the Uniform Building Code	3
CONS 123B Blueprint Reading-Construction Trade	3
COT 202B Introduction to Computer Applications	3
MTL 100B Basic Metals	3
OSH 101 Introduction to Safety and Health	3
(Contact department for alternative course options for OSH 101.)	
Total Core Requirements	12

Emphasis Requirements	Credits
For required courses, contact the apprenticeship training office at 775-856-5302, or your sponsoring indentured apprenticeship training program.	
Total Emphasis Requirements	30

**TOTAL
DEGREE
REQUIREMENTS**

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APPRENTICESHIP PROGRAM Certificate of Achievement

Career Choices

Various trade skills.

Salary Range

Earn as much as \$14 per hour after training.

Job Openings

Various trade construction areas.

Program Length

144 classroom hours per year. 4,000 hours of on-the-job training.

General Education Requirements Credits

COMMUNICATIONS 3

Recommended: ENG 107 or 108

HUMAN RELATIONS 3

Recommended: CE 195B

QUANTITATIVE REASONING 3

Recommended: MATH 108B

Total General Education Requirements 9

Core Requirements

CE 196B Work Experience I 6

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

Total Core Requirements 6

Emphasis Requirements

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

Total Emphasis Requirements 30

**TOTAL
CERTIFICATE
REQUIREMENTS**

45



ARCHITECTURE

Associate of Arts

Career Choices

Gain the skills for entry-level positions in architectural, multidisciplinary engineering, construction and design/build firms.

Salary Range

Entry-level earnings range from \$12 to \$18 per hour. Experienced architects can earn \$20 to \$28 per hour.

Job Openings

Employment opportunities are fair in northern Nevada.

Program Length

Once accepted, students can complete the program in six semesters, including two summer sessions. To become registered, a person must graduate with a bachelor's degree and complete a three-year internship and pass the registration exam.

General Education Requirements

	Credits
DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
ENGLISH/COMMUNICATIONS	6
Required: ENG 101 and 102 or ENG 113 and 114	
FINE ARTS	3
Choose from: ART 160, HUM 101 or 102	
HUMANITIES	6
Choose from: ART 160, SPAN 111, 112, HUM 101, 102, PHIL 101, 102	
MATHEMATICS	3
Choose from: MATH 120, 126, 127, 152, 176, 181, 182, 283 or 285	
SCIENCE	3
Choose from: PHYS 151 and 151L, GEOG 103, GEOL 101, all 100-level chemistry classes, except those with 'B' designators.	
SOCIAL SCIENCES/CONSTITUTION	12
Must include U.S. and Nevada Constitutions. Choose from: HIST 101 (U.S. Constitution only), 102 (Nevada Constitution only), PSC 103 (U.S. and Nevada Constitutions), CH 203 (U.S. and Nevada Constitutions), GEOG 106, ECON 103 or JOUR 101	

Total General Education Requirements 33

Note — PHIL 102, MATH 126, PHYS 151, GEOG 103 and GEOL 101 are recommended for transfer to the UNLV architecture program. Other approved courses may be taken for nontransferable credit.

Core Requirements

	Credits
AAD 100 Introduction to Architectural Design	3
AAD 105 Architectural Drafting and Design I	3
AAD 106 Architectural Drafting and Design II	3
AAD 125 Construction Drawings and Detailing	3
AAD 180 Fundamentals of Design I	3
AAD 181 Fundamentals of Design I Discussion	3
AAD 182 Fundamentals of Design II	3
AAD 183 Fundamentals of Design II Discussion	3
AAD 201 History of the Built Environment	3
AAD 223 Graphic Software for Architects, Constructors, Designers and Planners	3
AAD 227 Architectural Design Applications III	2
AAD 229 Architectural Design Applications IV	2
AAD 235 Architectural Design and Delineation I	3
AAD 280 Fundamentals of Architecture Design I	3
AAD 282 Fundamentals of Architecture Design II	3
Total Core Requirements	43

Note

TMCC graduates articulate directly into the professional degree program at UNLV.

**TOTAL
DEGREE
REQUIREMENTS**

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Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



ARCHITECTURAL DESIGN TECHNOLOGY

Associate of Applied Science

Career Choices

Enter the job market as a junior draftsman in the design and construction industries.

Salary Range

Entry-level pay ranges from \$10 to \$14 per hour. With five years experience earn from \$18 to \$22 per hour.

Job Openings

Local architecture, construction and design/build firms hire draftspersons within their organizations.

Program Length

This program can be completed in five semesters, including a semester of internship.

General Education Requirements

	Credits
DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
ENGLISH/COMMUNICATIONS	6
Required: ENG 101 and BUS 107	
HUMAN RELATIONS	3
Required: CPD 124B or MGT 171	
QUANTITATIVE REASONING	3
Required: MATH 106B or 108B	
SCIENCE	8
Required: PHYS 100 or CHEM 104	
Required: GEOG 103 or GEOL 101	
SOCIAL SCIENCES/HUMANITIES	3
Recommended: AAD 201	
U.S. AND NEVADA CONSTITUTIONS	3
Required: U.S. and Nevada Constitutions	
Total General Education Requirements	26

Electives

	Credits
Choose three credits from the following.	
ADT 225B Independent Study	1-4
ADT 255B Properties of Materials	3
Total Elective Requirements	3

Core Requirements

AAD 100 Introduction to Architectural Design	3
AAD 125 Construction Drawing and Detailing	3
AAD 265 Computer Applications in Architecture I or AAD 262 CAD for Landscape Architecture	3
ADT 105 Architectural Drafting I	5
ADT 256B Introduction to Land Use Planning	3
ADT 290B Internship in ADT	3
CADD 100 Introduction to Computer-Aided Drafting	3
CONS 103 Introduction to the Uniform Building Code	3
CONS 110B Surveying I	4
SOL 100B Introduction to Solar Energy	3
Total Core Requirements	33

**TOTAL
DEGREE
REQUIREMENTS**

62



ARCHITECTURAL DESIGN TECHNOLOGY

Certificate of Achievement

Career Choices

Become draftsmen, technicians, field inspectors, installers or construction estimators and work with contractors, engineers, architects, municipalities or developers.

Salary Range

Entry-level pay: \$8.50 to \$12 per hour
Five years of experience: \$16 to \$20 per hour

Job Openings

Draftsmen with computer design skills are in demand in northern Nevada.

Program Length

This program can be completed in three semesters or one year.

General Education Requirements	Credits
COMMUNICATIONS	3
HUMAN RELATIONS	3
QUANTITATIVE REASONING	3
Total General Education Requirements	9

Core Requirements

AAD 100 Introduction to Architectural Design	3
AAD 180 Fundamentals of Design I	3
AAD 181 Fundamentals of Design I Discussion	3
ADT 105 Architectural Drafting I	5
ADT 106B Architectural Drafting II	5
ADT 230B Mechanical and Electrical Equipment for Buildings or ADT 218B Landscape Irrigation Design	3
CONS 103 Introduction to the Uniform Building Code	3
Total Core Requirements	25

Emphasis Requirements	Credits
AAD 125 Construction Drawings and Detailing	3
CONS 123B Blueprint Reading-Construction Trade	3
Choose three credits from the following.	
AAD 235 Architectural Design and Delineation I	3
AAD 257 Plant Materials	3
ADT 108 Architectural Landscaping I	3
ADT 168B Landscape Management I	3
ADT 255B Properties of Materials	3
ADT 256B Introduction to Land Use Planning	3
CONS 110B Surveying I	4
SOL 100B Introduction to Solar Energy	3
SOL 200B Passive Solar Energy	3*
SOL 202B Active Solar Energy	3*
SOL 205B Climatic and Solar Design	3*
(*Contact department for alternative course options for SOL 200B, 202B and 205B.)	
Total Emphasis Requirements	9

TOTAL CERTIFICATE REQUIREMENTS

43

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



ART HISTORY

Associate of Arts — Fine Arts

Career Choices

This program is structured primarily as a university transfer program. The skills gained are appropriate to any career requiring good communication skills, particularly those of teacher, museum curator, visual collection curator, travel guide, gallery owner or art dealer.

Salary Range

Entry-level: \$10 to \$25 hourly (depending on job)
Five years of experience: \$25+ hourly

Job Openings

The most openings are on either coast: San Francisco Bay Area, Los Angeles, Seattle area or on the East Coast in the New York area. Positions may be available at community colleges, colleges or universities. Most positions exist where art and design are emphasized.

Program Length

This program can be completed in four semesters at TMCC.

General Education Requirements	Credits
DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
ENGLISH	6
FINE ARTS	3
HUMANITIES	6
MATHEMATICS	3
SCIENCE	3
SOCIAL SCIENCES	9
U.S. AND NEVADA CONSTITUTIONS	3
Total General Education Requirements	33

Core Requirements

ART 100 Visual Foundations	
ART 100 is a requirement for UNR's art programs.	
or ART 160 Art Appreciation	3
ART 260* Survey of Art History I	3
ART 261* Survey of Art History II	3
Total Core Requirements	9

Note

A maximum of 64 semester credits can be accepted by Nevada universities from two-year colleges. Contact counseling/advisement for recommended course options for transfer to UNR and UNLV.

Emphasis Requirements	Credits
A minimum of 12 credits must be from the following.	
ART 209 Introduction to Gallery Practices	3
ART 249 New Media	3
ART 263 Survey of African, Oceanic and Native American Art	3
ART 264 Survey of American Art	3
ART 265 Introduction to Contemporary Art	3
ART 270 Women in Art	3
ART 295 Special Topics in Art History	3
ART 296 Independent Study	3
ART 297* Field Study	3
A maximum of six credits may be from the following.	
ART 101 Drawing I	3
ART 102 Drawing II	3
ART 124 Introduction to Printmaking	3
ART 127 Water Color I	3
ART 135 Photography I	3
ART 141 Introduction to Digital Photography	3
ART 142 Introduction to Digital Photography II	3
ART 201 Life Drawing I	3
ART 211 Ceramics I	3
ART 212 Ceramics II	3
ART 216 Sculpture I	3
ART 231 Painting I	3
ART 232 Painting II	3
ART 235 Photography II	3
Foreign Language	3-6
Foreign language proficiency is recommended.	
Or choose another art course from the first group of courses.	
Total Emphasis Requirements	18

**TOTAL
DEGREE
REQUIREMENTS**

60

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



ASSOCIATE OF ARTS— TRANSFER DEGREE

The associate of arts degree is primarily for the student who plans to transfer with junior standing to a four-year college or university for a baccalaureate degree. Though completion of the associate of arts degree is the primary basis for admission to upper-division study with full junior status, completion of the degree guarantees satisfaction of all university lower-division requirements at UNR and UNLV.

Program Length

This program can be completed in four semesters or two years.

General Education Requirements	Credits
DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
ENGLISH	6
Required: ENG 101 and 102 or ENG 113 and 114	
FINE ARTS	3
HUMANITIES	6
MATHEMATICS	3
SCIENCE	3
SOCIAL SCIENCES	9
U.S. AND NEVADA CONSTITUTIONS	3
Total General Education Requirements	33

Elective Requirements	Credits
Electives	27
Any approved university transfer course will fulfill the elective course requirements. Courses with a "B," "C" or "D" designator, or numbered less than 100, are not applicable.	
Total Elective Requirements	27

Note

If you know your major, print a transfer guide online at www.tmcc.edu/counseling. Major requirements will satisfy elective credits.

A maximum of 64 semester credits can be accepted by Nevada universities from two-year colleges.

Students seeking entrance to UNR College of Business, see "Business Emphasis" Associate of Arts.

**TOTAL
DEGREE
REQUIREMENTS**

60

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



ASSOCIATE OF SCIENCE— TRANSFER DEGREE

The associate of science degree is primarily for the student who plans to transfer with junior standing to a four-year college or university for a baccalaureate degree. Though completion of the associate of science degree is the primary basis for admission to upper-division study with full junior status, completion of the degree guarantees satisfaction of all university lower-division requirements at UNR and UNLV.

Program Length

This program can be completed in four semesters or two years.

General Education Requirements	Credits
DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
ENGLISH	6
Required: ENG 101 and 102 or ENG 113 and 114	
FINE ARTS	3
HUMANITIES	3
MATHEMATICS	6
SCIENCE	12
SOCIAL SCIENCES	6
U.S. AND NEVADA CONSTITUTIONS	3
Total General Education Requirements	39

Elective Requirements	Credits
Electives	21
Any approved university transfer course will fulfill the elective course requirements. Courses with a "B," "C" or "D" designator, or numbered less than 100, are not applicable.	
Total Elective Requirements	21

Note

If you know your major, print a transfer guide online at www.tmcc.edu/counseling. Major requirements will satisfy elective credits.

A maximum of 64 semester credits can be accepted by Nevada universities from two-year colleges.

**TOTAL
DEGREE
REQUIREMENTS**

60



AUTOMOTIVE TECHNICIAN EDUCATIONAL COOPERATIVE Associate of Applied Science

Career Choices

Work in the challenging fields of automotive repair, manufacturing or sales.

Salary Range

Entry-level pay: \$24,000 to \$30,000 annually

Journeyman (three years of experience): \$26,000 to \$34,000 annually

Journeyman (flat rate salary): \$34,000 to \$45,000+ annually

Job Openings

Nationally, there is a shortage of 40,000 skilled automotive technicians. This high demand for skilled technicians is expected to continue for many years.

Program Length

2,400 hours of theory, shop and internship over six semesters or two years.

In collaboration with area fleet shops, dealerships and independent garages, and supported and endorsed by the Department of Motor Vehicles, three programs of study are provided.

This program has been recognized at national technology conferences. It contains all of the components of successful School-to-Work/Tech Prep Programs. The program is certified by the NATEF (National Automotive Technical Education Foundation); the curriculum (based on ASE standards), shop space, equipment and faculty meet or exceed NATEF certifying standards. Motivated students can complete an associate of applied science (AAS) degree in 24 months. In addition to an AAS degree, students may elect to complete studies for a certificate of achievement or a competency-based skills certificate. Students are prepared for eight ASE examinations, smog certifications and refrigerant licenses. Through highly structured internship training at participating garages, students learn and earn.

General Education Requirements	Credits
DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
COMMUNICATIONS	3
Recommended: ENG 107 (ENG 101 if university bound)	
ENGLISH	3
Recommended: ENG 108 (ENG 102 if university bound)	
HUMAN RELATIONS	3
Recommended: CE 195B	
QUANTITATIVE REASONING	3
Recommended: MATH 108B	
SCIENCE	6
SOCIAL SCIENCES/HUMANITIES	3
U.S. AND NEVADA CONSTITUTIONS	3
Recommended: PSC 103	
Total General Education Requirements	24

Core Requirements	Credits
ATEC 105B Safety and Shop Fundamentals	1
ATEC 115B Electrical and Electronic Systems	10
ATEC 125B Brakes and ABS Systems	6
ATEC 135B Suspension and Steering Systems	5
ATEC 205B Manual Drive Trains and Axles	5
ATEC 215B Automatic Transmissions and Transaxles	6
ATEC 235B Heating and AC Systems	5
ATEC 255B Advanced Engine Repair	7
ATEC 265B Engine Performance and Emission Systems	14
ATEC 290B Internship: Electrical Systems	3
ATEC 295B Internship: Engine Performance and Emission Systems	3
ATEC 297B Internship: Manual Drive Trains and Automatic Transmissions	3
ATEC 298B Internship: Suspension, Steering, Brakes and ABS	3
Total Core Requirements	71

**TOTAL
DEGREE
REQUIREMENTS**

95

TMCC CATALOG 2005-2006

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



AUTOMOTIVE TECHNICIAN EDUCATIONAL COOPERATIVE Certificate of Achievement— Automotive Electronic Systems

Career Choices

Work as an automobile technician, service manager or in sales.

Salary Range

Entry-level pay: \$24,000 to \$30,000 annually

Journeyman (three years of experience): \$26,000 to \$34,000 annually

Journeyman (flat rate salary): \$34,000 to \$45,000+ annually

Job Openings

Nationally, there is a shortage of 40,000 skilled automotive technicians. This high demand for skilled technicians is expected to continue for many years.

Program Length

This program can be completed in three semesters or one year.

In collaboration with area fleet shops, dealerships and independent garages and supported and endorsed by the Department of Motor Vehicles, three programs of study are provided.

This program has been recognized at national technology conferences. It contains all of the components of successful School-to-Work/Tech Prep Programs. The program is certified by the NATEF (National Automotive Technical Education Foundation); the curriculum (based on ASE standards), shop space, equipment and faculty meet or exceed NATEF certifying standards. Motivated students can complete an associate of applied science (AAS) degree in 24 months. In addition to an AAS degree, students may elect to complete studies for a certificate of achievement or a competency-based skills certificate. Students are prepared for eight ASE examinations, smog certifications and refrigerant licenses. Through highly structured internship training at participating garages, students learn and earn.

General Education Requirements	Credits
COMMUNICATIONS	3
Recommended: ENG 107 (ENG 101 if university bound)	
HUMAN RELATIONS	3
Recommended: CE 195B	
QUANTITATIVE REASONING	3
Recommended: MATH 108B	
Total General Education Requirements	9

Core Requirements	Credits
ATEC 105B Safety and Shop Fundamentals	1
ATEC 115B Electrical and Electronic Systems	10
ATEC 235B Heating and Air Conditioning Systems	5
ATEC 265B Engine Performance and Emission Systems	14
ATEC 290B Internship: Electrical Systems	3
ATEC 295B Internship: Engine Performance and Emission Systems	3
Total Core Requirements	36

**TOTAL
CERTIFICATE
REQUIREMENTS**

45



AUTOMOTIVE TECHNICIAN EDUCATIONAL COOPERATIVE Certificate of Achievement— Automotive Mechanical Systems

Career Choices

Work as an automobile technician, service manager or in sales.

Salary Range

Entry-level pay: \$24,000 to \$30,000 annually

Journeyman (three years of experience): \$26,000 to \$34,000 annually

Journeyman (flat rate salary): \$34,000 to \$45,000+ annually

Job Openings

Nationally, there is a shortage of 40,000 skilled automotive technicians. This high demand for skilled technicians is expected to continue for many years.

Program Length

This program can be completed in three semesters or one year.

In collaboration with area fleet shops, dealerships and independent garages and supported and endorsed by the Department of Motor Vehicles, three programs of study are provided.

This program has been recognized at national technology conferences. It contains all of the components of successful School-to-Work/Tech Prep Programs. The program is certified by the NATEF (National Automotive Technical Education Foundation); the curriculum (based on ASE standards), shop space, equipment and faculty meet or exceed NATEF certifying standards. Motivated students can complete an associate of applied science (AAS) degree in 24 months. In addition to an AAS degree, students may elect to complete studies for a certificate of achievement or a competency-based skills certificate. Students are prepared for eight ASE examinations, smog certifications and refrigerant licenses. Through highly structured internship training at participating garages, students learn and earn.

General Education Requirements

Credits

COMMUNICATIONS	3
Recommended: ENG 107 (ENG 101 if university bound)	
HUMAN RELATIONS	3
Recommended: CE 195B	
QUANTITATIVE REASONING	3
Recommended: MATH 108B	

Total General Education Requirements **9**

Core Requirements

Credits

ATEC 105B Safety and Shop Fundamentals	1
ATEC 125B Brakes and ABS Systems	6
ATEC 135B Suspension and Steering Systems	5
ATEC 205B Manual Drive Trains and Axles	5
ATEC 215B Automatic Transmission and Transaxles	6
ATEC 255B Advanced Engine Repair	7
ATEC 297B Internship: Manual Drive Trains and Automatic Transmissions	3
ATEC 298B Internship: Suspension, Steering, Brakes and ABS	3

Total Core Requirements **36**

**TOTAL
CERTIFICATE
REQUIREMENTS**

45



BOOKKEEPING Certificate of Achievement

Career Choices

Take charge as a full-charge bookkeeper and manage the entire office. All industries and professional offices need bookkeepers, everyone from architects to lawyers to small business owners.

Salary Range

Entry-level pay: \$10 to \$12 hourly
Five years of experience: \$15 to \$22 hourly

Job Openings

Currently, there are many unfilled positions in the Truckee Meadows and, because of the high demand, there are temporary agencies that specifically place accounting personnel.

Program Length

This program can be completed in two semesters or one year.

General Education Requirements	Credits
COMMUNICATIONS	3
Required: BUS 106, 107 or 108	
HUMAN RELATIONS	3
Required: MGT 212	
QUANTITATIVE REASONING	3
Required: BUS 117B	
Total General Education Requirements	9

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

**TOTAL
CERTIFICATE
REQUIREMENTS**

30



BUILDING SYSTEMS MAINTENANCE TECHNICIAN EMPHASIS

Environmental Control Technology— Associate of Applied Science

Career Choices

Graduates can find jobs with heating and cooling contractors, hospitals, commercial refrigeration contractors, hotels and casinos and fast food chain operations.

Salary Range

Entry-level pay: \$20,000 to \$24,000 annually

Five years of experience: \$36,000 to \$40,000+ annually

Job Openings

Well trained technicians are currently in high demand nationwide. Employment opportunities will remain strong in northern Nevada for many years.

Program Length

This program can be completed in 1,152 hours, four semesters or two years.

General Education Requirements

	Credits
DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
COMMUNICATIONS	3
CONSTITUTION (U.S. and Nevada)	3
ENGLISH	3
HUMAN RELATIONS	3
Recommended: CE 195B	
QUANTITATIVE REASONING	3
Recommended: MATH 108B	
SCIENCE	6
SOCIAL SCIENCES/HUMANITIES	3
Total General Education Requirements	24

Core Requirements

	Credits
ECT 100B Introduction to Refrigeration	3
ECT 101B Basic Refrigeration Servicing	6
ECT 102B Fundamentals of AC Systems	3
ECT 110B Basic Electricity for EC Technology	3
ECT 200B HVAC Systems	3
ECT 201B Boiler Operation and Maintenance	3
MTL 100B Basic Metals	3
Total Core Requirements	24

Emphasis Requirements

Choose 15 credits from the following.

CONS 103 Introduction to the Uniform Building Code	3
DFT 100 Basic Drafting Principles	3
ECT 105B Commercial Refrigeration Servicing	6
ECT 106B Air Conditioning Servicing	6
Total Emphasis Requirements	15

Note

This program provides students with the opportunity to complete studies for an associate of applied science degree or a certificate of achievement. The curriculum is based on job skills and education needs for a person responsible for the maintenance and repair of refrigeration and air conditioning systems found in residential homes and commercial facilities. Through program curriculum revisions, based on industry standards and employer assessed needs, this program is being updated.

SUGGESTED PROGRAM SCHEDULE

- Level I—ECT 100B, ECT 110B, MTL 100B, math, emphasis
- Level II—ECT 101B, ECT 102B, emphasis, social science, English/communications
- Level III—ECT 201B, emphasis, science, English/communications
- Level IV—ECT 200B, emphasis, science, human relations

**TOTAL
DEGREE
REQUIREMENTS**

63

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



BUILDING SYSTEM MAINTENANCE TECHNICIAN EMPHASIS Environmental Control Technology— Certificate of Achievement

Career Choices

Graduates can find jobs with heating and cooling contractors, hospitals, commercial refrigeration contractors, hotels and casinos and fast food chain operations.

Salary Range

Entry-level pay: \$20,000 to \$24,000 annually

Five years of experience: \$36,000 to \$40,000+ annually

Job Openings

Well-trained technicians are currently in high demand nationwide. Employment opportunities will remain strong in northern Nevada for many years.

Program Length

This program can be completed in 1,152 hours, four semesters or two years.

General Education Requirements	Credits
COMMUNICATIONS	3
MATH/QUANTITATIVE REASONING	3
Recommended: MATH 108B	
HUMAN RELATIONS	3
Recommended: CE 195B	
Total General Education Requirements	9

Core Requirements	Credits
ECT 100B Introduction to Refrigeration	3
ECT 101B Basic Refrigeration Servicing	6
ECT 102B Fundamentals of AC Systems	3
ECT 110B Basic Electricity for EC Technology	3
ECT 200B HVAC Systems	3
ECT 201B Boiler Operation and Maintenance	3
MTL 100B Basic Metals	3
Total Core Requirements	24

Note

This program provides students with the opportunity to complete studies for an associate of applied science degree or a certificate of achievement. The curriculum is based on job skills and education needs for a person responsible for the maintenance and repair of refrigeration and air conditioning systems found in residential homes and commercial facilities. Through program curriculum revisions, based on industry standards and employer assessed needs, this program is being updated.

**TOTAL
CERTIFICATE
REQUIREMENTS**

33



BUSINESS

Certificate of Achievement

Career Choices

This certificate is designed to prepare students for entry-level positions with sole proprietorships, partnerships, corporations and/or franchises where they can work with others or work independently and report to others or supervise others.

Salary Range

Entry-level pay: \$10 per hour
 Five years of experience: \$12 per hour

Job Openings

- High demand for those with up-to-date technical skills.
- Depends on a good attitude and communication skills.
- Continuing education is a must.

Program Length

This program can be completed in one year or accumulate 33 prescribed credits at your own pace.

General Education Requirements	Credits
COMMUNICATIONS	3
Recommended: BUS 106, 107 or 108	
HUMAN RELATIONS	3
Required: MGT 212	
QUANTITATIVE REASONING	3
Required: BUS 117B	
Total General Education Requirements	9

Core Requirements	Credits
ACC 135B Bookkeeping I	3
BUS 101 Introduction to Business	3
MKT 130 Introduction to Marketing	3
Total Core Requirements	9

Emphasis Requirements	Credits
Credits chosen from approved business electives.	
Business Electives—The following area courses are business courses: accounting, business, Cisco networking, computer information technology, computer office technology, culinary arts, economics, finance, information systems, management, marketing and real estate.	
Total Emphasis Requirements	15

**TOTAL
 CERTIFICATE
 REQUIREMENTS**

33



BUSINESS

Business—Associate of Applied Science

Career Choices

Become an entry-level manager or supervisor in a wide variety of service, retail and industrial operations.

Salary Range (annual averages for Nevada)

Retail Manager—\$21,000 annually
 Government Managers—\$38,000 annually
 Trade Manager—\$26,200 annually
 Wholesale—\$39,400 annually

Job Openings

Nevada needs 662 new managers and 795 new supervisors per year.

Program Length

This program can be completed in two years.

General Education Requirements

Credits

DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
COMMUNICATIONS	3
Recommended: BUS 107 or SPCM 113	
CONSTITUTION (U.S. and Nevada)	3
Recommended: PSC 103	
ENGLISH	3
Recommended: BUS 108	
HUMAN RELATIONS	3
Required: MGT 212	
QUANTITATIVE REASONING	3
Recommended: BUS 117B or MATH 120	
SCIENCE	6
SOCIAL SCIENCES/HUMANITIES	3
Recommended: ECON 103	

Total General Education Requirements 24

Core Requirements

ACC 135B Bookkeeping I or ACC 201 Financial Accounting	3
BUS 101 Introduction to Business	3
BUS 106 Business English	3
COT 202B Introduction to Computer Applications or IS 101 Introduction to Information Systems	3
ECON 102 Microeconomics	3
MKT 130 Introduction to Marketing	3
MGT 171 Supervision or MGT 201 Principles of Management	3

Total Core Requirements 21

Business Emphasis Requirements

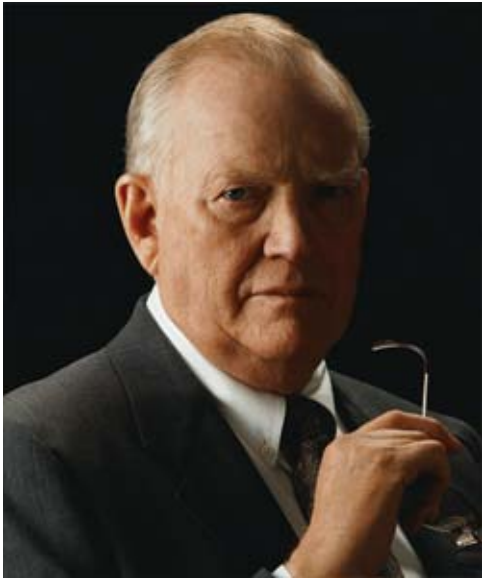
Credits

Approved Business Electives	15
Choose from: accounting, business, computer and office technology, economics, information systems, management, marketing and real estate.	

Total Emphasis Requirements 15

**TOTAL
DEGREE
REQUIREMENTS**

60



BUSINESS EMPHASIS Associate of Arts

Career Choices

Graduates may work in entry-level positions in a wide variety of public and private settings.

Salary Range

Entry-level pay: \$12 to \$22 per hour

Job Openings

Entry-level positions in expanding retail, industrial and service firms continue to be in high demand.

Program Length

This program can be completed in five semesters plus one summer session.

The associate of arts degree with an emphasis in business is designed for students who are interested in graduating from TMCC and pursuing a bachelors degree in business at a four-year accredited institution. This degree is the result of a cooperative effort with NSHE to allow students to freely transfer more business credits than previously offered through the associate of applied science degree. Since this emphasis is part of a 2+2 program, students receiving this degree will be eligible for transfer to upper division status in UNR's College of Business. Within the program, students will explore a wide variety of opportunities in various business fields. The solid background in economics, statistics and accounting is designed to provide skills required to pursue advanced degrees in any business major. The business electives are required for some degrees at UNR. An overall grade point average of 2.75 or higher in courses at the bachelor's degree level is required for a student to be approved for transfer or admitted to the College of Business Administration. This requirement does not apply toward new freshmen applicants.

General Education Requirements Credits

DIVERSITY (3)

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.

ENGLISH 6

Required: ENG 101 and 102 or ENG 113 and 114

FINE ARTS 3

Recommended: ART 100, 260*, 261* or MUS 121

HUMANITIES AND U.S. AND NEVADA CONSTITUTIONS .. 9

Recommended: CH 201, 202, 203

(CH 201, 202 satisfies the humanities requirement and CH 203 satisfies the U.S./NV Constitution requirement.)

MATHEMATICS 3

Required: MATH 176

SCIENCE 6

Lab component required; see transfer requirements.

SOCIAL SCIENCES 3

Total General Education Requirements 30

Six additional credits are satisfied within the core requirements.

Core Requirements Credits

ACC 201 Financial Accounting 3

ACC 202 Managerial Accounting 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

IS 201 Computer Applications 3

MKT 130 Introduction to Marketing 3

Total Core Requirements 27

Business Electives

(Note: options to be expanded to include other MGT, BUS and MKT courses.) Recommended:

BUS 101 Introduction to Business 3

or BUS 107 Business Speech Communications 3

or SPCM 113 Fundamentals of Speech I 3

Total Business Electives 3

Note

A maximum of 64 semester credits can be accepted by Nevada universities from two-year colleges.

**TOTAL
DEGREE
REQUIREMENTS**

60



WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION DIVISION

wdce.tmcc.edu—775-829-9010

Workforce Development and Continuing Education/General Studies

WDCE is the college's one-stop resource for general studies programs, noncredit personal interest classes, noncredit professional courses and customized business training. Courses are held at dozens of area locations and are not usually bound by traditional semesters. This area also includes Adult Basic Education's literacy, GED preparation course and ESL training.

WDCE is always looking for new instructors and classes that mirror the community's interests. For information on teaching for WDCE, log on to wdce.tmcc.edu and click on "Teach for Us."

General Studies Programs

WDCE is home to academic credit courses in judicial/court reporting, cosmetology, physical education and woodworking. In addition, seniors can enjoy Silver College—a program that offers special computer and recreational classes.

For information on the following programs, see the corresponding worksheet in this section.

COSMETOLOGY

JUDICIAL/COURT REPORTING

Personal Enrichment Courses*

Students can develop their hobbies and meet others with similar interests by choosing among the region's most diverse selection of personal enrichment classes. Hundreds of courses—both online and on-site—are presented in categories such as arts, fitness, travel languages, home and dance. Each year, WDCE also presents the TMCC Writer's Conference and the Nevada Ghosthunting Conference.

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

Professional Development Courses/Certificates*

Student can train for a new career or further develop their job skills in an array of online and on-site courses including computer applications, program management, forklift safety, Spanish for the workplace, OSHA compliance and business communications skills. Each April, WDCE offers the TMCC Administrative Professionals' Conference.

For information on the following programs, see the corresponding worksheet in this section.

GRANT WRITING

MASSAGE

For details on the following certificates, log on to wdce.tmcc.edu

BILINGUAL OFFICE/MEDICAL OFFICE WORKER

DIVERSITY MANAGEMENT CERTIFICATE

FLORIST FUNDAMENTALS

PROPERTY MANAGEMENT

SPANISH TRANSLATION CERTIFICATE

SPECIAL EVENT MANAGEMENT

Customized Business Training

WDCE is northern Nevada's most comprehensive resource for customized training, work skills assessment and consultation services. Programs can be offered any shift, any day at your company, TMCC or through online courses. For details, call 775-824-3811.

**WORKFORCE DEVELOPMENT AND
CONTINUING EDUCATION DIVISION**

775-829-9010



WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION DIVISION, CONT.

wdce.tmcc.edu—775-829-9010

Additional Information

Credits: Noncredit units earned in the self-supporting WDCE courses may be considered nontraditional and must be approved by the vice president of academic affairs in order to be applied to the associate of general studies degree.

Students under 18:

- 1) To register third through twelfth graders for TMCC's youth program, sign up for the class through wdce.tmcc.edu.
- 2) To register for WDCE self-supporting classes and conferences, call 775-829-9010.
- 3) To register for general studies, grant writing and massage classes, you must fill out a permission to enroll form from the admissions and records office on the Dandini Campus.

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

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

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

**WORKFORCE DEVELOPMENT AND
CONTINUING EDUCATION DIVISION**

775-829-9010



COMPUTER PROGRAMMING

Computer Information Technology— Associate of Applied Science

Career Choices

You can work independently or as part of a team or work for any company that uses technology. You can often telecommute.

Salary Range

Entry-level: \$20,000 annually
 Five years of experience: \$50,000 to \$100,000
 Upper range is unlimited.

Job Openings

Computer programmers are in high demand, depending on the programming languages you know.

Program Length

This program can be completed in five semesters or two years.

General Education Requirements Credits

DIVERSITY (3)

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.

COMMUNICATIONS 3

Choose from: BUS 107, SPCM 113 or 135

CONSTITUTION (U.S. and Nevada) 3

ENGLISH 3

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

HUMAN RELATIONS 3

Required: MGT 212

QUANTITATIVE REASONING 3

Choose from: MATH 126 or higher

SCIENCE 6

SOCIAL SCIENCES/HUMANITIES 3

Total General Education Requirements 24

Core Requirements

CIT 110 A+ Hardware 3

CIT 111* A+ Software 3

CSCO 120 Cisco Networking Academies I 5

Choose three credits from the following.

ACC 201 Financial Accounting 3

BUS 101 Introduction to Business (recommended) 3

IS 101 Introduction to Information Systems 3

Total Core Requirements 14

Emphasis Requirements Credits

CIT 260 Systems Analysis and Design I 3

IS 115 Introduction to Programming 3

Choose two tracks totalling 12 credits from the following list.

TRACK 1 BASIC

CIT 132 Beginning Visual Basic 3

CIT 232 Advanced Visual Basic 3

TRACK 2 C PROGRAMMING

CIT 131* Beginning C Programming 3

CIT 231* Advanced C Programming 3

TRACK 3 C++

CIT 133* Beginning C++ 3

CIT 233* Advanced C++ 3

TRACK 4 JAVA

CIT 130 Beginning Java 3

CIT 230 Advanced Java 3

Choose six additional credits from the following.

CIT 151 Beginning Web Development 3

CIT 153 Beginning PERL 3

CIT 181 Introduction to Oracle 3

CIT 290B Internship in Computer and Information Technology 3

Any CIT Special Topics class 3

Total Emphasis Requirements 24

**TOTAL
DEGREE
REQUIREMENTS**

62



CONSTRUCTION MANAGEMENT

Business—Associate of Applied Science

Career Choices

Own your own business or work with contractors. Become a site supervisor or project manager.

Salary Range

Annual average wage in Nevada is \$35,594.

Job Openings

158 new construction managers are needed each year in Nevada. Students with previous construction experience have an advantage in construction management job searches.

Program Length

This program can be completed in six semesters.

General Education Requirements	Credits
DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
COMMUNICATIONS	3
Recommended: BUS 107	
(Students who transfer to a four-year institution should take ENG 101 or 102. See a counselor or contact the department for more information on transferable courses.)	
CONSTITUTION (U.S. and Nevada)	3
ENGLISH	3
Recommended: BUS 108	
(Students who transfer to a four-year institution should take ENG 101 or 102. See a counselor or contact the department for more information on transferable courses.)	
HUMAN RELATIONS	3
Required: MGT 212	
QUANTITATIVE REASONING	3
Choose from: MATH 126 or higher	
SCIENCE	6
SOCIAL SCIENCES/HUMANITIES	3
Recommended: ECON 102 or 103	
Total General Education Requirements	24

Core Requirements	Credits
BUS 101 Introduction to Business	3
BUS 272 Legal Environment	3
IS 101 Introduction to Information Systems	3
Choose six credits from the following.	
ACC 135B Bookkeeping I	3
and ACC 136B Bookkeeping II	3
OR	
ACC 201 Financial Accounting	3
and another three credits of Accounting courses	3
Choose three credits from the following.	
MGT 103 Small Business Management	3
MGT 201 Principles of Management	3
MKT 130 Introduction to Marketing	3
Total Core Requirements	18

Emphasis Requirements	Credits
AAD 125 Construction Drawing and Detailing	3
BUS 290B Internship in Business	3
Apprenticeship credit will substitute.	
CONS 103 Introduction to the Uniform Building Code	3
CONS 104B Basic Cost Estimating in the Construction Industry	3
CONS 110B Surveying I	4
CONS 123B Blueprint Reading-Construction Trade	3
IS 201 Computer Applications	3
RE 101 Real Estate Principles	3
Total Emphasis Requirements	25

**TOTAL
DEGREE
REQUIREMENTS**

67

TMCC CATALOG 2005-2006

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



CONSTRUCTION MANAGEMENT Business—Certificate of Achievement

Career Choices

Graduates can become entry-level assistants to project managers or site supervisors for residential or commercial contractors. This program can be the first step toward an associate of applied science in business with a construction management emphasis at TMCC.

Salary Range

Annual average construction employee wage in Nevada is \$35,594.

Job Openings

158 new construction managers are needed each year in Nevada. Students with previous construction experience have an advantage in construction management job searches.

Program Length

This program can be completed in three semesters plus one summer for required classes and prerequisites.

General Education Requirements Credits

COMMUNICATIONS 3

Recommended: BUS 107

(Students who transfer to a four-year institution should take ENG 101 or 102. See a counselor or contact the department for more information on transferable courses.)

HUMAN RELATIONS 3

Recommended: MGT 212

QUANTITATIVE REASONING 3

Choose from: MATH 126 or higher

Total General Education Requirements 9

Core Requirements

AAD 125 Construction Drawing and Detailing 3

BUS 101 Introduction to Business 3

BUS 290B Internship in Business
or Apprenticeship 3

CONS 103 Introduction to the Uniform Building Code 3

CONS 104B Basic Cost Estimating
in the Construction Industry 3

CONS 110B Surveying I 4

CONS 123B Blueprint Reading-Construction Trade 3

IS 101 Introduction to Information Systems 3

Choose three credits.

ACC 135B Bookkeeping I 3

MGT 103 Small Business Management 3

MKT 130 Introduction to Marketing 3

Total Core Requirements 28

**TOTAL
CERTIFICATE
REQUIREMENTS**

37



COSMETOLOGY

Workforce Development and Continuing Education— Nevada State Licensure—Preparation Classes

Career Choices

Depending on what you specialize in, you can choose from careers such as hairstylist, image consultant, makeup artist, esthetician, hair color/perm specialist, photo and movie stylist, beauty care product distributor and nail care artist/manicurist.

Salary Range

While your income will vary depending on the particular job you choose, the average income for a cosmetologist is \$18.54 an hour and salon owners average about \$46,000 annually.

Job Openings

You'll also find that the number of jobs in these areas are growing. Government reports show that in the last four years the number of salons in business increased by more than 11,000.

Program Length

Program length varies depending on which program you choose.

APPLICATION REQUIREMENTS: The following requirements must be fulfilled prior to the application deadline stated in the class schedule. This date is generally six weeks prior to the beginning of each semester, fall and spring.

- 1) Must be a high school graduate or have obtained a GED or passed TMCC's ACCUPLACER test.
- 2) Must have completed six credits (other than cosmetology) at TMCC. If credits are from another college, must have official transcripts on file in admissions and records.

Selection of students will be based on previous work experience and previous education.

Accepted students must attend a mandatory orientation class COS 198B Introduction to Cosmetology, prior to starting the program.

It is recommended that students take the general educational requirements listed below before the cosmetology classes under your chosen area. For cosmetology classes students must be able to attend classes Tuesday through Saturday (Saturday mandatory) starting at 8:30 a.m. Log on to wdce.tmcc.edu and click on program brochures or call 829-9010 for a cosmetology program application. Application to the cosmetology program must be made to the WDCE by the dates stated in the class schedule.

General Education Requirements

	Credits
DIVERSITY	(3)
Refer to the "Diversity" section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
ENGLISH/COMMUNICATIONS	6
Recommended: BUS 106 and 107	
HUMAN RELATIONS	3
Recommended: MGT 212	
SCIENCE/QUANTITATIVE REASONING/COMPUTER SCIENCE	3
Recommended: COT 202B	
SOCIAL SCIENCES	3
Recommended: PSY 101 or PSY 102 (with instructor approval)	
FINE ARTS/HUMANITIES	3
Electives (COS courses)	12

Total General Education Requirements **30**

Nail Technology

	Hours/Credits
You must be able to attend the participating cosmetology school for at least 20 hours per week. Lab fees plus additional fees.*	
COS 101B Manicure I	100/3
COS 102B Manicure II	200/4
COS 103B Manicure III	100/3
COS 200B Salon Management	50/1
COS 201B Exam Preparation: Nails	50/1

Total Emphasis Requirements **500/12**

Please note: these classes do not lead to TMCC associate of arts, associate of science or associate of applied science degrees or certificates of achievement, but these classes may apply toward a general studies degree or certificate.

* Additional fees include the TMCC per credit fee and a \$500-\$700 equipment kit fee. The kit fee is paid directly to the cosmetology school. Not all credit and lab fees are covered by scholarship and financial aid. Check the current class schedule for lab and credit fees.

Esthetics

You must be able to attend the participating cosmetology school for at least 20 hours per week. Lab fees plus additional fees.*

COS 110B Esthetics I	150/3
COS 111B Esthetics II	150/4
COS 112B Esthetics III	200/5
COS 200B Salon Management	50/1
COS 210B Exam Preparation: Esthetics	50/1

Total Emphasis Requirements **600/14**

Cosmetology

You must be able to attend the participating cosmetology school for 40 hours per week. Lab fees plus additional fees.*

	Hours/Credits
COS 120B Hair Design I	400/12
COS 121B Hair Design II	400/12
COS 122B Hair Design III	300/10
COS 200B Salon Management	50/1
COS 221B Cosmetology I	100/3
COS 222B Cosmetology II	200/4
COS 223B Cosmetology III	100/3
COS 224B Cosmetology IV	150/3
COS 230B Exam Preparation: Cosmetology	50/1
COS 231B Salon Psychology	50/1

Total Emphasis Requirements **1,800/50**

Hair Design

You must be able to attend the participating cosmetology school for 40 hours per week. Lab fees plus additional fees.*

COS 120B Hair Design I	400/12
COS 121B Hair Design II	400/12
COS 122B Hair Design III	300/10
COS 200B Salon Management	50/1
COS 220B Exam Preparation: Hair Design	50/1

Total Emphasis Requirements **1,200/36**

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



CRIMINAL JUSTICE EMPHASIS

Associate of Arts

Career Choices

The criminal justice program prepares you for a variety of jobs, including police officer, deputy sheriff, deputy U.S. marshal, U.S. customs canine, marine or air enforcement officer, detective, investigator, U.S. border patrol agent and gaming control agent.

Salary Range—northwestern Nevada

Entry-level salary: \$31,000 to \$41,000 annually
 Five years of experience: \$37,000 to \$58,000 (non-supervisory) annually

Job Openings

There is active recruitment by both northern and southern Nevada law enforcement agencies. This degree is a direct transfer degree to junior standing in UNR's bachelor of arts in criminal justice for those students seeking a bachelor's degree in addition to their associate degree.

Program Length

This program can be completed in four semesters or two years.

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

The three associate of arts in criminal justice emphasis, UNR transfer degrees, and the four associate of applied science degrees in criminal justice including corrections/probation, juvenile justice, investigation and law enforcement allow students to select and customize their educational experience to allow greater learning in the area of the students' specific interests.

Please see the criminal justice worksheets for community policing and problem solving, corrections/probation, law enforcement, investigation, juvenile justice and pre-law.

General Education Requirements Credits

DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
ENGLISH	6
Required: ENG 101 and 102	
FINE ARTS	3
Recommended for UNR transfer. ART 100, 160, 260*, 261*, HUM 101, 102, 105, 106, MUS 121, 225, 226, THTR 100, 180 or select from approved general education list for transfer degree on page WS-9.	
HUMANITIES	6
MATHEMATICS	3
Required: MATH 120, 126, 127, 152, 176, 181, 182, 283 or 285 (MATH 126 recommended)	
SCIENCE	3
Choose any course 100-level or above (except those with a 'B' designator) from the following areas provided that a lab is included: ANTH 102, astronomy, ATMS 117, biology, chemistry, environmental science, GEOG 103, geology, NUTR 121, PHYS 100, 151, 152, 180 and 180L or 181 and 181L.	
SOCIAL SCIENCES	12
(Including U.S. and Nevada Constitutions.) CH 201, 202, 203 and PSY 101 or SOC 101 recommended for UNR transfer or select from approved general education requirements.	

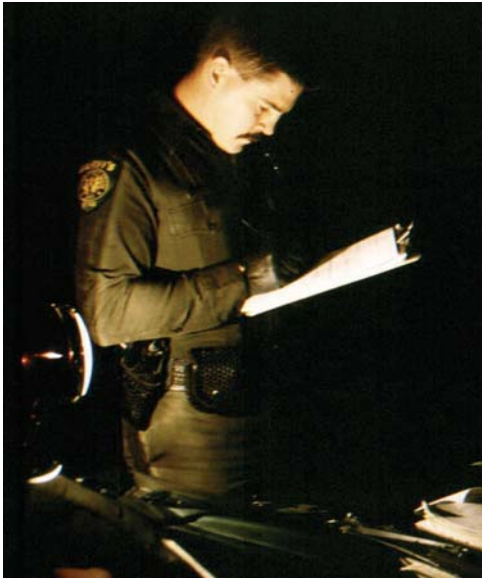
Total General Education Requirements 33

Core Requirements Credits

CPD 116 Substance Abuse-	
Fundamental Facts and Insights	3
CRJ 101 Introduction to Criminal Justice I	3
CRJ 102 Introduction to Criminal Justice II	3
CRJ 106 Introduction to Corrections	
or CRJ 211 Police in America: An Introduction	3
CRJ 222 Criminal Law and Procedures	3
Foreign Language	14
Recommended: SPAN 111, 112, 211, 212. Also accepted: FREN 111, 112, 211, 212, GER 111, 112 and second-year sequence or other foreign language accepted for AA transfer.	
Total Core Requirements	29

**TOTAL
DEGREE
REQUIREMENTS**

62



CRIMINAL JUSTICE — COMMUNITY POLICING AND PROBLEM SOLVING EMPHASIS

Associate of Arts

Career Choices

The criminal justice program prepares you for a variety of jobs, including police officer, deputy sheriff, deputy U.S. marshal, U.S. customs canine, marine or air enforcement officer, detective, investigator, U.S. border patrol agent and gaming control agent.

Salary Range—northwestern Nevada

Entry-level salary: \$31,000 to \$41,000 annually

Five years of experience: \$37,000 to \$58,000 (non-supervisory) annually

Job Openings

There is active recruitment by both northern and southern Nevada law enforcement agencies. This degree is a direct transfer degree to junior standing in UNR's bachelor of arts in criminal justice for those students seeking a bachelor's degree in addition to their associate degree.

Program Length

This program can be completed in four semesters or two years.

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

The three associate of arts in criminal justice emphasis, UNR transfer degrees, and the four associate of applied science degrees in criminal justice including corrections/probation, juvenile justice, investigation and law enforcement allow students to select and customize their educational experience to allow greater learning in the area of the students' specific interests.

Please see the criminal justice worksheets for corrections/probation, criminal justice, law enforcement, investigation, juvenile justice and pre-law.

General Education Requirements	Credits
DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
ENGLISH	6
Required: ENG 101 and 102	
FINE ARTS	3
Recommended for UNR transfer. ART 100, 160, 260*, 261*, HUM 101, 102, 105, 106, MUS 121, 225, 226, THTR 100, 180 or select from approved general education list for transfer degree on pages WS-9.	
HUMANITIES	6
MATHEMATICS	3
Required: MATH 120, 126, 127, 152, 176, 181, 182, 283 or 285 (MATH 126 recommended)	
SCIENCE	3
Choose any course 100-level or above (except those with a 'B' designator) from the following areas provided that a lab is included: ANTH 102, astronomy, ATMS 117, biology, chemistry, environmental science, GEOG 103, geology, NUTR 121, PHYS 100, 151, 152, 180 and 180L or 181 and 181L.	
SOCIAL SCIENCES	12
(Including U.S. and Nevada Constitutions.) CH 201, 202, 203 and PSY 101 or SOC 101 recommended for UNR transfer or select from approved general education requirements.	
Total General Education Requirements	33

Core Requirements	Credits
CRJ 101 Introduction to Criminal Justice I	3
CRJ 102 Introduction to Criminal Justice II	3
CRJ 211 Police in America: An Introduction	3
CRJ 222 Criminal Law and Procedure	3
CRJ 289 Law and Justice	3
Foreign Language	14
Recommended: SPAN 111, 112, 211, 212. Also accepted: FREN 111, 112, 211, 212, GER 111, 112 and second-year sequence or other foreign language accepted for AA transfer.	
Total Core Requirements	29

**TOTAL
DEGREE
REQUIREMENTS**

62



CRIMINAL JUSTICE — PRE-LAW EMPHASIS

Associate of Arts

Career Choices

The pre-law degree is designed to allow students to transfer and complete a bachelor degree as a prelude to application and acceptance to law school. Career include assistant city attorney, deputy district attorney, assistant attorney general, assistant U.S. attorney, deputy public defender, deputy state public defender, assistant U.S. public defender and private attorney.

Salary Range—northwestern Nevada

Entry-level salary: \$50,000 to \$80,000 annually

Five years of experience: \$65,000 to \$130,000 annually

Job Openings

Career opportunities are above average in public and private positions.

Program Length

This program can be completed in four full-time semesters.

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

The three associate of arts in criminal justice emphasis, UNR transfer degrees, and the four associate of applied science degrees in criminal justice including corrections/probation, juvenile justice, investigation and law enforcement allow students to select and customize their educational experience to allow greater learning in the area of the students' specific interests.

Please see the CRJ worksheets for community policing and problem solving, corrections/probation, criminal justice, law enforcement, investigation and juvenile justice.

General Education Requirements	Credits
DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
ENGLISH	6
Required: ENG 101 and 102	
FINE ARTS	3
Recommended for UNR transfer. ART 100, 160, 260*, 261*, HUM 101, 102, 105, 106, MUS 121, 225, 226, THTR 100, 180 or select from approved general education list for transfer degree on pages WS-9.	
HUMANITIES	6
MATHEMATICS	3
Required: MATH 120, 126, 127, 152, 176, 181, 182, 283 or 285 (MATH 126 recommended)	
SCIENCE	3
Choose any course 100-level or above (except those with a 'B' designator) from the following areas provided that a lab is included: ANTH 102, astronomy, ATMS 117, biology, chemistry, environmental science, GEOG 103, geology, NUTR 121, and PHYS 100, 151, 152, 180 and 180L or 181 or 181L.	
SOCIAL SCIENCES	12
(Including U.S. and Nevada Constitutions.) CH 201, 202, 203 and PSY 101 or SOC 101 recommended for UNR transfer or select from approved general education requirements.	
Total General Education Requirements	33

Core Requirements	Credits
CRJ 101 Introduction to Criminal Justice I	3
CRJ 102 Introduction to Criminal Justice II	3
CRJ 125 Legal Careers and Law Schools	1
CRJ 126 Legal Research and Methods	1
CRJ 127 Legal Writing	1
CRJ 222 Criminal Law and Procedures	3
CRJ 289 Law and Justice	3
Foreign Language	14
Recommended: SPAN 111, 112, 211, 212. Also accepted: FREN 111, 112, 211, 212, GER 111, 112 and second-year sequence or other foreign language accepted for AA transfer.	
Total Core Requirements	29

**TOTAL
DEGREE
REQUIREMENTS**

62



CRIMINAL JUSTICE— CORRECTIONS/PROBATION

Associate of Applied Science

Career Choices

There is a wide range of career paths with a corrections emphasis, including deputy sheriff, corrections officer, juvenile services youth advisor and youth work supervisor.

Salary Range—northwest Nevada

Entry-level salary: \$15,500 to \$41,000 annually

Five years of experience: \$37,500 to \$58,000 (non-supervisory) annually

Job Openings

There is active recruitment by both northern and southern Nevada law enforcement and correctional agencies. Public and private juvenile services agencies have limited recruitment.

Program Length

This program can be completed in four semesters or two years.

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

Please see the CRJ worksheets for community policing and problem solving, criminal justice, law enforcement, investigation, juvenile justice and pre-law.

General Education Requirements Credits

DIVERSITY (3)

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.

ENGLISH/COMMUNICATIONS 6

HUMAN RELATIONS 3

QUANTITATIVE REASONING 3

SCIENCE 6

SOCIAL SCIENCES/HUMANITIES 3

U.S. AND NEVADA CONSTITUTIONS 3

Total General Education Requirements 24

Core Requirements

CRJ 101 Introduction to Criminal Justice I 3

CRJ 102 Introduction to Criminal Justice II 3

CRJ 164 Principles of Investigation 3

CRJ 222 Criminal Law and Procedures 3

CRJ 289 Law and Justice 3

Total Core Requirements 15

Emphasis Requirements Credits

CRJ 106 Introduction to Corrections 3

CRJ 215 Probation and Parole 3

CRJ 270 Introduction to Criminology 3

Total Emphasis Requirements 9

Elective Requirements

15 credits required, those below are recommended.

CRJ 120 Community Relations 3

CRJ 155 Juvenile Justice 3

CRJ 198B Special Topics in Criminal Justice 3

CRJ 211 Police in America: An Introduction 3

CRJ 226 Preventions and Control of Delinquency 3

CRJ 290B Internship in Criminal Justice 3

CRJ 298 Special Topics in Criminal Justice 3

Total Elective Requirements 15

**TOTAL
DEGREE
REQUIREMENTS**

63



CRIMINAL JUSTICE— INVESTIGATION

Associate of Applied Science

Career Choices

There is a wide range of career paths with a degree in investigation, including police officer, deputy sheriff, deputy U.S. marshal, U.S. customs canine, marine or air enforcement officer, detective, investigator, forensic technician, private investigator, U.S. border patrol agent, gaming control agent or arson investigator.

Salary Range—northwest Nevada

Entry-level salary: \$15,500 to \$41,000 annually

Five years of experience: \$37,500 to \$58,000 (non-supervisory) annually

Job Openings

There is active recruitment by both northern and southern Nevada law enforcement and correctional agencies. Public and private juvenile services agencies have limited recruitment.

Program Length

This program can be completed in four semesters or two years.

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

Please see the CRJ worksheets for community policing and problem solving, corrections/probation, criminal justice, law enforcement, juvenile justice and pre-law.

General Education Requirements Credits

DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
ENGLISH/COMMUNICATIONS	6
HUMAN RELATIONS	3
QUANTITATIVE REASONING	3
SCIENCE	6
SOCIAL SCIENCES/HUMANITIES	3
U.S. AND NEVADA CONSTITUTIONS	3

Total General Education Requirements 24

Core Requirements

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

Total Core Requirements 15

Emphasis Requirements Credits

CRJ 162B Basic Investigative Photography	3
CRJ 265 Introduction to Physical Evidence	3-4
CRJ 270 Introduction to Criminology	3

Total Emphasis Requirements 9-10

Elective Requirements

15 credits required, those below are recommended.

CRJ 155 Juvenile Justice	3
CRJ 163B Investigative Photography II	3
CRJ 215 Probation and Parole	3
CRJ 225 Criminal Evidence	3
CRJ 226 Preventions and Control of Delinquency	3
CRJ 289 Law and Justice	3
CRJ 290B Internship in Criminal Justice	1-8
CRJ 298 Special Topics	3

Total Elective Requirements 15

**TOTAL
DEGREE
REQUIREMENTS**

63-64



CRIMINAL JUSTICE— JUVENILE JUSTICE Associate of Applied Science

Career Choices

Work with children and youth as a youth advisor, juvenile services work supervisor, police officer, deputy sheriff, detective, investigator and child abuse investigator.

Salary Range—northwestern Nevada

Entry-level salary: \$15,500 to \$41,000 annually

Five years of experience: \$31,000 to \$583,000 (non-supervisory) annually

Job Openings

There is active recruitment by both northern and southern Nevada law enforcement agencies. Public and private juvenile services agencies have limited recruitment.

Program Length

This program can be completed in four semesters or two years.

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

Please see the CRJ worksheets for community policing and problem solving, corrections/probation, criminal justice, law enforcement, investigation and pre-law.

General Education Requirements Credits

DIVERSITY (3)

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.

ENGLISH/COMMUNICATIONS 6

HUMAN RELATIONS 3

QUANTITATIVE REASONING 3

SCIENCE 6

SOCIAL SCIENCES/HUMANITIES 3

U.S. AND NEVADA CONSTITUTIONS 3

Total General Education Requirements 24

Core Requirements

CRJ 101 Introduction to Criminal Justice I 3

CRJ 102 Introduction to Criminal Justice II 3

CRJ 164 Principles of Investigation 3

CRJ 222 Criminal Law and Procedures 3

CRJ 289 Law and Justice 3

Total Core Requirements 15

Emphasis Requirements

CRJ 155 Juvenile Justice 3

CRJ 215 Probation and Parole 3

CRJ 226 Preventions and Control of Delinquency 3

Total Emphasis Requirements 9

Elective Requirements Credits

15 credits required, those below are recommended.

CRJ 106 Introduction to Corrections 3

CRJ 120 Community Relations 3

CRJ 198B Special Topics in Criminal Justice 3

CRJ 211 Police in America: An Introduction 3

CRJ 235B Juvenile Courts and Procedures 3

CRJ 270 Introduction to Criminology 3

CRJ 290B Internship in Criminal Justice 3

Total Elective Requirements 15

**TOTAL
DEGREE
REQUIREMENTS**

63



CRIMINAL JUSTICE— LAW ENFORCEMENT

Associate of Applied Science

Career Choices

Join this challenging field as a police officer, deputy sheriff, deputy U.S. marshal, U.S. customs canine, marine or air enforcement officer, detective, investigator, U.S. border patrol agent, gaming control agent or arson investigator.

Salary Range—northwestern Nevada

Entry-level salary: \$29,000 to \$41,000 annually

Five years of experience: \$37,000 to \$58,000 (non-supervisory) annually

Job Openings

There is active recruitment by both northern and southern Nevada law enforcement agencies.

Program Length

This program can be completed in four semesters or two years.

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

Please see the CRJ worksheets for community policing and problem solving, corrections/probation, criminal justice, investigation, juvenile justice and pre-law.

General Education Requirements Credits

DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
ENGLISH/COMMUNICATIONS	6
HUMAN RELATIONS	3
QUANTITATIVE REASONING	3
SCIENCE	6
SOCIAL SCIENCES/HUMANITIES	3
U.S. AND NEVADA CONSTITUTIONS	3

Total General Education Requirements 24

Core Requirements

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

Total Core Requirements 15

Emphasis Requirements Credits

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

Total Emphasis Requirements 9

Elective Requirements

15 credits required, those below are recommended.

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

Total Elective Requirements 15

**TOTAL
DEGREE
REQUIREMENTS**

63



CRIMINAL JUSTICE Certificate of Achievement

Career Choices

Police officer, deputy sheriff, deputy U.S. marshal, U.S. customs canine, marine or air enforcement officer, detective, investigator, U.S. border patrol agent, gaming control agent and arson investigator

Salary Range—northwestern Nevada

Base entry-level salary: \$29,000 to \$41,000 annually
Five years of experience: \$37,000 to \$58,000 (non-supervisory) annually

Job Openings

Active recruitment by both northern and southern Nevada law enforcement agencies.

Program Length

This program can be completed in two traditional semesters.

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

General Education Requirements Credits

ENGLISH/COMMUNICATIONS	3
HUMAN RELATIONS	3
QUANTITATIVE REASONING	3

Total General Education Requirements 9

Core Requirements

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

Total Core Requirements 18

Total Elective Requirements 3

**TOTAL
CERTIFICATE
REQUIREMENTS**

30

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



NORTHERN NEVADA LAW ENFORCEMENT ACADEMY

Category I Peace Officers

The academy is certified by the Nevada Peace Officer Standards and Training division (POST) and, upon completion, the applicant will meet the POST training standards to be certified as a Category I Peace Officer. This certification meets the POST training requirements for any agency in the state of Nevada. The 14-week class is limited to 40 participants with local law enforcement agencies getting first option.

Career Choices

Join this challenging field as a police officer, deputy sheriff, deputy U.S. marshal, U.S. customs canine, marine or air enforcement officer, detective, investigator, U.S. border patrol agent, gaming control agent or arson investigator.

Salary Range—northwestern Nevada

Entry-level salary: \$29,000 to \$41,000 annually

Five years of experience: \$37,000 to \$58,000 (non-supervisory) annually

Job Openings

There is active recruitment by both northern and southern Nevada law enforcement agencies.

Program Length

The High Sierra Regional Law Enforcement Academy can be completed in 15 weeks.

TMCC with the Reno Police Department, Sparks Police Department and Washoe County Sheriff's Office conducts the Northern Nevada Law Enforcement Academy located at TMCC. The academy is certified by the Nevada Peace Officer Standards and Training (POST) Commission to provide basic police academy training. With the successful completion of the academy a graduate will meet all POST training standards required to be certified as a Category I Nevada peace officer. At the conclusion of the academy, graduates are administered the Nevada State POST certification examination.

There are two 14-week academy sessions annually. Courses are conducted over a 40-hour week. The academy has classroom and practical instruction ranging from constitutional law, ethics, search and seizure, laws of arrest, weaponless defense, firearms and emergency vehicle operation. Graduates can earn 27 college credits toward a criminal justice degree during this academically and physically demanding academy. There are a limited number of positions available for the academy with priority given to recruits being sponsored by local law enforcement agencies.

Please also see the worksheets for community policing and problem solving, corrections/probation, criminal justice, investigation, law enforcement, juvenile justice and pre-law.

The public is admitted on a limited basis. The following requirements must be met prior to enrollment.

- Be at least 21 years of age by the time of graduation
- Receive acceptable scores on the ACCUPLACER test
- Receive approval from a law enforcement agency in the state of Nevada, based on a background investigation conducted by that agency
- Provide medical clearance, blood and drug screening
- Pass pre-academy fitness standards
- Provide proof of medical insurance
- Purchase an academy uniform, leather and fitness gear
- Purchase a Glock, Smith and Wesson, Beretta or Sig-Sauer pistol in 9mm, 10mm, .40 cal. or .45 cal. or a weapon approved by academy staff and sponsoring agency
- Purchase ammunition (1,500 rounds) and gun, 125-round shotgun
- Be prepared to attend class Monday through Friday from 8 a.m. to 5 p.m. In addition, study time and numerous night classes will be held.

APPROXIMATE TUITION: \$2,000 registration and tuition fee must be paid in advance. This training includes college credits, which can be applied toward a Criminal Justice degree or toward additional POST training certification.

**REGIONAL PUBLIC SAFETY
TRAINING CENTER**

775-789-5500



CULINARY ARTS

Associate of Applied Science

Career Choices

Enter or advance your food service career. Work with chefs, dieticians, food service managers, consumers, food writers or vendors. Become a cook, baker, pastry professional, sous chef, chef, entrepreneur, food service manager or restaurant owner.

Salary Range

Entry-level pay: \$8 to \$10 hourly. Five years of experience: \$12 to \$16 hourly. More than 10 years experience: Executive chefs can earn \$30,000+. Some highly qualified executive chefs have the capacity to earn in excess of \$100,000 annually in major casino hotel operations.

Job Openings

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.

Program Length

Six semesters, approximately three years, for a degree. One semester, up to 15 weeks, for each course.

General Education Requirements

	Credits
DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
COMMUNICATIONS	3
Recommended: BUS 107	
CONSTITUTION (U.S. and Nevada)	3
ENGLISH	3
Recommended: BUS 106 or 108	
HUMAN RELATIONS	3
Required: MGT 212	
QUANTITATIVE REASONING	3
Required: CUL 245	
SCIENCE	6
SOCIAL SCIENCES/HUMANITIES	3
Recommended: ECON 102 or 103	

Total General Education Requirements 24

Core Requirements

CUL 100 Sanitation/HACCP	2
CUL 105 Basic Skills Development	3
CUL 106 Understanding Culinary Techniques I	6
CUL 108 Understanding Culinary Techniques II	6
CUL 125 Principles of Baking	3
CUL 130 Garde Manger	3
CUL 200 Aromatics/Restaurant Experience	4
CUL 210 American Regional Cuisine	3
CUL 220 International Cuisine	3
NUTR 121 Human Nutrition	3

Total Core Requirements 36

Emphasis Requirements

Choose seven credits from the following.

CUL 114 Buffet Catering	3
CUL 198 Special Topics in Culinary Arts	0.5-6
CUL 225 Advanced Baking	3
CUL 230* Pastry Arts	3
CUL 250 Saucier	3
CUL 295 Work Experience	3
FAB 224 Beers and Wines of the World	3
MGT 103 Small Business Management	3

Total Emphasis Requirements 7



**TOTAL
DEGREE
REQUIREMENTS**

67

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



CULINARY ARTS Certificate of Achievement

Career Choices

Enter or advance your food service career. Work with chefs, dietitians, food service managers, consumers, food writers or vendors. Become a cook, baker, pastry professional, sous chef, chef, entrepreneur, food service manager or restaurant owner.

Salary Range

Entry-level pay: \$6.50 to \$8 hourly
Five years of experience: \$9.50 to \$11.50 hourly

Job Openings

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.

Program Length

Three semesters, approximately one and one-half years, for a certificate. One semester, up to 15 weeks, for each course.

General Education Requirements Credits

COMMUNICATIONS	3
Recommended: BUS 107	
ENGLISH	3
Recommended: BUS 106 or 108	
HUMAN RELATIONS	3
Required: MGT 212	
QUANTITATIVE REASONING	3
Required: CUL 245	

Total General Education Requirements 12

Core Requirements

CUL 100 Sanitation/HACCP	2
CUL 105 Basic Skills Development	3
CUL 106 Understanding Culinary Techniques I	6
CUL 108 Understanding Culinary Techniques II	6
CUL 114 Buffet Catering or CUL 130 Garde Manger or CUL 220 International Cuisine	3
CUL 125 Principles of Baking	3

Total Core Requirements 23



**TOTAL
CERTIFICATE
REQUIREMENTS**

35



CULINARY ARTS

Baking and Pastry—Certificate of Achievement

Career Choices

Enter or advance your baking and pastry career. Work with chefs, bakers, pastry professionals, dietitians, food service managers and consumers. Become a baker, pastry professional or sous chef.

Salary Range

Entry-level pay: \$7 to \$9 hourly.
Five years of experience: \$9.50 to \$12 hourly.

Job Openings

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.

Program Length

Three semesters, approximately one and one-half years, for a certificate. One semester, up to 15 weeks, for each course.

General Education Requirements Credits

COMMUNICATIONS	3
Recommended: BUS 107	
ENGLISH	3
Recommended: BUS 106 or 108	
HUMAN RELATIONS	3
Required: MGT 212	
QUANTITATIVE REASONING	3
Required: CUL 245	

Total General Education Requirements 12

Core Requirements

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

Total Core Requirements 23



**TOTAL
CERTIFICATE
REQUIREMENTS**

35



DENTAL ASSISTING PROGRAM

Accreditation

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

Special Admission Requirements and Procedures

Admission to the dental assisting AAS degree program and the certificate program is limited and requires special requirements and procedures. Please contact program advisor for program application procedure updates.

Students start the program at the beginning of the fall semester.

The program has a chronological applicant list and is based on a "first-come, first-served" policy. The student's name will be placed on the applicant list when the following criteria have been satisfied.

- Be at least 17 years old.
- Submit a completed application to the dental assisting program to the admissions and records office.
- Submit the application for admission, available online at www.tmcc.edu, and resident fees form to the admissions and records office.

In addition to the above listed requirements, applicants must fulfill the following requirements by June 5* to be eligible for acceptance into the fall semester program.

- Schedule and attend a health science department advisement/orientation session on the dental assisting program with the dental assisting coordinator. The certificate of advisement form must be signed by the program coordinator and student, then submitted to the admissions and records office. Please call 775-673-7204 to reserve your seat at an orientation session.
- Submit an official transcript showing proof of high school graduation or official results of high school equivalency.
- Satisfy all general college admission criteria.

*After June 5, call admissions and records to get updated information regarding the deadline extension policy.

Students accepted into the DA program are required to attend a mandatory program orientation class prior to the beginning of the fall semester. Upon acceptance into the program, students will be notified by mail of the date of the orientation class. At this orientation, the students will receive:

- orientation packet,
- course syllabi,
- policies and procedures,
- bloodborne pathogens and universal precautions training, and
- lab safety/procedure instructions.

Students accepted into the DA program are required to provide copies of the following documents at the mandatory orientation class:

- Current healthcare provider CPR card
- Results of a negative (current) two-stage TB test/chest X-ray. Accommodations are not available for students with active tuberculosis.
- DT immunization (within the last 10 years)
- MMR immunization (students born after 1956 must have received a booster)
- Hepatitis B vaccination series (recommended by the American Dental Association). Provide documentation of initial immunization and each subsequent required immunization of the series or a letter of refusal from student's physician.
- Current proof of health insurance. If you do not have private insurance, you can purchase insurance through TMCC.

Dental assisting students must meet certain technical standards.

- Be free from conditions that put other humans at risk.
- Be able to concentrate and attend.
- Be able to sit, bend, lift and reach.
- Be able to visualize the immediate environment.
- Be able to hear environmental sounds and instructions.
- Possess the ability to read, write, record and report.
- Be able to understand and react to verbal instructions.
- Be able to effectively communicate with instructors and patients to provide and gather information.

Students will be notified in writing of their application status and their position on the applicant list in April. The admissions and records office will begin notifying the students accepted into the program in early July.

An appeals process is available for those applicants who are unable to meet the admissions criteria for the program due to extenuating circumstances. Please refer to page 9 in this course catalog.

Applications for specific years will not be accepted.

The student's name will be deleted from the applicant list if the student's numerical position on the list is equal to or less than the number of openings available for the program in a given year and the student does not accept the program when selected. Students who have been deleted from the list may reapply to the program by contacting the admissions and records office.

Each spring the admissions and records office will contact by mail all individuals on the applicant list who were not selected into the program. They will be required to respond positively for their names to remain on the applicant list for the next year. All individuals who do not respond by the indicated deadline will have their names deleted from the list.

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

Interested individuals must contact the dental assisting program, 775-673-7125 or 775-673-7204, or stop by the health sciences office located in the Red Mountain Building, room 418.

NOTE: All dental assisting courses are taught during the day in classrooms on the Dandini Campus by full- and part-time instructors with an average class size of 20-25.

DENTAL ASSISTING PROGRAM

775-673-7115

775-673-7125

775-673-7204

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



DENTAL ASSISTING

Associate of Applied Science

Career Choices

Graduates of the dental assisting program are qualified for a number of different job positions, such as: dental assistant in a private practice, assisting in a hospital setting, dental laboratory positions, public health dentistry, dental products representative, dental receptionist and practice manager. Graduates may also assist in specialties, such as orthodontics, periodontics, endodontics, oral surgery and pedodontics.

Salary Range

Upon completion of the dental assisting program at TMCC, assistants will encounter a wide range of entry-level wages. Most start between \$10 and \$16 hourly. Experienced assistants can expect \$13 to \$19 hourly.

Job Openings

The job market for dental assistants in the Reno/Sparks area is strong and growing. The dental assistant program has an excellent job placement record: placement of 98% of our students upon completion of the program. The area is growing and the demand for academically trained assistants has risen over the last five years.

Program Length

The full-time dental assisting program is two semesters, fall and spring, with the addition of a summer session lasting five weeks. General education classes are required as well as the dental assisting core.

General Education Requirements Credits

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

DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
ENGLISH/COMMUNICATIONS	6
Required: ENG 101 and SPCM 113	
SOCIAL SCIENCES	6
Required: PSY 101 and SOC 101	
QUANTITATIVE REASONING	3
Required: MATH 100B	
Course subject to name change. See program coordinator for update.	
SCIENCE	11
Required: BIOL 223, 224 and NUTR 223	
U.S. AND NEVADA CONSTITUTIONS	3
Required: PSC 103	
Total General Education Requirements	29

Core Requirements Credits

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

LEVEL I (FALL)

DA 110B Orientation to Dental Assisting	1
Satisfies three-credit human relations requirement.	
DA 111B Introduction to Dental Radiography	3**
DA 112B Dental/Head and Neck Anatomy	3
Satisfies three-credit human relations requirement.	
DA 115B Dental Health Education	1
DA 116B Preclinical Dental Science	1.5
DA 117B Dental Materials and Techniques I	2
DA 119B Dental Chairside Procedures	4**

Total Level I Requirements 15.5

LEVEL II

DA 121B Dental Radiography	2**
DA 122B Clinical Dental Science	2
DA 123B Practice Management and Procedures	2
DA 125B Supervised Clinical I	4**
Satisfies three-credit human relations requirement.	
DA 127B Dental Materials and Lab Techniques II	2

Total Level II Requirements 12

SUMMER SESSION

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

Total Summer Session Requirements 6

Total Core Requirements 33.5

**TOTAL
DEGREE
REQUIREMENTS**

62.5

Note

**Starting fall 2004 these courses may be subject to a credit hour increase. Please contact the program coordinator for updated information.

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



DENTAL ASSISTING, FULL-TIME/PART-TIME

Certificate of Achievement

Career Choices

Graduates of the dental assisting program are qualified for a number of different jobs, such as dental assistant in a private practice, assisting in a hospital setting, dental laboratory positions, public health dentistry, dental products representative, dental receptionist and practice manager. Graduates may also assist in specialties, such as orthodontics, periodontics, endodontics, oral surgery and pedodontics.

Salary Range

Upon completion of the dental assisting program at TMCC, assistants will encounter a wide range of entry-level wages. Most start between \$10 and \$16 hourly. Experienced assistants can expect \$12 to \$19 hourly.

Job Openings

The job market for dental assistants in the Reno/Sparks area is strong and growing. The dental assistant program has an excellent job placement record: placement of 92% to 98% of our students upon completion of the program. The area is growing and the demand for academically trained assistants has risen over the last five years.

Program Length

The full-time dental assisting program is two semesters, fall and spring, with the addition of a summer session lasting five weeks, the part-time program is four semesters plus a summer session lasting five weeks. General education classes are in addition to the amount of time spent completing the dental assisting core.

General Education Requirements

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

ENGLISH/COMMUNICATIONS 6

Required: ENG 101 and SPCM 113

SOCIAL SCIENCES 3

Required: PSY 101

Total General Education Requirements 9

Credits

Emphasis Requirements

Credits

LEVEL I

DA 110B Orientation to Dental Assisting 1

Satisfies one to three-credit human relations requirement.

DA 111B Introduction to Dental Radiography 3**

DA 112B Dental/Head and Neck Anatomy 3

Satisfies one to three-credit human relations requirement.

DA 115B Dental Health Education 1

DA 116B Preclinical Dental Science 1.5

DA 117B Dental Materials and Techniques I 2

DA 119B Dental Chairside Procedures 4**

Total Level I Requirements 15.5

LEVEL II

DA 121B Dental Radiography 2**

DA 122B Clinical Dental Science 2

DA 123B Practice Management and Procedures 2

DA 125B Supervised Clinical I 4**

Satisfies one to three-credit human relations requirement.

DA 127B Dental Materials and Lab Techniques II 2

Total Level II Requirements 12

SUMMER SESSION

DA 135B Supervised Clinical II 5**

DA 137B Specialized Dental Assisting 1**

Total Summer Session Requirements 6

Total Emphasis Requirements 33.5

**TOTAL
CERTIFICATE
REQUIREMENTS**

42.5

Note

** Starting fall 2005 these courses may be subject to credit hour increase. Please contact the program coordinator for updated information.



DENTAL HYGIENE PROGRAM

Program Information

Program information

The TMCC Dental Hygiene Program is a two-year associate degree program. Classes begin in the fall semester each year with completion in May of the second year.

Accreditation

The program is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312-440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

Dental Hygiene Program

The dental hygienist is dedicated to providing preventative and therapeutic dental hygiene care. Some of the responsibilities routinely performed by hygienists in Nevada include:

- performing oral cancer screening through examination of soft tissues
- examining periodontal (gum and bone) structure around and supporting teeth
- taking and interpreting radiographs
- removing stain, hard (calculus), and soft (plaque) deposits from tooth surfaces above and below the gum line utilizing scaling and rootplaning procedures
- administering topical fluoride treatments
- applying dental sealants
- administering local anesthesia and nitrous-oxide sedation
- designing and implementing treatment plans for individuals
- designing and implementing oral health programs for groups
- providing dental health education for individuals and groups

Graduates of the TMCC dental hygiene program will be prepared to complete the written Dental Hygiene National Board Examination, the Nevada State Board Clinical Examination and many other state/regional clinical examinations in the U.S.

Dental hygiene students must meet certain technical standards:

- possess good hand/eye coordination and manual strength and dexterity to perform instrumentation skills necessary for direct patient care
- hold a current CPR card and be able to perform emergency procedures required in the field
- be free from conditions which put other humans at risk (i.e., active tuberculosis. Persons with blood borne pathogen infections are not excluded from the program or clinic facility.)
- possess ability to read, write, record and report
- be able to understand and react quickly to verbal instructions and patient needs
- be able to effectively communicate with patients to explain procedures, provide instructions and educate

LIMITED ENTRY

The dental hygiene program is a limited entry program with a competitive admissions process. Twelve students will be admitted each fall with a minimum GPA of 2.75 in prerequisite course work. Applicants not selected will not be carried forward to the next year, and must reapply for consideration. Additional program information is available in the dental clinic office 775-673-8247, located in the Red Mountain Building (RDMT) 415A, the health sciences office 775-673-7115, located in RDMT 417, the Starting Point in the Student Services Building and the counseling and advisement office RDMT 325.

STUDENT SELECTION

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

ACCEPTED STUDENTS

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

LICENSURE

All states require that dental hygienists be licensed. In addition to successfully graduating from the accredited dental hygiene program and passing the written Dental Hygiene National Board Examination, graduates must pass the Nevada State Board Clinical Examination. The Nevada Dental Practice Act (NRS 631.290) requires that candidates for licensure be of good moral character and be citizens of the U.S. or lawfully entitled to remain and work in the U.S. Prospective students are advised that if they have felony or misdemeanor convictions or have a history of substance abuse or infectious disease that this may preclude subsequent licensure as a dental hygienist in Nevada (NAC 631.050).

DENTAL HYGIENE **PROGRAM**

775-673-8247

775-673-7115

www.tmcc.edu/dental/hygiene



DENTAL HYGIENE

Associate of Science

Career Choices

Become a clinical dental hygienist in private practice, community health settings, research or education.

Salary Range

Salaries in the northern Nevada/eastern Sierra region can range from \$240 to \$400 a day.

Job Openings

The demand for dental hygienists is expected to continue.

Program Length

This program can be completed in four semesters.

General Education Requirements

DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
ENGLISH/COMMUNICATIONS	6
Required: ENG 101 and 102 or ENG 113 and 114	
FINE ARTS	3
Recommend: ART 270. See catalog for approved courses.	
HUMANITIES	6
Required: PHIL 135, AM 145 recommended. See catalog for approved courses.	
QUANTITATIVE REASONING	6
Required: MATH 126 and 127	
SCIENCE	16
Required: BIOL 223, 224, 251, CHEM 121	
SOCIAL SCIENCE	6
Required: SOC 101 and PSY 101	
U.S. AND NEVADA CONSTITUTIONS	3
Total General Education Requirements	46

Emphasis Requirements

	Credits
FIRST SEMESTER	
DH 102B Oral Biology	4
DH 103 Head and Neck Anatomy	2
DH 104B Dental Hygiene I	3
DH 105B Introduction to Clinical Practice	2
DH 110B Concepts of Oral Health	2
DH 112B Oral Radiology	3
Total First Semester Emphasis Requirements	16
SECOND SEMESTER	
DH 113 General and Oral Pathology	3
DH 115B Clinical Practice I	3
DH 117B Periodontics I	2
DH 120 Fundamentals in Nutrition in Dentistry	3

DH 202B Pharmacology	2
Total Second Semester Emphasis Requirements	13
SUMMER (3 WEEKS)	
DH 209B Pain and Anxiety Control	3
Total Summer Semester Emphasis Requirements	3
THIRD SEMESTER	
DH 203B Special Patients	2
DH 205 Clinical Practice II	5
DH 207 Periodontics II	2
DH 208B Community Dental Health I	2
DH 211B Dental Materials and Techniques for Dental Hygienists	2
Total Third Semester Emphasis Requirements	13
FOURTH SEMESTER	
DH 107B Legal and Ethical Implications in Dental Hygiene	1
DH 215 Clinical Practice III	5
DH 216B Principles of Dental Practice	1
DH 217B Periodontics III	1
DH 218 Community Dental Health II	2
DH 299B Independent Study	1-5
Total Fourth Semester Emphasis Requirements	10-15
Total Emphasis Requirements	55-60

**TOTAL
DEGREE
REQUIREMENTS**

101-106



DENTAL HYGIENE

Associate of Applied Science

Career Choices

Become a clinical dental hygienist in private practice, community health settings, research or education.

Salary Range

Salaries in the northern Nevada/eastern Sierra region can range from \$240 to \$400 a day.

Job Openings

The demand for dental hygienists is expected to continue.

Program Length

This program can be completed in four semesters.

Science Prerequisites

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

SCIENCE 16

Required: BIOL 223, 224, 251 and CHEM 121

Total Prerequisite Requirements 16

General Education Requirements

DIVERSITY 3

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.

ENGLISH/COMMUNICATIONS 6

Required: ENG 101 and 102 or SPCM 113

HUMAN RELATIONS 3

QUANTITATIVE REASONING 3

Required: MATH 120

SCIENCE (included in prerequisites)

SOCIAL SCIENCES/HUMANITIES 6

Required: PSY 101 and SOC 101

U.S. AND NEVADA CONSTITUTIONS 3

Total General Education Requirements 24

Emphasis Requirements

Credits

DH 104B Dental Hygiene I 2

DH 105B Introduction to Clinical Practice 2

DH 106B Dental Science Core 6

DH 107B Legal and Ethical Implications in

Dental Hygiene 1

DH 108B Concepts of Prevention 2

DH 112B Oral Radiology 3

DH 113 General and Oral Pathology 3

DH 115B Clinical Practice I 3

DH 117B Periodontics I 2

DH 120 Fundamentals of Nutrition in Dentistry 3

DH 202B Pharmacology 2

DH 203B Special Patients 2

DH 205 Clinical Practice II 5

DH 206B Dental Materials 3

DH 207 Periodontics II 2

DH 208B Community Dental Health I 2

DH 209B Pain and Anxiety Control 3

DH 215 Clinical Practice III 5

DH 216B Principles of Dental Practice 1

DH 217B Periodontics III 1

DH 218 Community Dental Health II 2

Total Emphasis Requirements 55

**TOTAL
DEGREE
REQUIREMENTS**

95



DEVELOPMENTAL DISABILITIES TECHNICIAN EMPHASIS

Mental Health Services—Associate of Applied Science

Career Choices

Work in governmental and local agencies providing community and residential care for the developmentally disabled.

Salary Range

Entry-level pay in Reno: \$10 hour
Five years of experience: \$13 to \$15 hour

Job Openings

Job openings are ongoing due to turnover and the need for 24-hour care.

Program Length

This program can be completed in four semesters or two years.

General Education Requirements Credits

DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
COMMUNICATIONS	3
Recommended: ENG 102	
ENGLISH	3
Recommended: ENG 101	
HUMAN RELATIONS	3
Recommended: CPD 117	
QUANTITATIVE REASONING	3
SCIENCE	6
Recommended: BIOL 100 and CHEM 100	
SOCIAL SCIENCES/HUMANITIES	3
Required: PSY 101	
U.S. AND NEVADA CONSTITUTIONS	3
Total General Education Requirements	24

Core Requirements

PSY 102 Psychology of Personal and Social Adjustment	3
PSY 130 Human Sexuality	3
PSY 241 Introduction to Abnormal Psychology	3
HDFS 201 Lifespan Human Development or PSY 233 Child Psychology	3
Total Core Requirements	12

Emphasis Requirements Credits

MHDD 101 Role of the Technician	1
MHDD 102 Medical Component/MHDD	1
MHDD 105 Aggressive Behavior Intervention	1
MHDD 106 The Teaching Role and Active Treatment	1
MHDD 107 Understanding Psychopharmacology	2
MHDD 109 Introduction to Therapeutic Interventions	2
MHDD 126 Understanding Developmental Disabilities	2
MHDD 153 Life Span Development	1
MHDD 154 Advanced Therapeutic Interventions	2
MHDD 295 Practicum in MHDD	3
Total Emphasis Requirements	16
Elective Requirements	
Electives	8
Electives must be approved by department chair.	
Total Elective Requirements	8

**TOTAL
DEGREE
REQUIREMENTS**

60



DIESEL TECHNICIAN EDUCATIONAL COOPERATIVE

Associate of Applied Science

Career Choices

Medium/heavy duty truck technician, service manager, owner/operator of truck repair facility.

Salary Range

Entry-level pay: \$21,000 to \$25,000 annually

Journeyman with three years of experience: \$26,000 to \$42,000 annually

Job Openings

Nationally, there is a shortage of skilled diesel technicians in medium and heavy truck and heavy equipment. For every DTEC graduate, multiple openings exist in Reno/Sparks and northern Nevada. This high demand for skilled technicians is expected to continue for many years.

Program Length

This program can be completed in 2,225 hours, four semesters or two years.

General Education Requirements

	Credits
DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
COMMUNICATIONS	3
Recommended: ENG 107	
ENGLISH	3
Recommended: ENG 108	
HUMAN RELATIONS	3
Recommended: CE 195B	
QUANTITATIVE REASONING	3
Recommended: MATH 108B or higher	
SCIENCE	6
SOCIAL SCIENCES/HUMANITIES	3
U.S. AND NEVADA CONSTITUTIONS	3
Recommended: PSC 103	

Total General Education Requirements 24

Core Requirements

	Credits
COT 202B Introduction to Computer Applications	3
DTEC 200B Diesel Engines	8
DTEC 205B Electrical/Electronic Systems	12.5
DTEC 225B Heating, Ventilation and Air Conditioning	5
DTEC 235B Steering and Suspension	4.5
DTEC 240B Brakes	6.5
DTEC 245B Medium/Heavy Duty Drive Trains	5
DTEC 250B Preventative Maintenance	5
DTEC 290B Internship in Diesel Power Technology I	2
DTEC 295B Internship in Diesel Power Technology II	2
DTEC 296B Internship Diesel Power Technology III	2
DTEC 297B Internship Diesel Power Technology IV	3
DTEC 298B Internship in Diesel Power Technology V	2
Total Core Requirements	60.5

Note

DTEC is a diesel industry supported program that adheres to NATEF (National Automotive Technology Education Foundation) curriculum standards. It is a competency-based program of study built on ASE standards. Successful students may complete an associate of applied science degree, certificate of achievement or competency-based skills certificate. Students may enroll at the beginning of each specialized session. In addition to classroom education and shop skill demonstrations, students receive internship training where they learn and earn.

**TOTAL
DEGREE
REQUIREMENTS**

84.5

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



DIESEL TECHNICIAN EDUCATIONAL COOPERATIVE

Certificate of Achievement

Career Choices

Medium/heavy duty truck technician, service manager, owner/operator of truck repair facility.

Salary Range

Entry-level pay: \$21,000 to \$25,000 annually

Journeyman with three years of experience: \$26,000 to \$42,000 annually

Job Openings

Nationally, there is a shortage of skilled diesel technicians in medium and heavy truck and heavy equipment. For every DTEC graduate, multiple openings exist in Reno/Sparks and northern Nevada.

This high demand for skilled technicians is expected to continue for many years.

Program Length

This program can be completed in 2,225 hours, five semesters or two years.

General Education Requirements

	Credits
COMMUNICATIONS	3
Recommended: ENG 107	
HUMAN RELATIONS	3
Recommended: CE 195B	
QUANTITATIVE REASONING	3
Recommended: MATH 108B	
Total General Education Requirements	9

Core Requirements

	Credits
COT 202B Introduction to Computer Applications	3
DTEC 200B Diesel Engines	8
DTEC 205B Electrical/Electronic Systems	12.5
DTEC 225B Heating, Ventilation and Air Conditioning	5
DTEC 235B Steering and Suspension	4.5
DTEC 240B Brakes	6.5
DTEC 245B Medium/Heavy Duty Drive Trains	5
DTEC 250B Preventative Maintenance	5
DTEC 290B Internship in Diesel Power Technology I	2
DTEC 295B Internship in Diesel Power Technology II	2
DTEC 296B Internship Diesel Power Technology III	2
DTEC 297B Internship Diesel Power Technology IV	3
DTEC 298B Internship in Diesel Power Technology V	2
Total Core Requirements	60.5

Note

DTEC is a diesel industry supported program that adheres to NATEF (National Automotive Technology Education Foundation) curriculum standards. It is a competency-based program of study built on ASE standards. Successful students may complete an associate of applied science degree, certificate of achievement or competency-based skills certificate. Students may enroll at the beginning of each specialized session. In addition to classroom education and shop skill demonstrations, students receive internship training where they learn and earn.

**TOTAL
CERTIFICATE
REQUIREMENTS**

69.5



DIETETIC TECHNICIAN PROGRAM

Program Information

Program information

Accreditation

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

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

Dietetic Technician Program

Upon successful completion of the dietetic technician program, the student is eligible to sit for the Commission of Dietetics Registration (CDR) national exam for Dietetic Technician, Registered. A student may complete the dietetic technician program by successfully completing one of the following three options.

TRACK 1 STUDENTS

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

TRACK 2 STUDENTS

Track 2 is for students who are seeking an associate of applied science (AAS) degree. Track 2 students take eight credits of science prerequisites: Biology 141B and 142B. These credits may not transfer to a four-year institution within the NSHE system.

STUDENTS WITH A FOUR-YEAR DEGREE

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

Official copies of all transcripts

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

To complete the program and be eligible to take the exam for registration, a Track 3 student must complete 3 three-credit courses comprised of 450 hours of supervised work experience at a satisfactory level.

To be considered for acceptance as a Track 3 student, please contact the dietetic technician program director at 775-673-8218 or jgrover@tmcc.edu

DIETETIC TECHNICIAN PROGRAM

775-674-7657

775-673-8218

www.tmcc.edu/science/nutrition

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



DIETETIC TECHNICIAN

Associate of Applied Science

Career Choices

Many work environments require that an individual be credentialed as a Dietetic Technician, Registered (DTR) to work as a nutritionist. Graduates can work in clinical nutrition, hospitals, clinics, extended care facilities, wellness centers, community nutrition, WIC, schools, sports facilities, commercial food service systems or as nutrition consultants.

Salary Range

Entry-level DTRs nationally earn a median wage of between \$14.50 and \$18.20 per hour.

Job Openings

This is the first training program of its kind in the State of Nevada. Expected job market, based on similar population areas, is a minimum growth rate of 30% within the next five years and an anticipated job placement rate of at least 76% of program graduates who pass the national registration exam. Potential employers include hospitals, clinics, extended care facilities, retirement centers, home health care programs, research facilities, schools, day-care centers, restaurants, corporations, casinos, public health agencies, community health programs, health clubs, weight management clinics, community wellness centers, food companies and contract food management companies.

Program Length

This program can be completed in seven semesters, two years plus three summer sessions for supervised work experience.

General Education Requirements

	Credits
DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
ENGLISH/COMMUNICATIONS	6
Recommended: ENG 102, BUS 107	
HUMAN RELATIONS	3
QUANTITATIVE REASONING	3
Required: CUL 245	
SCIENCE	8-16
Required: BIOL 141B and 142B Track I or BIOL 190, 223, 224 and 251 Track II	
SOCIAL SCIENCES/HUMANITIES	3
Recommended: CH 201	
U.S. AND NEVADA CONSTITUTIONS	3
Recommended: CH 203	

Total General Education Requirements 26-34

Core Requirements

	Credits
CUL 100 Sanitation/HACCP	2
CUL 105 Basic Skills Development	3
CUL 106 Understanding Culinary Techniques I	6
NUTR 100B Introduction to Dietetic Technician Program	0.5
NUTR 223 Principles of Nutrition	3
NUTR 233 Nutritional Care	3
NUTR 243 Introduction to Diet Therapy	3
NUTR 253 Cultural Considerations in Nutrition and Healthcare	3
Satisfies diversity requirement.	
NUTR 263B Menu Management	3
NUTR 291B Practicum/Internship in Nutrition - Food Service	3
NUTR 292B Practicum/Internship in Nutrition - Community	3
NUTR 293B Practicum/Internship in Nutrition-Clinical	3
Total Core Requirements	35.5

Suggested Electives

HDFS 201 Lifespan Human Development	3
NUTR 298B Special Topics in Nutrition	1-3
PSY 101 General Psychology	3
Total Electives	7-9

**TOTAL
DEGREE
REQUIREMENTS**

68.5-78.5

Note

Dietetic technician courses are listed under the heading "nutrition."

For more information on the dietetic technician program, call 775-673-8218 or 674-7657.



EARLY CHILDHOOD EDUCATION

Associate of Arts

Career Choices

Work as a preschool/early childhood teacher; an owner or director of a preschool or child care center; in a school-age child care program, in a Head Start or Early Head Start program, as a family home child care provider, in an intergenerational child care program, as a nanny, or as an aid in a school district early childhood education program.

Salary Range

Entry-level pay: — \$8 to \$11 hourly
Five years of experience: \$9 to \$14 hourly

Program Length

This program can be completed in four semesters or two years.

General Education Requirements	Credits
DIVERSITY	(3)
Required: HDFS 232	
ENGLISH/COMMUNICATIONS	6
Required: ENG 101 and 102	
FINE ARTS	3
HUMANITIES	6
Required: CH 201 and 202	
MATHEMATICS	3
SCIENCE (lab required)	3
Required: NUTR 121	
SOCIAL SCIENCES	9
Required: PSY 101	
U.S. AND NEVADA CONSTITUTIONS	3
Required: CH 203	
Total General Education Requirements	33

Core Requirements	Credits
ECE 130 Infancy	3
ECE 200 The Exceptional Child	3
ECE 204 Principles of Child Guidance	3
ECE 231 Preschool Practicum: Child Development Lab	5
ECE 240 Administration of the Preschool	3
ECE 250 Introduction to Early Childhood Education	3
ECE 251 Curriculum in Early Childhood Education	3
HDFS 201 Lifespan Human Development	3
HDFS 202 Introduction to Families	3
HDFS 232 Diversity in Young Children	3
Total Core Requirements	32

Emphasis Requirement

Three credits required.

Total Emphasis Requirements	3
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EMPHASIS SUGGESTED SCHEDULE

- LEVEL I—ECE 131, ENG 101, HDFS 201, PSY 101, fine arts, elective
- LEVEL II—ECE 204, ENG 102, HDFS 202, NUTR 121, WT 201, elective
- LEVEL III—ECE 130, ECE 251, math, science (group A), WT 202
- LEVEL IV—ECE 200, ECE 231, ECE 240, HDFS 232, WT 203

**TOTAL
DEGREE
REQUIREMENTS**

68

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



EARLY CHILDHOOD EDUCATION — TEACHER

Early Childhood Education—Certificate of Achievement

Career Choices

Work as a teacher, owner or director of a preschool, day care center, before and after school care program, Head Start and/or Early Head Start, family day care provider, intergenerational child care or nanny.

Salary Range

Entry-level pay: \$5.50 to \$7 hourly

Five years of experience: \$7 to \$9 hourly

Program Length

This program can be completed in two semesters or one year.

General Education Requirements	Credits
COMMUNICATIONS	3
Required: ENG 101	
HUMAN RELATIONS	3
Required: MGT 212	
QUANTITATIVE REASONING	3
Total General Education Requirements	9

Core Requirements

ECE 204 Principles of Child Guidance	3
ECE 231 Preschool Practicum: Child Development Lab	1-5
Students who received either the early childhood education certificate of achievement or AAS in early childhood education must complete practicum at TMCC.	
ECE 250 Introduction to Teaching the Young Child	3
ECE 251 Curriculum in Early Childhood Education	3
HDFS 201 Lifespan Human Development	3
NUTR 121 Human Nutrition	3
PSY 101 General Psychology	3

Choose three credits from the following.	Credits
ECE 121 Parent/Caregiver Relationships	1
ECE 123 Health and Nutrition for Young Children	1
ECE 124 Sensorimotor Development Infants and Toddlers	1-3
ECE 125 Language Development Infant Toddler	1
ECE 127 Role of Play for Infants and Toddlers	1
ECE 129 Environments for Infant and Toddler	1
ECE 151 Math in the Preschool Curriculum	1
ECE 152 Science in the Preschool Curriculum	1
ECE 154 Literature for Preschool Children	1
ECE 155 Literacy and the Young Child	1
ECE 156 Music in the Preschool Curriculum	1
ECE 157 Art in the Preschool Curriculum	1
ECE 158 Activities for Physical Development in Young Children	1
ECE 159 After School Activities	1
ECE 161 Social Studies in the Preschool Curriculum	1
ECE 167 Child Abuse and Neglect	1
ECE 168 Infectious Diseases and First Aid in Childcare	1
ECE 169 Bilingual and Multicultural Experience in ECE	1
ECE 198B Special Topics	
(or any approved electives in the ECE program)	0.5-6

Total Core Requirements22-26

**TOTAL
CERTIFICATE
REQUIREMENTS**

31-35

Note

A student must maintain a cumulative grade point average of a 2.0 (C) or better and a minimum grade of "C" must be made in each of the core requirements.



EARLY CHILDHOOD EDUCATION — DIRECTOR

Early Childhood Education—Certificate of Achievement

Career Choices

Work as a teacher, owner or director of a preschool, day care center, before and after school care program, Head Start and/or Early Head Start, family day care provider, intergenerational child care or nanny.

Salary Range

Entry-level pay: \$18,000 to \$22,000 annually

Five years of experience: \$22,000 to \$28,000 annually

Program Length

This program can be completed in four semesters or two years.

General Education Requirements	Credits
COMMUNICATIONS	3
Required: ENG 101	
HUMAN RELATIONS	3
Required: MGT 212	
QUANTITATIVE REASONING	3
Total General Education Requirements	9

Core Requirements

A student must maintain a cumulative grade point average of a 2.0 (C) or better and a minimum grade of "C" must be made in each of the core requirements.

ECE 204 Principles of Child Guidance	3
ECE 231 Preschool Practicum: Child Development Lab	1-5
Students who received either the early childhood education certificate of achievement or AAS in early childhood education must complete practicum at TMCC.	
ECE 250 Introduction to Teaching the Young Child	3
ECE 251 Curriculum in Early Childhood Education	3
HDFS 201 Lifespan Human Development	3
NUTR 121 Human Nutrition	3
PSY 101 General Psychology	3
Choose three credits from the following.	
ECE 121 Parent/Caregiver Relationships	1
ECE 123 Health and Nutrition for Young Children	1
ECE 124 Sensorimotor Development Infants and Toddlers	1-3
ECE 125 Language Development Infant Toddler	1
ECE 127 Role of Play for Infants and Toddlers	1
ECE 129 Environments for Infant and Toddler	1
ECE 151 Math in the Preschool Curriculum	1

	Credits
ECE 152 Science in the Preschool Curriculum	1
ECE 154 Literature for Preschool Children	1
ECE 155 Literacy and the Young Child	1
ECE 156 Music in the Preschool Curriculum	1
ECE 157 Art in the Preschool Curriculum	1
ECE 158 Activities for Physical Development in Young Children	1
ECE 159 After School Activities	1
ECE 161 Social Studies in the Preschool Curriculum	1
ECE 167 Child Abuse and Neglect	1
ECE 168 Infectious Diseases and First Aid in Childcare	1
ECE 169 Bilingual and Multicultural Experience in ECE	1
ECE 198B Special Topics	
(or any approved electives in the ECE program)	0.5-6

Total Core Requirements 22-26

Additional Core Requirements

ECE 240 Administration of the Preschool	3
MGT 171 Supervision	3

Complete seven credits from the following courses.

(Choose from the list below or any approved combination of one and three credit courses.)

ACC 201 Financial Accounting	3
COT 202B Introduction to Computer Applications	3
ECE 200 The Exceptional Child	3
ECE 235 Adapting Curricula for Young Children with Special Needs	3
HDFS 202 Introduction to Families	3
MGT 283 Personnel Administration	3

Total Additional Core Requirements 13

Note

To secure the director's certificate, candidates must first complete the requirements for the teacher's certificate, then complete the additional 13 credit requirement as listed on this page. The Washoe County Department of Social Services recognizes the TMCC director's certificate as fulfilling its requirement for director qualifications of a child care facility. Should a student wish to pursue the two-year associate of applied science, he/she may apply course work taken in either certificate program. Additional course work will be required to complete degree requirements.

**TOTAL
CERTIFICATE
REQUIREMENTS**

44-48

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



EARLY CHILDHOOD EDUCATION— INFANT/TODDLER

Associate of Applied Science

Career Choices

Work as a teacher, owner or director of a preschool, day care center, before and after school care program, Head Start and/or Early Head Start, family day care provider, intergenerational child care or nanny.

Salary Range

Entry-level pay: \$5.50 to \$7 hourly
Five years of experience: \$7 to \$9 hourly

Program Length

This program can be completed in four semesters or two years.

General Education Requirements	Credits
DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
ENGLISH/COMMUNICATIONS	6
Required: ENG 101	
HUMAN RELATIONS	3
Required: MGT 212	
QUANTITATIVE REASONING	3
SCIENCE	6
Required: NUTR 121	
SOCIAL SCIENCES/HUMANITIES	3
Required: PSY 101	
U.S. AND NEVADA CONSTITUTIONS	3
Total General Education Requirements	24

Core Requirements	Credits
Required for all ECE emphases.	
A student must maintain a cumulative grade point average of a 2.0 (C) or better and a minimum grade of "C" must be made in each of the core requirements.	
ECE 200 The Exceptional Child	3
ECE 204 Principles of Child Guidance	3
ECE 240 Administration of the Preschool	3
ECE 250 Introduction to Teaching the Young Child	3
ECE 251 Curriculum in Early Childhood Education	3
HDFS 201 Lifespan Human Development	3
HDFS 202 Introduction to Families	3
Total Core Requirements	21

Emphasis Requirements	Credits
ECE 124 Sensorimotor Development Infants and Toddlers ..	3
ECE 125 Language Development Infant Toddler	3
ECE 126 Social/Emotional Development for Infants/Toddlers	3
ECE 127 Role of Play for Infants and Toddlers	1
ECE 128 Self-Help Skills for Infants and Toddlers	2
ECE 129 Environments for Infant and Toddler	3
ECE 236 Practicum with Infants and Toddlers	5
Total Emphasis Requirements	20

Note

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

INFANT/TODDLER EMPHASIS SUGGESTED SCHEDULE

- LEVEL I—ENG 101, PSY 101, ECE 124, ECE 250, science
- LEVEL II—HDFS 201, MGT 212, ECE 125, ECE 126,
- LEVEL III—PSC 103, NUTR 121, ECE 127, ECE 128, math
- LEVEL IV—ECE 129, ECE 200, ECE 236, ECE 240

**TOTAL
DEGREE
REQUIREMENTS**

65

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



EARLY CHILDHOOD EDUCATION— PRESCHOOL

Associate of Applied Science

Career Choices

Work as a teacher, owner or director of a preschool, day care center, before and after school care program, Head Start and/or Early Head Start, family day care provider, intergenerational child care or nanny.

Salary Range

Entry-level pay: \$5.50 to \$7 hourly
Five years of experience: \$7 to \$9 hourly

Program Length

This program can be completed in four semesters or two years.

General Education Requirements	Credits
DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
ENGLISH/COMMUNICATIONS	6
Required: ENG 101	
HUMAN RELATIONS	3
Required: MGT 212	
QUANTITATIVE REASONING	3
SCIENCE	6
Required: NUTR 121	
SOCIAL SCIENCES/HUMANITIES	3
Required: PSY 101	
U.S. AND NEVADA CONSTITUTIONS	3
Total General Education Requirements	24

Core Requirements

Required for all ECE emphases.

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

ECE 200 The Exceptional Child	3
ECE 204 Principles of Child Guidance	3
ECE 240 Administration of the Preschool	3
ECE 250 Introduction to Teaching the Young Child	3
ECE 251 Curriculum in Early Childhood Education	3
HDFS 201 Lifespan Human Development	3
HDFS 202 Introduction to Families	3
Total Core Requirements	21

Emphasis Requirements

Credits

ECE 130 Infancy	3
ECE 231 Preschool Practicum: Child Development Lab	5
MGT 171 Supervision	3
Electives (Must be early childhood or approved.)	4
Total Emphasis Requirements	15

Note

A student must maintain a cumulative grade point average of a 2.0 (C) or better and a minimum grade of "C" must be made in each of the core requirements.

PRESCHOOL EMPHASIS SUGGESTED SCHEDULE

- LEVEL I—ENG 101, HDFS 201, PSC 103, ECE 250, math
- LEVEL II—NUTR 121, PSY 101, ECE 200, electives, communications
- LEVEL III—MGT 212, ECE 130, ECE 204, science
- LEVEL IV—MGT 171, ECE 231, ECE 240, HDFS 202, electives

**TOTAL
DEGREE
REQUIREMENTS**

60

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



EARLY CHILDHOOD SPECIAL EDUCATION

Early Childhood Education—Associate of Applied Science

Career Choices

Work as a teacher, owner or director of a preschool, day care center, before and after school care program, Head Start and/or Early Head Start, family day care provider, intergenerational child care or nanny.

Salary Range

Entry-level pay: \$5.50 to \$7 hourly
Five years of experience: \$7 to \$9 hourly

Program Length

This program can be completed in four semesters or two years.

General Education Requirements	Credits
DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
ENGLISH/COMMUNICATIONS	6
Required: ENG 101	
HUMAN RELATIONS	3
Required: MGT 212	
QUANTITATIVE REASONING	3
SCIENCE	6
Required: NUTR 121	
SOCIAL SCIENCES/HUMANITIES	3
Required: PSY 101	
U.S. AND NEVADA CONSTITUTIONS	3
Total General Education Requirements	24

Core Requirements	Credits
Required for all ECE emphases.	
A student must maintain a cumulative grade point average of a 2.0 (C) or better and a minimum grade of "C" must be made in each of the core requirements.	
ECE 200 The Exceptional Child	3
ECE 204 Principles of Child Guidance	3
ECE 240 Administration of the Preschool	3
ECE 250 Introduction to Teaching the Young Child	3
ECE 251 Curriculum in Early Childhood Education	3
HDFS 201 Lifespan Human Development	3
HDFS 202 Introduction to Families	3
Total Core Requirements	21

Emphasis Requirements

ECE 130 Infancy	3
ECE 140 Role of the Special Needs Assistant	1
ECE 141 Behavior Management in an Early Childhood Special Education Classroom	1
ECE 142 Community Resources for Young Children with Special Needs	1
ECE 143 Medical Aspects of Special Education	1
ECE 144 Field Experience in Early Childhood Special Education	1-3
ECE 233 Practicum in Early Childhood Special Education	5
ECE 235 Adapting Curricula for Young Children with Special Needs	3
Total Emphasis Requirements	16-18

**TOTAL
DEGREE
REQUIREMENTS**

61-63

Note

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

SPECIAL EDUCATION EMPHASIS SUGGESTED SCHEDULE

- LEVEL I—ENG 101, HDFS 201, PSC 103, ECE 250, science
- LEVEL II—communications, HDFS 202, ECE 140, ECE 142, ECE 144, ECE 200
- LEVEL III—Math, NUTR 121, ECE 130, ECE 141, ECE 204,
- LEVEL IV—ECE 233, ECE 235, ECE 240



ELECTRONICS TECHNOLOGY

Associate of Applied Science

Career Choices

Opportunities abound in the manufacturing and mining industries, especially in the service and support and plant and facilities maintenance divisions.

Salary Range

Entry-level pay: \$21,000 to \$30,000 annually
 Journeyman pay: \$28,000 to \$30,000+ annually

Job Openings

There is a high demand for trained personnel that can repair, maintain and troubleshoot complex electronic and industrial systems.

Program

This program can be completed in 1440 hours—four semesters or two years.

General Education Requirements	Credits
DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
ENGLISH/COMMUNICATIONS	6
Recommended: ENG 107 and 108 (ENG 101 and 102 if university bound)	
HUMAN RELATIONS	3
Recommended: CE 195B	
QUANTITATIVE REASONING	3
Recommended: MATH 108B or 190B	
SCIENCE	6
SOCIAL SCIENCES/HUMANITIES	3
U.S. AND NEVADA CONSTITUTIONS	3
Recommended: PSC 103	
Total General Education Requirements	24

Core Requirements	
ET 100B Survey of Electronics	4
ET 112B DC and Semiconductors	4
ET 114B AC and Semiconductors	4
ET 220B Solid State Electronics	4
ET 222B Operational Amplifiers and Linear ICS	4
ET 280B Digital Electronics	4
ET 282B Microprocessors I	4
Total Core Requirements	28

Emphasis Requirements	Credits
Choose a minimum of 12 credits from the following.	
ET 107B Electrical Measurements	2
ET 111B Thru-Hole Assembly and Repair	2
ET 113B Surface Mount Assembly and Repair	2
ET 115B Convective Heat Soldering	2
ET 198B Special Topics in Electronics Technology	0.5-6
ET 234B Communications Systems	3
ET 245B Transducers and Instrumentation	4
ET 270B Electronic Bench Service Technician	4
ET 271B Industrial Electronics	4
ET 287B Introduction to Fiber Optics	4
ET 290B Internship in Electronics Technology	1-8
ET 299B Special Topics in Electronics	1-3
Total Emphasis Requirements	12

**TOTAL
DEGREE
REQUIREMENTS**

64



ELECTRONICS TECHNOLOGY

Certificate of Achievement

Career Choices

Opportunities abound in the manufacturing and mining industries, especially in the service and support and plant and facilities maintenance divisions.

Salary Range

Entry-level pay: \$21,000 to \$30,000 annually
 Journeyman pay: \$28,000 to \$30,000+ annually

Job Openings

There is a high demand for trained personnel that can repair, maintain and troubleshoot complex electronic and industrial systems.

Program

This program can be completed in 735 hours—three semesters or one year, including summer.

General Education Requirements Credits

COMMUNICATIONS	3
Recommended: ENG 101 or 107	
HUMAN RELATIONS	3
Recommended: CE 195B	
QUANTITATIVE REASONING	3
Recommended: MATH 108B or 190B	

Total General Education Requirements 9

Core Requirements

ET 100B Survey of Electronics	4
ET 112B DC and Semiconductors	4
ET 114B AC and Semiconductors	4
ET 220B Solid State Electronics	4
ET 280B Digital Electronics	4

Total Core Requirements 20

Elective Requirements Credits

Choose five credits from the following.

ET 107B Electrical Measurements	2
ET 111B Thru-Hole Assembly and Repair	2
ET 113B Surface Mount Assembly and Repair	2
ET 115B Convective Heat Soldering	2
ET 198B Special Topics in Electronics Technology	0.5-6
ET 222B Solid State Electronics	4
ET 234B Communications Systems	3
ET 245B Transducers and Instrumentation	4
ET 270B Electronic Bench Service Technician	4
ET 271B Industrial Electronics	4
ET 282B Microprocessors	4
ET 287B Introduction to Fiber Optics	4
ET 290B Internship in Electronics Technology	1-8
ET 299B Special Topics in Electronics	1-3

Total Elective Requirements 5

TOTAL CERTIFICATE REQUIREMENTS

34



ELEMENTARY EDUCATION EMPHASIS

Associate of Arts

Career Choices

Students will complete two years of their educational program to become elementary school teachers.

Salary Range

With a bachelor's degree, class II teachers start at \$25,255 per academic year.

Job Openings

As northern Nevada's population grows, the demand for public school teachers grows commensurately. Every year we anticipate a sizeable number of teacher openings, locally, statewide and nationwide. This is a boom time for the teaching profession.

Program Length

This program can be completed in four semesters or two years.

The associate of arts degree in elementary education is designed for students seeking careers in elementary and special education. The degree requirements include an expanded general education curriculum including additional courses in science, math and English. Additionally, specific curriculum provides students with educational theory and practical field work in the elementary and special education school settings. This course of study is designated as a university transfer program that substantially meets the requirements for the first two years of study for the B.S. in elementary, special and dual education majors at UNR. Students need to be aware that admission into UNR teacher education program is competitive and requires application with available PPST or CBEST test scores the semester PRIOR to transfer (October 1 for spring and March 1 for fall).

General Education Requirements Credits

DIVERSITY (3)

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.

ENGLISH 6

Required: ENG 101 or 113, ENG 102 or 114

FINE ARTS 3

Choose from: ART 100, 160, 260*, 261*, 263, 264, 265, 270, 295, 296, 297, HUM 101, 102, 106, MUS 121, 225, 226, THTR 180, 200

HUMANITIES 6

Choose from: AAD 201, ART 160, 260*, 261*, CH 201, 202, 203, all 100- and 200-level English courses (except 101, 102, 103, 107, 108, 113, 114, 181 and 221), all 100- and 200-level foreign language except those with a "B" designator, HIST 105, 106, 247, HUM 101, 102, 106, 211, MUS 121, 225, 226, all 100- and 200-level philosophy courses, THTR 100

MATHEMATICS 3-4

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

SCIENCE (lab required) 6-8

Choose one each from A and B for UNR.

(Cannot take both GEOG 103 and GEOL 101 to meet science requirements.)

A) CHEM 100, GEOG 103, GEOL 100, 101, PHYS 100, 151, 152, 180 and 180L, 181 and 181L

B) BIOL 100, 190, 191, ENV 100

C) ANTH 102, AST 104, ATMS 117, GEOL 105, 205, NUTR 121

SOCIAL SCIENCES 12

UNR transfer students take GEOG 106, CH 203 (PSC 103 or HIST 101 and PSC 208) Note: Substitute courses will not satisfy CH requirement once student has matriculated at UNR. **Must include both U.S. and Nevada Constitutions.**

Choose from: HIST 101 (U.S. Constitution only), 102, 217 and PSC 208 (Nevada Constitution only), PSC 103, CH 203 (U.S. and Nevada Constitutions). All 100- and 200-level anthropology courses (except ANTH 102), CH 203, CRJ 101, 220, 230, ECON 102, 103, 104, GEOG 106, 109, history, all 100- and 200-level political science, psychology and sociology courses.

Total General Education Requirements 36-39

Emphasis Requirements Credits

EDU 201 Introduction to Elementary Education 3

EDU 203 Introduction to Special Education 3

EDU 204 Information Technology in Teaching 3

EDU 206 Classroom Learning Environments 3

EDU 208 Students with Diverse Abilities and Backgrounds .. 3

EDU 209 Exploring Teaching and Learning Practicum 1

MATH 122 Elementary School Math I (or higher) 3

MATH 123 Elementary School Math II (or higher) 3

SPCM 113 Fundamentals of Speech I 3

Electives 9-11

Total Emphasis Requirements 25

Total Elective Requirements 9-11

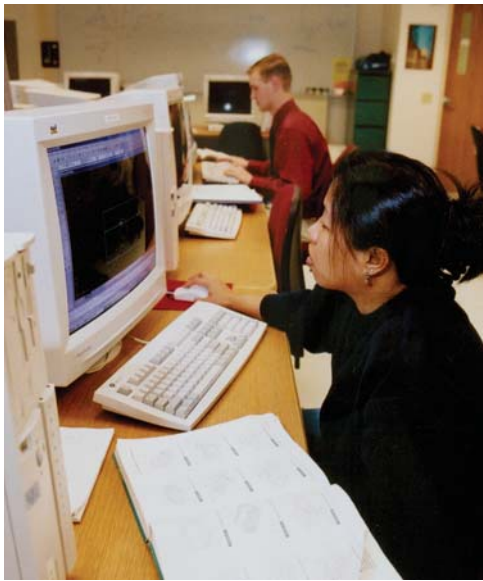
Note

UNR elementary education majors should contact an advisor regarding transferability.

**TOTAL
DEGREE
REQUIREMENTS**

70-74

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



PRE-ENGINEERING Associate of Science

Career Choices

This program is designed for students planning a career in engineering. Students who complete the associate degree can transfer to a college or university to pursue a baccalaureate degree in engineering, including civil, chemical, electrical, geological, mechanical, metallurgical or mining majors.

Salary Range

Entry-level pay: \$30,000 to \$46,000 annually

Five years of experience: \$36,000 to \$60,000 annually

Job Openings

Employment opportunities in engineering are expected to be good through 2008.

Program Length

This program can be completed in four semesters or two years.

General Education Requirements Credits

DIVERSITY (3)

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.

ENGLISH 6

Required: ENG 101 and 102

FINE ARTS 3

Choose one from: ART 100, 160, 260*, 261*, HUM 101, 102, 105, 106, MUS 121, 225, 226, THTR 100, 180

HUMANITIES 6

Choose from: CH 201, 202, ENG 231, 232, HIST 105, 106, PHIL 200

Most engineering students at TMCC will matriculate at UNR during their studies at TMCC. In this case, only CH courses are acceptable if a student has matriculated at UNR.

MATHEMATICS 8

Required: MATH 181 and 182

SCIENCE 12-13

Required: CHEM 121 or 201, PHYS 180 and 180L

SOCIAL SCIENCES 6

Choose one from each group.

Group 1—ANTH 101, 201, 202, ECON 102,** 103, GEOG 106, PSC 231, PSY 101, SOC 101

Group 2—ANTH 201, 205, HIST 208, 209, 227, 247, HUM 211, PSY 276, SOC 205, 276

**ECON 102 is required for Electrical and Mechanical Engineering majors and is recommended for all other Engineering majors at UNR.

U.S. AND NEVADA CONSTITUTIONS 3

Choose one from: CH 203 or PSC 103 or HIST 101 plus HIST 102, 217, PSC 208

Total General Education Requirements 44-45

Core Requirements Credits

MATH 283 Calculus III 4

MATH 285 Differential Equations 3

PHYS 181 Physics for Scientists and Engineers II 3

and PHYS 181L Physics for Sci. and Eng. Lab II 1

CS 201 3

Currently offered at UNR.

Total Core Requirements 14

Elective Requirements

Choose six credits from the following.

BIOL 190 Introduction to Cell and Molecular Biology 4

CADD 100 Introduction to Computer-Aided Drafting 3-4

CHEM 220 Introductory Organic Chemistry 4

DFT 100 Basic Drafting Principles 3

MECH 241 Statics 3

Currently offered at UNR.

MECH 242 Dynamics 3

Currently offered at UNR.

Any engineering science and design major requirement course from UNR.

Any computer science major requirement course from UNR.

Total Elective Requirements 6

TOTAL DEGREE REQUIREMENTS

64-65

Note

A minimum of 60 credits is required for the associate of science degree in pre-engineering. Nevada universities can accept a maximum of 64 semester credits from two-year colleges.

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



ENGINEERING-DRAFTING

Associate of Applied Science

Career Choices

Graduates can work with engineers, manufacturers and municipalities. Become a draftsman, detailer, technical illustrator, blueprint checker, assembler, inspector or assistant engineer.

Salary Range

Entry-level pay: \$11 hour
Five years of experience: \$15 to \$17 hour

Job Openings

Draftsmen with computer skills are in demand in northern Nevada. The engineering-drafting department has been very successful in placing students in the local job market.

Program Length

The program can be completed in two years or four semesters. The program may be completed in both day or night classes.

General Education Requirements	Credits
DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
COMMUNICATIONS	3
Recommended: ENG 102	
ENGLISH	3
Recommended: ENG 101	
HUMAN RELATIONS	3
Recommended: MGT 212	
QUANTITATIVE REASONING	3
SCIENCE	6
Recommended: physics	
SOCIAL SCIENCES/HUMANITIES	3
Recommended: SOC 101	
U.S. AND NEVADA CONSTITUTIONS	3
Recommended: PSC 103	
Total General Education Requirements	24

Core Requirements

COT 204 Using Windows	3
DFT 100 Basic Drafting Principles	3-4
DFT 110B Blueprint Reading for Industry	3-4
CADD 100 Introduction to Computer-Aided Drafting	3-4
CADD 105 Intermediate CAD	3-4
CADD 140 Technical Drafting I	3-4
CADD 141B Technical Drafting II	3-4
CADD 142B Technical Drafting III	3-4
CADD 299B Capstone/Assessment	1-3
MATH 120 Fundamentals of College Math	3
Total Core Requirements	28-37

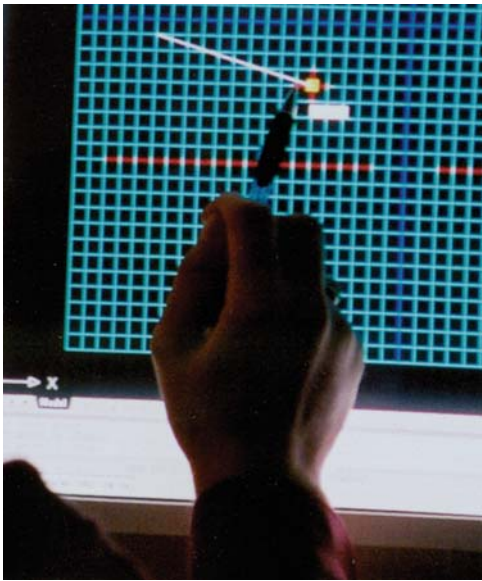
Emphasis Requirements

Choose six credits from the following.

CE 195B Employability Skills	3
CPD 123 Career Choices and Changes	2
CADD 200 Advanced CAD	3-4
CADD 245 Solid Modeling and Parametric Design	3-4
CADD 250 CAD Systems Management	3-4
CADD 255 CAD Customization I	3-4
CADD 256 CAD Customization II	3-4
CADD 290B Internship in CADD	1-6
CADD 295B Independent Study	3-6
MTL 100B Basic Metals (highly recommended)	3
Total Emphasis Requirements	6
Elective Requirements	
Total Elective Requirements	3

**TOTAL
DEGREE
REQUIREMENTS**

61-70



ENGINEERING-DRAFTING

Certificate of Achievement

Career Choices

Work with engineers, manufacturers and municipalities. Become a draftsman, detailer, technical illustrator, blueprint checker, assembler, inspector or assistant engineer.

Salary Range

Entry-level pay: \$11 hour
 Five years of experience: \$15 to \$17 hour

Job Openings

Draftsmen with computer skills are in demand in northern Nevada. The engineering-drafting department has been very successful in placing students in the local job market.

Program Length

This program may be completed in two to three semesters by taking day and night classes.

General Education Requirements Credits

COMMUNICATIONS	3
QUANTITATIVE REASONING	3
Required: MATH 120	
HUMAN RELATIONS	3

Total General Education Requirements 9

Core Requirements

COT 204 Using Windows	3
DFT 100 Basic Drafting Principles	3-4
DFT 110B Blueprint Reading for Industry	3-4
CADD 100 Introduction to Computer-Aided Drafting	3-4
CADD 105 Intermediate CAD	3-4
CADD 140 Technical Drafting I	3-4
CADD 141B Technical Drafting II	3-4
CADD 142B Technical Drafting III	3-4
CADD 299B Capstone/Assessment	1-3

Total Core Requirements 25-34

**TOTAL
 CERTIFICATE
 REQUIREMENTS**

34-43



ENGLISH AS A SECOND LANGUAGE (Basic and College-level)

INGLÉS COMO SEGUNDA IDIOMA

English Classes

We invite those who wish to improve their English skills to register for our basic, intermediate or advanced classes. Our classes are offered from 8 a.m. to 9 p.m. Monday through Friday, throughout the Reno/Sparks area. Our fees are low and much of the material is provided free of charge. For more information, please call us at 775-829-9044 or visit us at TMCC's Meadowood Center, 5270 Neil Road, (across from Sear's Automotive Center), room S220.

Clases de Inglés

Invitamos a todas aquellas que quieran mejorar su destreza en el idioma inglés a matricularse en nuestras clases de inglés básico, intermedio o avanzado. Ofrecemos clases de lunes a viernes entre las 8 de la mañana y las 9 de la noche, en diversas localidades en las áreas de Reno-Sparks. Nuestros precios son bajos y la mayor parte de los materiales son distribuidos sin costo alguno. Para mayor información sírvase llamar al teléfono a 775-829-9044 o visítenos en TMCC Meadowood Center, 5270 Neil Road, (a otro lado de Sears Automotive Center) oficina S220.

Citizenship

Classes are offered to prepare you for your INS interview which is required for United States Citizenship naturalization. We can assist you in preparing the application (form N-400) as well as cover various applicable topics 1) U.S. history, 2) government, 3) our flag, 4) the presidency and 5) responsible citizenship. A strong command of English is required for this course.

El Civics

For citizenship applicants who need to improve writing and reading skills, El Civics classes are specially designed to help learners acquire these within a framework and on a foundation of topics outlined in "Citizenship" above.

ADULT BASIC EDUCATION

Truckee Meadows Community College provides basic literacy education for adults 17 years and over. Instruction in basic listening, speaking, reading, writing and math are offered. Instruction is provided one-on-one, in small group settings and in classroom environments appropriate to the adult learner. These classes are designed to assist learners in acquiring necessary skills up to the eighth grade level. Please call us at 775-829-9033 for details.

GENERAL EDUCATION DEVELOPMENT (GED)

We offer classes designed to prepare students for the GED examination. These courses cover all five sub-sections of this exam 1) writing, 2) social studies, 3) science, 4) literature and arts and 5) math. Costs of this program vary depending on requested class size, available tutors and computer usage fees. Please call 775-829-9055 for details.

ENGLISH AS A SECOND LANGUAGE

We offer language classes designed to assist speakers of other languages to adapt as quickly as possible to an English-language environment. Students are placed in class levels according to assessment scores attained upon enrollment and periodic examinations for subsequent classes.

ESL classes are offered throughout the entire day and evening and throughout our community. Please call us at 775-829-9044 for more information and to find out when the next set of classes begins.

ABE/GED/BASIC AND COLLEGE-LEVEL ESL TESTING

All who would like to enroll in adult basic education, general education development and English as a second language classes must be assessed prior to enrollment and through the training program. Testing is used to gauge what the learner needs so that instructors can target specific weaknesses. These tests assist teachers to monitor student advancement within and across each level. Please call our department at 775-824-3818 for specific information regarding fees, costs and testing policies. For college-level ESL courses, call 775-673-8240 for current testing details.

ENGLISH AS A SECOND LANGUAGE (COLLEGE-LEVEL)

For those interested in improving their English competency or pursuing an academic focus—certificate program, AA or AAS degree—contact the assessment office at 775-673-8240 for ACCUPLACER testing details. You can also contact the English department at 775-673-7092.

ABE
775-829-9033

GED
775-829-9055

ESL
775-829-9044

POLICY INFORMATION
775-824-3818

ENGLISH DEPARTMENT
775-673-7092

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



ENVIRONMENTAL SCIENCE

Associate of Science

Career Choices

Park ranger, field technician for watershed management, plant and ecosystem restoration

Salary Range

Starting salaries range from \$35,000 to \$50,000 with completion of a bachelor's degree.

Program Length

The program can be completed in two years or four semesters.

General Education Requirements	Credits
DIVERSITY	(3)
NRES 211	
ENGLISH/COMMUNICATIONS	6
Required: ENG 101 and 102	
FINE ARTS	3
Select from: ART 100, 260, 261, THTR 100, 105	
MATHEMATICS/QUANTITATIVE REASONING	8
Required: MATH 181 and 182	
SCIENCE	12
Required: BIOL 151, CHEM 121 and 122	
SOCIAL SCIENCES	6
Required: CH 201 and ECON 102	
U.S. AND NEVADA CONSTITUTIONS	6
Required: CH 202 and 203	
Total General Education Requirements	41

Major Requirements

BIOL 190 Cell and Molecular	4
BIOL 191 Organismal Biol	4
GEOL 101 General Geology	5
NRES 100 Success Strat	2
NRES 210 Environmental Poll	3
NRES 211 Cons/Hum/Biodiv	3
Total Core Requirements	21

Focus Courses

Credits

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

ENV 299 Special Topics	2-3
MATH 152 Introduction to Statistics	3
PHYS 151 General Physics	4
PHYS 180 Phys for Sci/Eng	4
PHYS 181 Phys for Sci/Eng II	4

Total Emphasis Requirements **3**

**TOTAL
DEGREE
REQUIREMENTS**

65



FINE ARTS

Associate of Arts

Career Choices

Become a fine artist, animator, photographer, ceramicist, fine art computer digital artist or digital animator both in commercial and fine art.

Salary Range

Entry-level: \$20 to \$25 hourly (depending on job)
Five years of experience: \$25+ hourly

Job Openings

The most openings are on either coast: San Francisco Bay Area, Los Angeles, Seattle area or on the East Coast in the New York area. Positions may be available at community colleges, colleges or universities. Most positions exist where art and design are emphasized.

Program Length

This program can be completed in four semesters at TMCC.

General Education Requirements Credits

DIVERSITY (3)

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.

ENGLISH 6

FINE ARTS 3

HUMANITIES 6

MATHEMATICS 3

SCIENCE 3

SOCIAL SCIENCES 9

U.S. and Nevada Constitutions 3

Total General Education Requirements 33

HUM 106, THTR 100, CH 201, 202, CH 203 recommended if transferring to UNR, MATH 120, 126, 127, 176, 181, BIOL 100, 190, 191, CHEM 100, 121, GEOL 101 PHYS 100, 151, 152, 180 and 180L, 181 and 181L.

Core Requirements

ART 100 Visual Foundations 3

ART 101* Drawing I 3

ART 135* Photography I 3

ART 211 Ceramics I 3

ART 216 Sculpture I 3

ART 231 Painting I 3

ART 260* Survey of Art History I 3

ART 261* Survey of Art History II 3

ART 298* Portfolio Emphasis 3

Total Core Requirements 27

**TOTAL
DEGREE
REQUIREMENTS**

60

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



FIREFIGHTER ACADEMY

Fire Science Technology—Associate of Applied Science

Career Choices

The firefighter academy emphasis is designed to prepare the student for a career as a firefighter in the fire service.

(Note: Fire science students without prior fire service experience must take FT 101B Introduction to Fire Protection or FT 102B Entry-level Firefighter before entering the fire academy.)

Salary Range

Entry-level pay: \$16 hour

Five years of experience: \$25 hour

Job Openings

Very competitive.

Program Length

This program can be completed in three semesters or one and one-half years.

For additional degrees and certificates, see the fire science technology, volunteer firefighter and wildland firefighter emphasis worksheets.

General Education Requirements

Credits

DIVERSITY (3)

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.

COMMUNICATIONS 3

CONSTITUTION (U.S. and Nevada) 3

ENGLISH 3

HUMAN RELATIONS 3

QUANTITATIVE REASONING 3

SCIENCE 6

Required: chemistry

SOCIAL SCIENCES/HUMANITIES 3

Total General Education Requirements 24

Core Requirements

Credits

EMS 108B Emergency Medical Technician I 7

FT 101B Introduction to Fire Protection 3

FT 106B Firefighter I Academy 12

FT 206B Firefighter II Academy 10

FT 260B Rescue/Hazardous Material Academy 10

Total Core Requirements 42

Electives

None required.

FS 150B Physical Fitness and Nutrition for the Fire Service 3

Needed for the NFPA certification.

Total Electives 0-3

Note

Upon completion, the student will have satisfied and exceeded all of the requirements for Fire Fighter II in accordance with the National Fire Protection Association (NFPA #1001) and the Nevada State Fire Standards. The program will be offered in two formats: a 14-week fire academy, or on nights and weekends.

**TOTAL
DEGREE
REQUIREMENTS**

66-69



FIRE SCIENCE TECHNOLOGY

Associate of Applied Science

Career Choices

Firefighters gain pre-service and in-service professional training for municipal, county, state and federal fire departments or fire control agencies. The program offers practical, technical instruction dealing with fire prevention and suppression, fire protection equipment and systems, apparatus, hydraulics, hazardous materials, rescue, codes, ordinances and other related aspects of fire science technology.

Salary Range

Entry-level pay: \$16 hour
Five years of experience: \$25 hour

Job Openings

Very competitive.

Program Length

This program can be completed in four semesters or two years.

For additional degrees and certificates, see the fire academy, volunteer firefighter and wildland firefighter emphasis worksheets.

General Education Requirements Credits

DIVERSITY (3)

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.

COMMUNICATIONS 3

CONSTITUTION (U.S. and Nevada) 3

ENGLISH 3

HUMAN RELATIONS 3

QUANTITATIVE REASONING 3

SCIENCE 6

Recommended: chemistry

SOCIAL SCIENCES/HUMANITIES 3

Total General Education Requirements 24

Core Requirements

FT 101B Introduction to Fire Protection 3

FT 125B Building Construction I 3

FT 131B Hazardous Materials 3

FT 241B Fire Company Organization Management 3

FT 243B Fire Fighting Tactics and Strategy 3

Total Core Requirements 15

Emphasis Requirements Credits

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

FS 105B Introduction to Fire Suppression 3

FS 285B Selected Topics in Fire Science 0.5-6

FT 110B Basic Wildland Firefighting 3

FT 121B Fire Prevention I 3

FT 122B Codes/Ordinances I 3

FT 126B Fire Cause Determination 3

FT 145B Aviation Emergencies 3

FT 150B Apparatus and Equipment 3

FT 151B Fire Service Hydraulics I 3

FT 218B Intermediate Fire Behavior, S-290, 390 3

FT 244B Fire Protection Systems 3

FT 291B Fire Administration 3

Total Emphasis Requirements 12

Total Elective Requirements 9

Recommended: EMS 108B for seven credits

**TOTAL
DEGREE
REQUIREMENTS**

60



FIRE SCIENCE TECHNOLOGY

Certificate of Achievement

Career Choices

Firefighters gain pre-service and in-service professional training for municipal, county, state and federal fire departments or fire control agencies. The program offers practical, technical instruction dealing with fire prevention and suppression, fire protection equipment and systems, apparatus, hydraulics, hazardous materials, rescue, codes, ordinances and other related aspects of fire science technology.

Salary Range

Entry-level pay: \$16 hour
Five years of experience: \$25 hour

Job Openings

Very competitive.

Program Length

This program can be completed in two semesters or one year.

For additional degrees and certificates, see the fire academy, volunteer firefighter and wildland firefighter emphasis worksheets.

General Education Requirements Credits

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

COMMUNICATIONS 3

HUMAN RELATIONS 3

Recommended: MGT 212

QUANTITATIVE REASONING 3

Total General Education Requirements 9

Core Requirements

FS 241B Fire Company Organization Management 3

FT 101B Introduction to Fire Protection 3

FT 125B Building Construction I 3

FT 131B Hazardous Materials 3

FT 243B Fire Fighting Tactics and Strategy 3

Total Core Requirements 15

Electives Credits

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

FS 105B Introduction to Fire Suppression 3

FS 285B Selected Topics in Fire Science 0.5-6

FT 110B Basic Wildland Firefighting 3

FT 121B Fire Prevention I 3

FT 122B Codes/Ordinances I 3

FT 126B Fire Cause Determination 3

FT 145B Aviation Emergencies 3

FT 151B Fire Service Hydraulics I 3

FT 150B Apparatus and Equipment 3

FT 218B Intermediate Fire Behavior, S-290, 390 3

FT 244B Fire Protection Systems 3

FT 291B Fire Administration 3

Total Elective Requirements 6

Note

Fire science students without prior fire service experience must take FT 101B Introduction to Fire Protection before entering the fire academy.

**TOTAL
CERTIFICATE
REQUIREMENTS**

30



FIREFIGHTER, VOLUNTEER

Fire Science Technology—Certificate of Achievement

Career Choices

This program provides the volunteer firefighter with all of the basic skills needed to perform as a basic firefighter as described in Nevada standards for Firefighter. The program allows the volunteer to become more quickly involved in incident mitigation than by following the fire academy curriculum.

Salary Range

Volunteer.

Job Openings

Very competitive.

Program Length

This program can be completed in two semesters or one year.

For additional degrees and certificates, see the fire academy, fire science technology and wildland firefighter emphasis worksheets.

General Education Requirements Credits

COMMUNICATIONS	3
HUMAN RELATIONS	3
QUANTITATIVE REASONING	3
SCIENCE	3

Recommended: chemistry

Total General Education Requirements 12

Core Requirements

FT 102B Entry-Level Firefighter	3
FT 103B Basic Firefighter	3
FT 104B Nevada Firefighter I	3
FT 291B Fire Administration	3

Total Core Requirements 12

Electives Credits

Nine credits required from the following.

EMS 108B Emergency Medical Technician I Basic Training	7
EMS 113B EMS First Responder	3
FS 114B Incident Command System	1
FS 230B Fire Streams and Firefighting Foams	3
FS 254B Fire Service Instructor II	3
FS 257B Emergency Rescue Practices II	3
FT 110B Basic Wildland Firefighting	3
FT 125B Building Construction I	3
FT 131B Hazardous Materials	3
FT 150B Apparatus and Equipment	3
FT 151B Fire Service Hydraulics I	3
FT 160B Rescue Awareness	3
FT 243B Fire Fighting Tactics and Strategy	3

Total Elective Requirements 9

Note

The volunteer can easily apply this education toward fire academy and NFPA certification.

TOTAL CERTIFICATE REQUIREMENTS

33

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



FIREFIGHTER, WILDLAND

Fire Science Technology—Associate of Applied Science

Career Choices

The wildland firefighter emphasis prepares the student for a career in wildland firefighting or enhances the student who is already employed in this field. This emphasis concentrates on wildland firefighting, benefits of fire in range and forest management, incident command systems and firefighter safety.

Salary Range

Entry-level pay: \$12 hour
Five years of experience: \$17 hour

Job Openings

Numerous opportunities are available for seasonal wildland firefighters.

Program Length

This program can be completed in four semesters or two years.

For additional degrees and certificates, see the fire academy, fire science technology and volunteer firefighter emphasis worksheets.

General Education Requirements

Credits

DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
COMMUNICATIONS	3
CONSTITUTION (U.S. and Nevada)	3
ENGLISH	3
HUMAN RELATIONS	3
QUANTITATIVE REASONING	3
SCIENCE	6
SOCIAL SCIENCES/HUMANITIES	3

Total General Education Requirements 24

Core Requirements

FS 114B Incident Command System	1
FT 101B Introduction to Fire Protection	3
FT 110B Basic Wildland Firefighting	3
FT 113B Basic Air Ops, S-270	1
FT 131B Hazardous Materials	3
FT 146B Wildland Tactics and Strategies I	3
FT 212B Fire and Ecology	3
FT 218B Intermediate Fire Behavior, S-290, 390	3

Total Core Requirements 20

Emphasis Requirements

Credits

EMS 113B EMS First Responder	3
FT 111B Portable Pumps, S-211	1
FT 112B Power Saws, S-212	1
FT 115B Crew Boss, S-230	1
FT 116B Engine Boss, S-230	1
FT 117B Dozer Boss, S-232	1
FT 118B Firing Methods, S-234	1
WF 205B Fire Operations in the Urban Interface	1
Contact department for alternative course options.	
WF 244B Field Observer	2
WF 260B Fire Business Management Principles	1
Contact department for alternative course options.	

Total Emphasis Requirements 13

Electives

Approved Elective 3

Total Elective Requirement 3

**TOTAL
DEGREE
REQUIREMENTS**

60

Note

The curriculum follows National Wildland Cooperation Group standards.

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



GENERAL STUDIES

Associate of General Studies

Career Choices

Take the general education requirements along with an emphasis area of your choice.

Salary Range

Salary range depends on the emphasis area you choose. If you don't know what you want to do, make an appointment with a TMCC advisor.

Job Openings

Job openings depend on the emphasis area you choose.

Program Length

This program can be completed in four semesters or two years.

General Education Requirements	Credits
COMPUTER SCIENCE	3
DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
ENGLISH/COMMUNICATIONS	9
FINE ARTS	3
HUMAN RELATIONS	3
HUMANITIES	3
QUANTITATIVE REASONING	3
SCIENCE	3
SOCIAL SCIENCES	3
U.S. AND NEVADA CONSTITUTIONS	3
Total General Education Requirements	33

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

Note

Please see page WS-10 for a complete list of courses that satisfy general education requirements.

**TOTAL
DEGREE
REQUIREMENTS**

60

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



GENERAL STUDIES Certificate of Achievement

Career Choices

Take the general education requirements along with an emphasis area of your choice.

Salary Range

Salary range depends on the emphasis area you choose. If you don't know what you want to do, make an appointment with a TMCC advisor.

Job Openings

Job openings depend on the emphasis area you choose.

Program Length

This program can be completed in two semesters or one year.

General Education Requirements Credits

COMPUTER SCIENCE/MATHEMATICS/ QUANTITATIVE REASONING/SCIENCE	3
ENGLISH/COMMUNICATIONS	6
FINE ARTS/HUMANITIES	3
HUMAN RELATIONS	3
SOCIAL SCIENCES	3

Total General Education Requirements 18

Elective Requirements Credits

Electives 12

Great latitude is allowed in the selection of the 12 elective credits. Choice of credits can focus on one area alone or from any combination of occupational or general courses. Developmental courses, those numbered less than 100, cannot be applied to any degree or certificate.

Credits earned in many WDCE "C" courses may be considered nontraditional and must be approved by the vice president for academic affairs in order to be applied to the associate of general studies degree. Please check with a TMCC advisor for further information. The WDCE "C" courses may not be counted for financial aid credit requirements.

Total Elective Requirements 12

Note

Please see page WS-10 for a complete list of courses that satisfy general education requirements.

Credits earned in many WDCE courses may be considered nontraditional and must be approved by the vice president for academic affairs in order to be applied to the certificate of achievement in general studies. Please check with a TMCC advisor for further information.

**TOTAL
CERTIFICATE
REQUIREMENTS**

30



GOLF COURSE MANAGEMENT

Architectural Design Technology— Associate of Applied Science

Career Choices

Become a manager or superintendent in daily golf course operations, including budget planning, manpower scheduling, maintenance scheduling for grounds facilities, renovation planning and construction oversight and working with golf professionals and boards of directors.

Salary Range

Entry-level salaries range from \$10 to \$17 per hour.

Job Openings

Employment opportunities are fair in northern Nevada.

Program Length

This program can be completed in four semesters or two years including two summers.

General Education Requirements	Credits
DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
ENGLISH/COMMUNICATIONS	6
Recommended: BUS 106, 107	
HUMAN RELATIONS	3
Recommended: MGT 171	
QUANTITATIVE REASONING	3
Recommended: BUS 117B	
SCIENCE	6
Recommended: BIOL 100 and CHEM 100	
SOCIAL SCIENCES/HUMANITIES	3
Recommended: SPAN 101B	
U.S. and NEVADA CONSTITUTIONS	3
Recommended: PSC 103	
Total General Education Requirements	24

Core Requirements

Take all of the following courses. Must have a minimum of 41 credits.

AAD 257 Plant Materials	3
ADT 168B Landscape Management I	3
ADT 170B Soil Management	3
ADT 172B Turfgrass Management I	3
ADT 173B Turfgrass Management II	3
ADT 174B Urban Tree Care I	3
ADT 178B Fundamentals of Horticulture	3
ADT 218B Landscape Irrigation Design	3-6
ADT 268B Landscape Management II	3
ADT 272B Turfgrass Management III	3
ADT 290B Internship in ADT	4-8
IS 201 Computer Applications	3
Total Core Requirements	41-44

**TOTAL
DEGREE
REQUIREMENTS**

65-68

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



GRANT WRITING CLASSES AND CERTIFICATION PROGRAM

Workforce Development and Continuing Education

Career Choices

Grant writers put together proposals to request funds primarily for nonprofit organizations. More than \$250 billion in grant funds is available each year from four primary funding sources: governments, foundations, corporations and individuals. Whether part of a full- or part-time job, an existing position or a volunteer task, successful grant writing makes a significant contribution to any nonprofit agency.

Salary Range

Salaries for successful grant writers and fundraisers average \$40,000 to \$85,000 per year. Some experienced grant writers have flexible hours and can command hourly rates up to \$150 an hour.

Job Openings

Good grant writers are in high demand. Today, fewer traditional funding options are available to nonprofit agencies. As a result, more and more agencies rely on grant funding to fulfill their missions. In the future, most nonprofits will need to rely more heavily on grant funds to survive and thrive.

Program Length

For the average person, the program may be completed in three semesters.

Grant writing is not as difficult as most people think. Learning the tricks of the trade, gaining valuable experience and hearing tips from experienced grant writers can save time and increase the odds that your grants will be funded.

Required Courses

Credits

GRNT 101C Grant Writing Basics	2
GRNT 102C Refining Grant Writing Skills	2

Total Required Credits 4

Elective Courses

GRNT 110C Finding Funding Sources5
GRNT 112C Designing Grant Budgets5
GRNT 113C Outcomes and Evaluations5
GRNT 114C Project Management5
GRNT 116C Time Management and Team Building5
GRNT 118C Consulting Skills5
GRNT 200C Internship in Grant Writing*	1-3
GRNT 201C Independent Study*	1-3
Other special topic classes TBA5-3

Total Required Elective Credits 6

*May be taken more than once. Each credit is 50 to 75 hours in length.

Note

Certification is provided upon completion of 10 credits (four required and six elective), along with documentation of required grant writing skills and competencies.

Please note: these classes do not lead to TMCC associate of arts, associate of science or associate of applied science degrees or certificates of achievement. Credits earned in WDCE "C" classes may be considered nontraditional and must be approved by the vice president for academic affairs in order to be applied to the general studies degree or certificate. The WDCE "C" courses may not be counted for financial aid credit requirements.

**TOTAL
CERTIFICATION
REQUIREMENTS**

10

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



GRAPHIC COMMUNICATIONS

Associate of Applied Science

Career Choices

There is a wide selection of opportunities, including graphic designer or Web designer in a design studio; art director in an advertising agency or for a publication; electronic production artist for a studio, agency or service bureau; in-house designer for a corporation, company or casino; digital media designer; self-employed freelance designer/production artist.

Salary Range

Entry-level pay: \$20,000 to \$28,000 annually
 Five years of experience: \$32,000 to \$45,000 annually

Job Openings

Entry-level positions are available through graphic design studios, advertising agencies, service bureaus and in-house departments in casinos and corporations throughout northern Nevada.

Program Length

This program can be completed in three years or six semesters.

The graphic communications program is a competency-based program that requires students to take a series of core classes to build basic skills. The introductory core classes are: GRC 107 Design Fundamentals, GRC 118 Computer Graphics/Print Media and GRC 119 Computer Graphics/Digital Media. New students entering the program should take these three classes before enrolling in any other GRC classes. Students with previous experience can take challenge exams for GRC 118/119 and challenge portfolio review for GRC 107 and receive credit for taking these classes. Contact admissions and records about challenge exam sign up. Students with industry experience can get instructor approval to bypass class prerequisites. Call 775-673-7266, 673-8223 or 674-7938 for additional information or to schedule advisement.

General Education Requirements Credits

DIVERSITY (3)

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.

ENGLISH/COMMUNICATIONS 6

Choose one course from each group. **English:** BUS 106 preferred or choose from BUS 108, ENG 101, 102, 107, 108, 113, 114, 181 or JOUR 221 **Communications:** BUS 107 or SPCM 113 preferred or choose from CPD 117, 201, 202, ENG 101, 102, 107, 108, 113, 114, 220, 221, JOUR 221 or SPCM 135

HUMAN RELATIONS 3

Recommended: MGT 212 or choose from: CE 195B, CPD 117, 122, 124B, 126B, 129B, 132B, 133B, 218B, MGT 171, 201, 235 or PSY 102

QUANTITATIVE REASONING 3

Recommended: BUS 117B or MATH 120 or choose from: CUL 245, ECON 261, 262, all other math courses 100-level or above, PSY 210 or SOC 210

SCIENCE 6

Choose from: (100-level or above) astronomy, biology, chemistry, environment, geology, nutrition, physics or choose from ANTH 102 or GEOG 103

SOCIAL SCIENCES/HUMANITIES 3

Recommended: GRC 111B, AAD 201, ART 160 or choose from any 100-level or above from the following areas (exceptions noted): art, English (except 101, 102, 103, 107, 108, 113 and 114), foreign languages, humanities, philosophy or choose from HIST 105, 106, 208, 209, 227, 247, MUS 121, 125, 225, 226, THTR 100, 209, 231, CH 201, 202, 203, anthropology (except 102), criminal justice, economics, geography (except 103), history, psychology, political science, sociology or choose from EDU 201, 202, 203, HDFS 201, 202 or JOUR 101

U.S. AND NEVADA CONSTITUTIONS 3

Choose from: CH 203, HIST 101, 102, 217, PSC 103, 208 (Both U.S. and Nevada Constitutions must be completed, PSC 103 or CH 203 will fulfill both requirements.)

Total General Education Requirements 24

Core Requirements

GRC 107 Design Fundamentals 3

GRC 118 Computer Graphics/Print Media 3

GRC 119 Computer Graphics/Digital Media 3

GRC 144B Electronic Layout and Typography 3

GRC 151B Electronic Image Capture and Production 3

GRC 153B Electronic Prepress/Imaging Technologies I 3

GRC 156 Computer Illustration 3

GRC 175 Web Design and Publishing I 3

GRC 183 Electronic Imaging 3

GRC 294B Professional Portfolio 2

Total Core Requirements 29

Group I Elective Requirements

Credits

Choose 15 credits from the following.

GRC 109 Color and Design 3

GRC 110B Rendering and Illustration 3

GRC 179 Multimedia Design and Production 3

GRC 181B Digital Video I 3

GRC 185 Computer Animation I 3

GRC 188 Web Animation and Interactivity 3

GRC 204B Electronic Prepress/Imaging Technologies II 3

GRC 221B Visual Communications Studio I 3

GRC 222B Visual Communications Studio II 3

GRC 275B Web Design and Publishing II 3

GRC 285B Computer Animation II 3

GRC 288B Web Animation and Interactivity II 3

GRC 290B Internship in Graphic Communications 2

Total Group I Elective Requirements 15

Group II Elective Requirements

Choose six credits from the following.

ART 101* Drawing I 3

ART 124* Introduction to Printmaking 3

ART 127 Water Color I 3

ART 135* Photography I 3

ART 211 Ceramics I 3

ART 216 Sculpture I 3

CIT 151 Beginning Web Development 3

CIT 152B Web Script Language Programming 3

CIT 153 Beginning PERL 3

Total Group II Elective Requirements 6

**TOTAL
DEGREE
REQUIREMENTS**

74

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



GRAPHIC COMMUNICATIONS— COMPUTER GRAPHICS

Certificate of Achievement

Career Choices

Graduates have their choice of career fields: graphic designer or computer artist in a design studio; art director in an advertising agency or for a publication; electronic production artist for a studio, agency or service bureau. In-house designer for a corporation, company or casino; or self-employed freelance designer/production artist.

Salary Range

Entry-level pay: \$20,000 to \$28,000 annually
Five years of experience: \$30,000 to \$45,000 annually

Job Openings

Entry-level positions are available through graphic design studios, advertising agencies, service bureaus and in-house departments in casinos and corporations throughout northern Nevada.

Program Length

This program can be completed in three semesters.

The graphic communications program is a competency-based program that requires students to take a series of core classes to build basic skills. The introductory core classes are GRC 107 Design Fundamentals, GRC 118 Computer Graphics/Print Media and GRC 119 Computer Graphics/Digital Media. New students entering the program should take these three classes before enrolling in any other GRC classes. Students with previous experience can take challenge exams for GRC 118/119 and challenge portfolio review for GRC 107 and receive credit for taking these classes. Contact admissions and records about challenge exam sign up. Students with industry experience can get instructor approval to bypass class prerequisites. Call 775-673-7266, 673-8223 or 674-7938 for additional information or to schedule advisement.

General Education Requirements	Credits
COMMUNICATIONS	3
BUS 107 or SPCM 113 preferred or choose from CPD 117, 201, 202, ENG 101, 102, 107, 108, 113, 114, 220, 221, JOUR 221 or SPCM 135	
HUMAN RELATIONS	3
MGT 212 preferred or choose from CE 195B, CPD 117, 124B, 126B, 129B, 132B, 133B, 218B, MGT 171, 201, 235 or PSY 102	
QUANTITATIVE REASONING	3
BUS 117B or MATH 120 preferred or choose from CUL 245, ECON 261, 262, all other math courses 100-level or above, PSY 210 or SOC 210	
Total General Education Requirements	9
Core Requirements	
GRC 107 Design Fundamentals	3
GRC 118 Computer Graphics/Print Media	3
GRC 119 Computer Graphics/Digital Media	3
Total Core Requirements	9

Elective Requirements	Credits
Choose 18 credits from the following.	
GRC 109 Color and Design	3
GRC 110B Rendering and Illustration	3
GRC 144B Electronic Layout and Typography	3
GRC 151B Electronic Image Capture and Production	3
GRC 153B Electronic Prepress/Imaging Technologies I	3
GRC 156 Computer Illustration	3
GRC 183 Electronic Imaging	3
GRC 204B Electronic Prepress/Imaging Technologies II	3
GRC 221B Visual Communications Studio I	3
GRC 222B Visual Communications Studio II	3
GRC 290B Internship in Graphic Communications	2
GRC 294B Professional Portfolio	2
Total Elective Requirements	18

**TOTAL
CERTIFICATE
REQUIREMENTS**

36

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



GRAPHIC COMMUNICATIONS— DIGITAL MEDIA

Certificate of Achievement

Career Choices

Check out your career choices: Web designer or multimedia/3D artist for a studio, agency or service bureau of Internet-based companies or corporations; digital media artist for a studio, agency or service bureau; or electronic publishing specialist for a service bureau, print shop or digital printing company.

Salary Range

Entry-level pay: \$20,000 to \$28,000 annually
Five years of experience: \$32,000 to \$45,000 annually

Job Openings

Entry-level positions are available through graphic design studios, advertising agencies, service bureaus, Internet-based companies, gaming machine companies and in-house departments in casinos and corporations throughout northern Nevada.

Program Length

This program can be completed in three semesters.

The graphic communications program is a competency-based program that requires students to take a series of core classes to build basic skills. The introductory core classes are GRC 107 Design Fundamentals, GRC 118 Computer Graphics/Print Media and GRC 119 Computer Graphics/Digital Media. New students entering the program should take these three classes before enrolling in any other GRC classes. Students with previous experience can take challenge exams for GRC 101/103 and challenge portfolio review for GRC 107 and receive credit for taking these classes. Contact admissions and records about challenge exam sign up. Students with industry experience can get instructor approval to bypass class prerequisites. Call 775-673-7266, 673-8223 or 674-7938 for additional information or to schedule advisement.

General Education Requirements	Credits
COMMUNICATIONS	3
BUS 107 or SPCM 113 preferred or choose from CPD 117, 201, 202, ENG 101, 102, 107, 108, 113, 114, 220, 221, JOUR 221 or SPCM 135	
HUMAN RELATIONS	3
MGT 212 preferred or choose from CE 195B, CPD 117, 124B, 126B, 129B, 132B, 133B, 218B, MGT 171, 201, 235 or PSY 102	
QUANTITATIVE REASONING	3
BUS 117B or MATH 120 preferred or choose from CUL 245, ECON 261, 262, all other math courses 100-level or above, PSY 210 or SOC 210	
Total General Education Requirements	9

Core Requirements

GRC 107 Design Fundamentals	3
GRC 118 Computer Graphics/Print Media	3
GRC 119 Computer Graphics/Digital Media	3
Total Core Requirements	9

Elective Requirements

Choose 18 credits from the following.

	Credits
GRC 109 Color and Design	3
GRC 110B Rendering and Illustration	3
GRC 156 Computer Illustration	3
GRC 175 Web Design and Publishing I	3
GRC 179 Multimedia Design and Production	3
GRC 181B Digital Video I	3
GRC 185 Computer Animation I	3
GRC 188 Web Animation and Interactivity I	3
GRC 275B Web Design and Publishing II	3
GRC 285B Computer Animation II	3
GRC 288B Web Animation and Interactivity II	3
GRC 290B Internship in Graphic Communications	2
GRC 294B Professional Portfolio	2
Total Elective Requirements	18

**TOTAL
CERTIFICATE
REQUIREMENTS**

36

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



GRAPHIC COMMUNICATIONS— IMAGING TECHNOLOGIES

Certificate of Achievement

Career Choices

Graduates can choose from careers: electronic production artist for a studio, agency or service bureau, or prepress technician, printing equipment operator or electronic publishing specialist for a service bureau, print shop or digital printing company.

Salary Range

Entry-level pay: \$20,000 to \$28,000 annually
Five years of experience: \$32,000 to \$45,000 annually

Job Openings

Entry-level positions are available through service bureaus, imaging companies, print shops, digital printing companies and in-house departments with corporations or casinos.

Program Length

This program can be completed in three semesters.

The graphic communications program is a competency-based program that requires students to take a series of core classes to build basic skills. The introductory core classes are GRC 107 Design Fundamentals, GRC 118 Computer Graphics/Print Media and GRC 119 Computer Graphics/Digital Media. New students entering the program should take these three classes before enrolling in any other GRC classes. Students with previous experience can take challenge exams for GRC 118/119 and challenge portfolio review for GRC 107 and receive credit for taking these classes. Contact admissions and records about challenge exam sign up. Students with industry experience can get instructor approval to bypass class prerequisites. Call 775-673-7266, 673-8223 or 674-7938 for additional information or to schedule advisement.

General Education Requirements	Credits
COMMUNICATIONS	3
BUS 107 or SPCM 113 preferred or choose from CPD 117, 201, 202, ENG 101, 102, 107, 108, 113, 114, 220, 221, JOUR 221 or SPCM 135	
HUMAN RELATIONS	3
MGT 212 preferred or choose from CE 195B, CPD 117, 124B, 126B, 129B, 132B, 133B, 218B, MGT 171, 201, 235 or PSY 102	
QUANTITATIVE REASONING	3
BUS 117B or MATH 120 preferred or choose from CUL 245, ECON 261, 262, all other math courses 100-level or above, PSY 210 or SOC 210	
Total General Education Requirements	9

Emphasis Requirements	Credits
GRC 107 Design Fundamentals	3
GRC 118 Computer Graphics/Print Media	3
GRC 119 Computer Graphics/Digital Media	3
GRC 151B Electronic Image Capture and Production	3
GRC 153B Electronic Prepress/Imaging Technologies I	3
GRC 156 Computer Illustration	3
GRC 175 Web Design and Publishing I	3
GRC 204B Electronic Prepress/Imaging Technologies II	3
GRC 290B Internship in Graphic Communications	2
Total Emphasis Requirements	26

**TOTAL
CERTIFICATE
REQUIREMENTS**

35



HEATING, VENTILATION, AIR CONDITIONING/REFRIGERATION

Associate of Applied Science

Career Choices

Students can find employment opportunities with heating and cooling contractors, hotels and casinos, supermarket and fast food chain operators, manufacturing plants and governmental agencies.

Salary Range

Entry-level pay: \$20,000 to \$24,000 annually
Four years of experience: \$36,000 to \$40,000 annually

Job Openings

Well-trained technicians are currently in high demand nationwide. The continued growth of northern Nevada means that employment opportunities will remain strong for many years.

Program Length

This program can be completed in five semesters or two years.

General Education Requirements

	Credits
DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
ENGLISH/COMMUNICATIONS	6
English—Recommended: ENG 107	
Communications—Recommended: ENG 108	
HUMAN RELATIONS	3
Recommended: CE 195B	
MATHEMATICS/QUANTITATIVE REASONING	3
Recommended: MATH 108B	
SCIENCE	6
SOCIAL SCIENCES/HUMANITIES	3
U.S. AND NEVADA CONSTITUTIONS	3
Recommended: PSC 103	
Total General Education Requirements	24

Core Requirements

ECT 100B Introduction to Refrigeration	3
ECT 110B Basic Electricity for ECT	3
ECT 200B HVAC Systems	3
Total Core Requirements	9

Emphasis Requirements

	Credits
ECT 101B Basic Refrigeration Servicing	6
ECT 105B Commercial Refrigeration Servicing	6
ECT 106B Air Conditioning Servicing	6
ECT 201B Boiler Operation and Maintenance	3
ECT 202B HVAC Equipment Sizing and Contract Estimates	3
ECT 203B Fundamentals of Refrigeration System Design	3
HVAC 290B Internship in HVAC/R	3
Total Emphasis Requirements	30

**TOTAL
DEGREE
REQUIREMENTS**

63

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



HEATING, VENTILATION, AIR CONDITIONING/REFRIGERATION

Certificate of Achievement

Career Choices

Students can find employment opportunities with heating and cooling contractors, hotels and casinos, supermarket and fast food chain operators, manufacturing plants and governmental agencies.

Salary Range

Entry-level pay: \$20,000 to \$24,000 annually
Four years of experience: \$36,000 to \$40,000 annually

Job Openings

Well-trained technicians are currently in high demand nationwide. The continued growth of northern Nevada means that employment opportunities will remain strong for many years.

Program Length

This program can be completed in five semesters or two years.

General Education Requirements Credits

COMMUNICATIONS	3
Recommended: ENG 107	
HUMAN RELATIONS	3
Recommended: CE 195B	
QUANTITATIVE REASONING	3
Recommended: MATH 108B	

Total General Education Requirements 9

Core Requirements

ECT 100B Introduction to Refrigeration	3
ECT 110B Basic Electricity for ECT	3
ECT 200B HVAC Systems	3

Total Core Requirements 9

Emphasis Requirements

ECT 101B Basic Refrigeration Servicing	6
ECT 105B Commercial Refrigeration Servicing	6
ECT 106B Air Conditioning Servicing	6
ECT 201B Boiler Operation and Maintenance	3
HVAC 290B Internship in HVAC/R	3

Total Emphasis Requirements 24

**TOTAL
CERTIFICATE
REQUIREMENTS**

42



INDUSTRIAL MAINTENANCE TECHNOLOGY

Environmental Control Technology— Associate in Applied Science

Career Choices

Career opportunities for graduates include manufacturing, industrial and distribution maintenance, repair and operating technologies.

Salary Range

Entry-level: \$21,000 to \$30,000 annually

Four years of experience: \$28,000 to \$38,000 annually

Job Openings

There is a high demand for trained personnel that can repair, maintain and troubleshoot complex electronic and industrial systems. Opportunities abound in the manufacturing and mining industries, facilities and distribution maintenance.

Program Length

This program can be completed in six semesters.

General Education Requirements

	Credits
DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
COMMUNICATIONS	3
Recommended: ENG 108 or BUS 107	
U.S. AND NEVADA CONSTITUTION	3
Recommended: PSC 103	
ENGLISH	3
Recommended: ENG 107 or BUS 106	
HUMAN RELATIONS	3
Recommended: CE 195B	
QUANTITATIVE REASONING	3
Recommended: MATH 108B	
SCIENCE	6
Recommended: CHEM 100, PHYS 100	
SOCIAL SCIENCES/HUMANITIES	3
Total General Education Requirements	24

Core Requirements

	Credits
CONS 123B Blueprint Reading-Construction Trade	3
or MTL 160B Blueprint Reading and Measuring/Gauging for Machinist I	2
and MTL 162B Blueprint Reading, Measuring/Gauging for Machinist II	2
COT 202B Introduction to Computer Applications	3
IMT 110B Introduction to Industrial Electricity	4
IMT 115B Introduction to Industrial Mechanics	4
IMT 120B Electrical Control Systems	4
IMT 140B Electric Motors and Drives	4
IMT 210B Programmable Logic Controllers	4
IMT 212B Advanced Troubleshooting	4
IMT 233B Introduction to Instrumentation	4
IMT 290B Internship in Industrial Maintenance Tech.	3
Total Core Requirements	37-38

Elective Requirements

Choose nine credits with a minimum of three in MTL from the following.

DTEC 130B Industrial Hydraulics	3
ECT 100B Introduction to Refrigeration	3
IMT 220B Programmable Logic Controllers II (PLC II)	4
MTL 100B Basic Metals	3
MTL 110B Introduction to Machine Operation	3
or MTL 164B Machine Shop I	4
MTL 170B Metallurgy and Materials	3
MTL 212 Welding I (must take with MTL 291B)	3
MTL 291B Welding Practice I (must take with MTL 212)	2
Other tech courses upon department approval	3
Total Elective Requirements	9

**TOTAL
DEGREE
REQUIREMENTS**

70-71

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



INDUSTRIAL MAINTENANCE TECHNOLOGY

Environmental Control Technology— Certificate of Achievement

Career Choices

Career opportunities for graduates include manufacturing, industrial and distribution maintenance, repair and operating technologies.

Salary Range

Entry-level: \$21,000 to \$30,000 annually
Four years of experience: \$28,000 to \$38,000 annually

Job Openings

There is a high demand for trained personnel that can repair, maintain and troubleshoot complex electronic and industrial systems. Opportunities abound in the manufacturing and mining industries, facilities and distribution maintenance.

Program Length

This program can be completed in six semesters.

General Education Requirements	Credits
COMMUNICATIONS	3
Recommended: ENG 107 or BUS 106	
HUMAN RELATIONS	3
Recommended: CE 195B	
QUANTITATIVE REASONING	3
Recommended: MATH 108B	
Total General Education Requirements	9

Core Requirements

CONS 123B Blueprint Reading-Construction Trade	3
or MTL 160B Blueprint Reading and Measuring/Gauging for Machinist I	2
and MTL 162B Blueprint Reading, Measuring/Gauging for Machinist II	2
COT 202B Introduction to Computer Applications	3
IMT 110B Introduction to Industrial Electricity	4
IMT 115B Introduction to Industrial Mechanics	4
IMT 120B Electrical Control Systems	4
IMT 140B Electric Motors and Drives	4
IMT 210B Programmable Logic Controllers	4
IMT 212B Advanced Troubleshooting	4
IMT 233B Introduction to Instrumentation	4
Total Core Requirements	34-35

Emphasis Requirements	Credits
Choose nine credits with a minimum of three in MTL from the following.	
DTEC 130B Industrial Hydraulics	3
ECT 100B Introduction to Refrigeration	3
IMT 220B Programmable Logic Controllers II (PLC II)	4
MTL 100B Basic Metals	3
MTL 110B Introduction to Machine Operation	3
or MTL 164B Machine Shop I	4
MTL 170B Metallurgy and Materials	3
MTL 212 Welding I (must take with MTL 291B)	3
MTL 290B Internship in Metal	1-8
MTL 291B Welding Practice I (must take with MTL 212)	2
Other tech courses upon department approval	3
Total Emphasis Requirements	9

**TOTAL
CERTIFICATE
REQUIREMENTS**

52-53



JUDICIAL/COURT REPORTING

Workforce Development and Continuing Education— Nevada State Certification—Preparation Classes

Career Choices

There is a host of choices, including court and disposition reporter, closed-captioning reporter, rapid data entry, free-lance reporter, scopist, script writer, corporate/convention reporter or cyber-conference moderator.

Salary Range

Beginning salary starts at approximately \$30,000 and the average court reporter makes \$60,000 per year with more than 17% making \$75,000 to \$100,000.

Job Openings

The National Court Reporter Association estimates that demand for court reporters will increase as much as 300% by 2007. Excellent opportunities exist for closed-captioning reporters. Also, reporters are needed for litigation support and in note-taking for service to those with disabilities.

Program Length

These classes can be completed in a minimum of three and one-half years for a full-time student and approximately five years for a part-time student.

These courses are set up to follow the guidelines established by the National Shorthand Reporters Association. The program prepares students to take the state certification exam for court reporters. All course descriptions are listed in this course catalog. Theory I, CTRP 105B, is offered fall semester and Theory II, CTRP 106B, is offered spring semester. Certification requirements include successful completion of required courses and successful completion of three qualifiers in 12-minute, four-voice dictation at 200 wpm with 98.5% accuracy. Since speed building courses are competency-based, students may skip a class if their speed and progress warrant it. It is imperative that students understand this is a rigorous program that demands self-motivation, self-discipline, dedication and perseverance to complete. The goal is to have students reading and writing theory in 30 weeks, two semesters, before beginning speed building. This learning situation is very intense since students work with the instructor for only 2 1/2 hours a week (seat time), the rest of the work is on your own. In speed building there are a small number of students, so speed classes will overlap. Students can be working at 60 wpm in the same class as someone at 130 wpm. This gives students the opportunity to work at faster speeds and work on concentration at slower speeds. The instructor works to keep the speed gaps within a reasonable and manageable range according to the number of students and speeds at the time.

Courses

Credits

CTRP 101B Introduction to Court Reporting	0.5
CTRP 105B Court Reporting Shorthand I	2
Theory I—fall semester only.	
CTRP 106B Court Reporting Shorthand II	3
Theory II—spring semester only.	
CTRP 110B Court Reporting Shorthand III	3
Speed building. Grammar, legal and medical vocabulary. 60-100WPM.	
CTRP 111B Court Reporting Shorthand IV	3
Literary, jury charge and Q&A. 100-140WPM.	
CTRP 112B Court Reporting Shorthand V	3
Literary, jury charge and Q&A. 140-180WPM.	
CTRP 113B Court Reporting Shorthand VI	3
Literary, jury charge and Q&A. 180-220WPM.	
CTRP 114B Court Reporting Shorthand VII	3
Qualifiers, ethics and procedures.	
CTRP 115B Court Reporting Shorthand VIII	3
Internship—40 hours.	
BUS 106 Business English	
or ENG 101 Composition I	3
LAW 101 Fundamentals of Paralegalism	3
BUS 272 Legal Environment or	
LAW 261 Legal Research I	3
NURS 140 Medical Terminology	3

Total Course Requirements 35.5

Requirement

Must type 60 WPM or take COT 101B.

Recommendation

Do not take typing courses while learning theory (CTRP 105B and 106B). While taking theory courses, plan on studying two to three hours per day.

Please note: these courses do not lead to TMCC associate of arts, associate of science or associate of applied science degrees or certificates of achievement, but these courses may apply toward a general studies degree or certificate.

JUDICIAL REPORTING PROGRAM

775-829-9010

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



LANDSCAPE ARCHITECTURE

Associate of Arts

Career Choices

Gain the needed skills for entry-level positions in landscape architectural, architectural, multidisciplinary engineering, construction and design/build firms.

Salary Range

Salaries for entry-level landscape architects range from \$12 to \$14 per hour. An experienced landscape architect can earn \$18 to \$24 per hour.

Job Openings

Employment opportunities are fair in northern Nevada.

Program Length

Once accepted, the student can complete the program in six semesters, including two summer sessions. To become registered, a graduate with a bachelor's degree must complete a two-year internship and pass the registration exam.

General Education Requirements

	Credits
DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
ENGLISH	6
Required: ENG 101 and 102 or ENG 113 and 114	
FINE ARTS	3
Choose from: ART 101*, 160, HUM 101 or 102	
HUMANITIES	6
Choose from: ART 160, SPAN 111, 112, HUM 101, 102 PHIL 101, 102	
MATHEMATICS	3
Choose from: MATH 120, 126, 127, 152, 176, 181, 182, 283 or 285	
SCIENCE	3
Choose from: PHYS 151, GEOG 103, GEOL 101, all 100-level chemistry courses without a 'B' designator	
SOCIAL SCIENCES/CONSTITUTION	12
Must include both U.S. and Nevada Constitutions. Choose from: HIST 101 (U.S. Constitution only), 102 (Nevada Constitution only), PSC 103 (U.S. and Nevada Constitutions), CH 203 (U.S. and Nevada Constitutions), GEOG 106, ECON 103 or JOUR 101	

Total General Education Requirements 33

PHIL 102, MATH 126, PHYS 151, GEOG 103 and GEOL 101 are recommended for transfer to the UNLV Architecture program. Other approved courses may be taken for general elective credit.

Core Requirements

	Credits
AAD 100 Introduction to Architectural Design	3
AAD 105 Architectural Drafting and Design I	3
AAD 106 Architectural Drafting and Design II	3
AAD 125 Construction Drawing and Detailing	3
AAD 180 Fundamentals of Design I	3
AAD 181 Fundamentals of Design I Discussion	3
AAD 182 Fundamentals of Design II	3
AAD 183 Fundamentals of Design II Discussion	3
AAD 201 History of the Built Environment	3
AAD 223 Graphic Software for Architects, Constructors, Designers and Planners	3
AAD 227 Architectural Design Applications III	2
AAD 229 Architectural Design Applications IV	2
AAD 235 Architectural Design and Delineation I	3
AAD 280 Fundamentals of Architecture Design I	3
AAD 282 Fundamentals of Architecture Design II	3

Total Core Requirements 43

**TOTAL
DEGREE
REQUIREMENTS**

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Note

TMCC graduates articulate directly into the professional degree program at UNLV.

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



LANDSCAPE MANAGEMENT

Architectural Design Technology— Certificate of Achievement

Career Choices

This certificate will prepare the student with basic knowledge to enhance employment opportunities in the field of landscape maintenance, construction and facilities management.

Salary Range

Entry-level pay: \$10 hour
Five years of experience: \$15 hour

Job Openings

The job market in northern Nevada is good.

Program Length

This program can be completed in three semesters or one and one-half years.

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

General Education Requirements	Credits
COMMUNICATIONS	6
Required: BUS 106 and 107	
HUMAN RELATIONS	3
Required: MGT 212	
QUANTITATIVE REASONING	3
Required: BUS 117B	
Total General Education Requirements	12

Emphasis Requirements	Credits
Choose six credits from the following.	
ADT 270B Greenhouse Management	3
CONS 110B Surveying I	4
CONS 123B Blueprint Reading-Construction Trade	3
Total Emphasis Requirements	6

Core Requirements	Credits
ADT 108 Architectural Landscaping I	3
ADT 168B Landscape Management I	3
ADT 170B Soil Management	3
ADT 172B Turfgrass Management	3
ADT 174B Urban Tree Care I	3
ADT 178B Fundamentals of Horticulture	3
ADT 218B Landscape Irrigation Design	3
ADT 268B Landscape Management II	3
ADT 274B Urban Tree Care II	3
Total Core Requirements	27

**TOTAL
CERTIFICATE
REQUIREMENTS**

45

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



LEGAL OFFICE PROFESSIONAL Certificate of Achievement

Career Choices

The legal office professional certificate program offers students an opportunity to acquire skills that will rapidly make them employable as entry-level legal professionals within a law office in private, public and non-profit law areas. This will allow the student to obtain valuable legal experience and knowledge to continue on this career track or expand into the paralegal or attorney professions. All classes are taught by experienced practicing attorneys and paralegals. All students have full access to state-of-the-art Internet research via WESTLAW Online. The legal program at TMCC is the only American Bar Association certified curriculum in Nevada.

Salary Range

Entry-level: \$23,000 to \$35,000 annually.

Job Openings

Career opportunities are good and growing in all parts of Nevada and the United States.

Program Length

This program can be completed in two full-time semesters or one year.

General Education Requirements Credits

ENGLISH/COMMUNICATIONS 6

Recommended: BUS 108, ENG 101

HUMAN RELATIONS 3

Choose from MGT 171, 201, 212, 235

QUANTITATIVE REASONING 3

Choose from math courses 120 or above (except 122, 123 and 190B)

Total General Education Requirements 12

Core Requirements

COT 150 Introduction to WordPerfect

or COT 151 Introduction to Microsoft Word

or COT 202B Introduction to Computer Applications 3

COT 216 Intermediate Word Processing 3

LAW 101 Fundamentals of Paralegalism 3

LAW 206B Case Analysis 1

LAW 263 Ethics 2

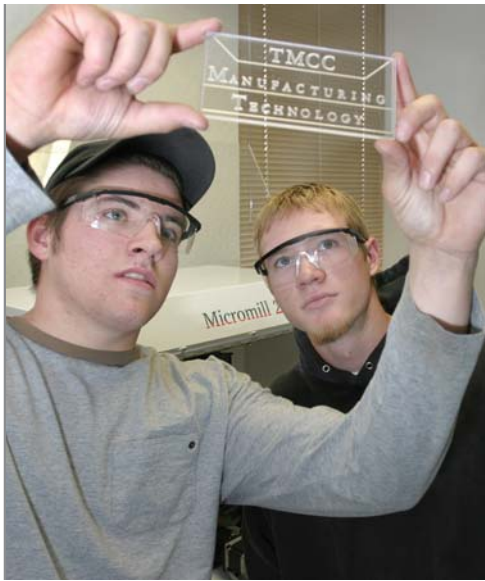
LAW 267B Legal Office Practice and Procedure 3

LAW268B Legal Office Basics 3

Total Core Requirements 18

**TOTAL
CERTIFICATE
REQUIREMENTS**

30



MANUFACTURING TRAINING PROGRAM—MAANN

Career Choices

Machinist, CNC machinist, machine operator and setup personnel.

Salary Range

Entry-level pay: \$20,000 to \$27,000 annually

Journeyman: three years of experience: \$32,000 to \$38,000 annually

Job Openings

There are local and national shortages of machinists, precision metalworkers and skilled manufacturing workers. This high demand for skilled machinists is expected to continue for many years.

Program Length

This program can be completed in four semesters or two years.

Program Overview

TMCC's Manufacturing Training Program prepares students to work in the precision sheet metal, metalworking manufacturing, vacuum forming and thermo-forming, plastic injection molding, CNC fabrication and tool and die industries. The two-year program offers thorough training in the fundamentals of print reading, measuring and gauging, applied technical mathematics, machine shop theory and hands-on operation of mills, lathes, grinders and support equipment, metallurgy and material properties and SPC and quality control systems. Advanced classes include CNC programming and operations for lathes and mills, jig and fixture making and tool design. Students may continue their training with sponsorship from a manufacturing company in the four-year Machinist Apprenticeship Association of Northern Nevada. Students who successfully complete the MAANN program are awarded a journeyman machinist card.

Required Sequence

YEAR ONE, SEMESTER ONE

MATH 108B Math for Technicians	3
MTL 160B Blueprint Reading and Measuring/Gauging for Machinist I	2

YEAR ONE, SEMESTER TWO

MTL 162B Blueprint Reading, Measuring/Gauging for Machinist II	2
MTL 164B Machine Shop I	4

Total Credits in Year One 11

Credits

YEAR TWO, SEMESTER ONE

MTL 166B Machine Shop II	4
MTL 168B Basic Sketching and Layout Techniques	2

YEAR TWO, SEMESTER TWO

MTL 170B Metallurgy and Materials	3
MTL 172B Quality Assurance and Problem Solving for Machinists	3

Total Credits in Year Two 12

Credits

Note

These classes do not lead to a TMCC degree or certificate of achievement.

Program Quality Factors

- Nationally-recognized curriculum and tests
- Highly qualified and experienced faculty
- Wide variety of manufacturing machine types and sizes
- Hands-on machining with a variety of materials: aluminum, cold-rolled steel, stainless and chromemoly steels and hardened tool steel
- Training utilizes tool steel, carbide and insert technologies
- CNC programming and operation

**TOTAL FOR
REQUIRED
SEQUENCE**

23

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



MASSAGE CERTIFICATE PROGRAM

Workforce Development and Continuing Education

Career Choices

Become a massage therapist at a spa, health club, hair salon, cruise ship, chiropractic office, hospital, nursing home or medical office, with a sports team or in private practice.

Salary Range

Variable.

Job Openings

Massage therapy is a rapidly growing field with many openings.

Program Length

500 plus hours of instruction which can be completed in a minimum of three semesters.

This community services series of courses is designed to follow the guidelines established by local Nevada ordinances as well as the National Certification Board of Therapeutic Massage and Bodywork. Students completing the TMCC program will be eligible to take the National Certification Exam and also will be eligible to join either of the two nationally recognized professional organizations: AMTA (American Massage Therapy Association) or ABMP (Associated Bodywork and Massage Professionals).

Course Requirements

Credits

Taking sciences through BIOL 223 or 141B is recommended before taking MASG 201C.

BIOL 190 Introduction to Cell and Molecular Biology	4
and BIOL 223 Human Anatomy and Physiology I	4
and BIOL 224 Human Anatomy and Physiology II	4
or BIOL 141B Human Structure and Function I	4
and BIOL 142B Human Structure and Function II	4
EMS 285B Selected Topic in EMS (First Aid)	0.5
NURS 140 Medical Terminology	3
MASG 200C Introduction to Massage Training	0.5
MASG 201C Fundamentals of Professional Massage	6
Prerequisite: MASG 200C. Prerequisite/corequisite: MASG 205C.	
BIOL 141B or 223 is a recommended prerequisite.	
Offered fall semester only.	
MASG 205C Kinesiology	3
Offered fall semester only.	
MASG 210C Massage Clinic	7
Prerequisites: MASG 201C and 205C. BIOL 141B or 223 is a recommended prerequisite.	
Offered spring semester only.	
MASG 215C Business and Marketing	
for Professionals	3
Offered spring semester only.	
MASG 220C Massage Internship I	1
Prerequisites: BIOL 142B or BIOL 224 and MASG 210C. Internship is 50 hours.	
Total Course Requirements	31-36

Elective Requirements

Credits

Electives	4
60 hours of additional program-approved workshops, classes and seminars of which a minimum of 15 hours must be in a non-Western system of body work.	

Total Elective Requirements 4

Please note: the massage courses do not lead to TMCC associate of arts, associate of science or associate of applied science degrees or certificates of achievement. Credits earned in many WDCE "C" courses may be considered nontraditional and must be approved by the vice president for academic affairs in order to be applied to the general studies associate degree or certificate. Also "C" classes may not be counted for financial aid credit requirements.

TOTAL CERTIFICATE REQUIREMENTS

Credits 36-40
Hours 500+

Note

Financial aid may not apply toward all courses.



MEDICAL IMAGING FOR FOREIGN EDUCATED RADIOGRAPHERS

Certificate of Achievement

Career Choices

Medical imaging and related fields in hospitals, clinics or doctors' offices.

Salary Range

Depends on experience and qualifications.

Job Openings

Demand is expected to continue in the medical imaging profession.

Program Length

Depends on previous education.

TMCC offers a certificate of achievement for radiologic technologists (radiographers) educated and certified in other countries wishing to gain American Registry of Radiologic Technologists (ARRT) certification. Interested persons should contact the program coordinator at 775-673-7121. An individualized educational plan will be developed following the receipt of transcripts and appropriate documentation of the educational experience.

General Education Requirements Credits

The following must be completed at TMCC.

ENGLISH/COMMUNICATIONS	6
HUMAN RELATIONS	3

Total General Education Requirements 9

Core Requirements Credits

MATH 105B Math for Radiologic Technologists	3
(Or MATH 120 or 126)	
LTE 110 Technique of Venipuncture	4
IS 101 Introduction to Information Systems	3
RT 102B Medical Ethics	1
RT 112B Patient Care and Medical Terminology	2
RT 116B Radiography I	3
RT 118B Electrical and Radiation Physics	3
RT 124B Radiographic Photography and Techniques	3
RT 126B Radiography II	3
RT 128B Imaging Equipment	3
RT 236B Radiographic Contrast - Routine Exams	2
RT 238B Radiation Safety and Protection	2
RT 242B Radiography Quality Management	1
RT 244B Diagnostic and Therapeutic Radiation	2
RT 247B Radiographic Quality Control	1

The following core requirements must be completed at TMCC.

RT 259B Seminar in Radiography	2
RT 290B Internship in Radiologic Technology	9

Total Core Requirements 47

**TOTAL
CERTIFICATE
REQUIREMENTS**

56



MEDICAL IMAGING FOR RE-ENTRY RADIOGRAPHERS

Certificate of Achievement

Career Choices

Re-enter the profession of medical imaging. Work in hospitals, clinics or a doctor's office.

Salary Range

Depends on experience and qualifications.

Job Openings

Demand is expected to continue in the medical imaging profession.

Program Length

Depends on previous education.

TMCC offers a certificate of achievement for radiologic technologists (radiographers) who wish to re-enter the profession after not working for several years, or become re-certified with the American Registry of Radiologic Technologists (ARRT), or graduates of an accredited program needing to become "registry eligible" again. Interested persons should contact the coordinator at 775-673-7121. An individualized educational plan will be developed following the receipt of transcripts and appropriate documentation of the educational experience.

General Education Requirements Credits

The following must be completed at TMCC.

COMMUNICATIONS	3
HUMAN RELATIONS	3

Total General Education Requirements 6

Core Requirements Credits

MATH 105B Math for Radiologic Technicians	3
(Or MATH 120 or 126)	
LTE 110 Technique of Venipuncture	4
IS 101 Introduction to Information Systems	3
RT 102B Medical Ethics	1
RT 112B Patient Care and Medical Terminology	2
RT 116B Radiography I	3
RT 118B Electrical and Radiation Physics	3
RT 124B Radiographic Photography and Techniques	3
RT 126B Radiography II	3
RT 128B Imaging Equipment	3
RT 236B Radiographic Contrast - Routine Exams	2
RT 238B Radiation Safety and Protection	2
RT 242B Radiography Quality Management	1
RT 244B Diagnostic and Therapeutic Radiation	2
RT 247B Radiographic Quality Control	1

The following core requirements must be completed at TMCC.

RT 259B Seminar in Radiography	2
RT 290B Internship in Radiologic Technology	9

Total Core Requirements 47

**TOTAL
CERTIFICATE
REQUIREMENTS**

53



MENTAL HEALTH TECHNICIAN

Mental Health Services—Associate of Applied Science

Career Choices

Work in governmental agencies, non-profits and private industry as a mental health technician.

Salary Range

Entry-level pay in Reno: \$10 hour
Five years of experience: \$13 to \$15 hour

Job Openings

There are available positions due to turnover and the need for 24-hour care.

Program Length

This program can be completed in two-years or four semesters.

General Education Requirements Credits

DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
COMMUNICATIONS	3
Recommended: ENG 102	
ENGLISH	3
Recommended: ENG 101	
HUMAN RELATIONS	3
Recommended: CPD 117	
QUANTITATIVE REASONING	3
SCIENCE	6
Recommended: BIOL 100 and CHEM 100	
SOCIAL SCIENCES/HUMANITIES	3
Required: PSY 101	
U.S. AND NEVADA CONSTITUTIONS	3
Total General Education Requirements	24

Core Requirements

PSY 102 Psychology of Personal and Social Adjustment	3
PSY 130 Human Sexuality	3
PSY 241 Introduction to Abnormal Psychology	3
HDFS 201 Lifespan Human Development or PSY 233 Child Psychology	3
Total Core Requirements	12

Emphasis Requirements Credits

MHDD 101 Role of the Technician	1
MHDD 102 Medical Component/MHDD	1
MHDD 105 Aggressive Behavior Intervention	1
MHDD 107 Understanding Psychopharmacology	2
MHDD 109 Introduction to Therapeutic Interventions	2
MHDD 150 Issues in Substance Abuse	1
MHDD 153 Life Span Development	1
MHDD 154 Advanced Therapeutic Interventions	2
MHDD 160 Etiologies, Theories and Treatment of Mental Illness	2
MHDD 295 Practicum in MHDD	3
Total Emphasis Requirements	16

Elective Requirements

Electives	8
Electives must be approved by department chair.	
Total Elective Requirements	8

**TOTAL
DEGREE
REQUIREMENTS**

60



MILITARY OCCUPATIONS Associate of Applied Science

Career Choices

Promotional opportunities in the armed forces, management and supervisory positions in the private sector.

Salary Range

\$18,000 to \$50,000 depending on career choice, experience and qualification.

Job Openings

Nevada is experiencing enormous growth and businesses and public agencies have a demand for proven supervisory and mid-level managers.

Program Length

This program can be completed in four traditional semesters, three with extensive military experience.

This degree program is designed with two goals in mind. The first goal is to recognize and assist past or current U.S. Armed Forces service members, reservists and National Guard members who have received extensive military training. Training that is recognized as being the equivalent of college instruction by the American Council on Education (ACE) is applicable to this degree. This program is designed to facilitate service members and veterans in earning an associate degree with an emphasis on management principles and leadership skills. The second goal is to assist TMCC students beginning military service and those students currently enrolled in the University of Nevada, Reno military science program. Students may enroll in TMCC military science courses that are taught at the UNR campus by its military science department. Call 775-784-6751.

Current service members, reservists and guard members who obtain this degree may enhance their assignment and promotion opportunities. Veterans may enhance their post-military career employment opportunities by earning this associate degree. Pre-service Reserve Officers Training Corps (ROTC) students may earn their associate of applied science in military occupations while attending their military science/ROTC program at UNR. New Armed Forces service members, reservists and guard members may earn college credit for completing their basic and advanced individual training and then apply that training to their degree.

General Education Requirements Credits

DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
ENGLISH/COMMUNICATIONS	6
HUMAN RELATIONS (included in core requirements)	
QUANTITATIVE REASONING	3
SCIENCE	6
SOCIAL SCIENCES/HUMANITIES	3
U.S. AND NEVADA CONSTITUTIONS	3

Total General Education Requirements 21

Core Requirements

Credits

CE 196B Work Experience I	9
COT 202B Introduction to Computer Applications	3
MGT 201 Principles of Management	3
MGT 212 Leadership and Human Relations	3
Advanced Individual Training (military)	15
Approved Electives	6
Total Core Requirements	39

Note

Any course taken in the military education system and listed in the American Council on Education Guide ACE, MO 110B Basic Military Training, can be used for three credits if registration occurs prior to training.

**TOTAL
DEGREE
REQUIREMENTS**

60



MUSIC EMPHASIS

Fine Arts—Associate of Arts

Career Choices

Professional musician: performance and career opportunities exist in all genres of music for instrumentalists, vocalists, conductor and accompanists.

Music education: (after four year degree)

K-12 music education: general music, choral and instrumental

College/university: applied, theorist, historian, performance

Private instructor: all levels

Church music: music minister, chooral director, organist, accompanist

Music business: contracting, retail, marketing

Music technology: recording, sound engineer

Music composition/arranging/publishing

Program Length

This program can be completed as a full-time student in four semesters or two years.

General Education Requirements Credits

DIVERSITY (3)

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.

ENGLISH 6

Required: ENG 101 and 102 or ENG 113 and 114

FINE ARTS 3

Choose from: ART 100, 160, 260*, 261*, ENG 220, 221, HUM 101, 102, 105, 106, MUS 121, 225, 226

HUMANITIES 6

Recommended for UNR: CH 201 or 202, or choose from: HIST 105, 106, 247, HUM 101, 102, 211, AAD 201, ART 160, 260*, 261*, 265, MUS 121, 225, 226, all foreign language courses without a B designator, all 200-level English, all 100- and 200-level philosophy without a 'B' designator

MATHEMATICS 3

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

SCIENCE 3

Minimum three credits with lab required. For students transferring to UNR choose one from Group A plus three additional science credits.

Group A—ATMS 117, BIOL 100, 190, 191, CHEM 100, 121, 122, GEOL 100, 101, PHYS 100, 151, 152, 180 and 180L, 181 and 181L

Group B—ANTH 102, AST 104, ENV 100, GEOG 103, NUTR 121

SOCIAL SCIENCES 12

Must include both U.S. and Nevada Constitutions.

UNR recommends CH 203 or choose from HIST 101, 102, 217, PSC 103, 208, all 100- and 200-level anthropology (except ANTH 102), CRJ 101, 220, 230, ECON 102, 103, 104, all 100- and 200-level history, HDFS 201, JOUR 101, all 100- and 200-level political science, all 100- and 200-level psychology, all 100- and 200-level sociology without a 'B' designator

Total General Education Requirements 33

Core Requirements Credits

Music Ensemble 4

MUSE 101 Concert Choir 1

MUSE 111 Concert Band 1

MUSE 123 Orchestra 1

MUSE 131 Jazz Ensemble 1

MUSE 135 Jazz Vocal Ensemble 1

MUS 131 Introduction to Music Literature 3

Theory/Ear Training 14

MUS 203 Music Theory I 3

MUS 204 Music Theory II 3

MUS 207R Theory III 3

MUS 208R Theory IV 3

MUS 211 Sightsinging and Dictation I 1

MUS 212 Sightsinging and Dictation II 1

Piano Class 4

MUS 111 Piano Class I 2

MUS 112R Piano Class II 2

Applied Music 6

MUSA (private lessons) 1-2 credit options

Total Core Requirements 31

Electives

Choose six credits from the following.

MUS 101 Music Fundamentals 3

MUS 105 Vocal Techniques 2

MUS 107 Guitar Class I 2

MUS 108 Guitar Class II 2

MUS 113 Music Composition I 2

MUS 121 Music Appreciation 3

MUS 125 History of Rock Music 3

MUS 213 Music Composition II 2

THTR 209 Musical only 1-2

Additional ensemble or applied music courses—up to two credits 1-2

Total Electives 6

**TOTAL
DEGREE
REQUIREMENTS**

70

Note

A maximum of 64 credits can be accepted by Nevada universities from two-year colleges.

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.

WS-105



MUSIC

Certificate of Achievement

Career Choices

There are a variety of options including
 Music performer—vocalist, instrumentalist, conductor, symphonic, pop, jazz, casino industry.
 Music education—private teacher.
 Church music—choir director, music minister, organist.
 Music retail—store manager, manufacturer's representative, store buyer.

Salary Range (entry and after five years)

Performer—(union scale app.) entry-level: \$170 per job, with five years experience: \$220 per job. Church Music—entry-level: \$200 monthly, with five years experience: \$500 monthly.
 Music Retail—(manager) entry-level: \$18,000 annually, with five years experience: \$25,000 annually. Music Retail—(representative) entry-level: \$30,000 annually, with five years experience: \$40,000 annually.

Program Length

This program can be completed in one year or two semesters.

The certificate of achievement in music is formulated for the student who may want to develop skills in a conservatory-type setting; the student who does not wish to transfer to a four-year institution; the student who may already possess a degree in higher education; and the student who has an avocational interest in music.

General Education Requirements Credits

COMMUNICATIONS	3
HUMAN RELATIONS	3
QUANTITATIVE REASONING	3

Total General Education Requirements 9

Core Requirements

Music Theory 8

Choose from:

MUS 203 Music Theory I	3
MUS 204 Music Theory II	3
MUS 207R Theory III	3
MUS 208R Theory IV	3

Music Ensemble 2

Choose from:

MUSE 101 Concert Choir	1
MUSE 111 Concert Band	1
MUSE 123 Orchestra	1
MUSE 131 Jazz Ensemble	1

Applied Music 2

Choose from:

MUSA 101 Bass - Lower Division	1-2
MUSA 103 Bassoon - Lower Division	1-2
MUSA 105 Cello - Lower Division	1-2
MUSA 107 Clarinet - Lower Division	1-2
MUSA 109 Drum Set - Lower Division	1-2
MUSA 113 Flute - Lower Division	1-2
MUSA 115 Guitar - Lower Division	1-2
MUSA 121 Horn - Lower Division	1-2
MUSA 123 Oboe - Lower Division	1-2
MUSA 127 Percussion - Lower Division	1-2
MUSA 129 Piano - Lower Division	1-2
MUSA 131 Saxophone - Lower Division	1-2
MUSA 135 Trombone - Lower Division	1-2
MUSA 137 Voice for Music Theater Majors	1-2
MUSA 139 Tuba - Lower Division	1-2
MUSA 141 Viola - Lower Division	1-2
MUSA 143 Violin - Lower Division	1-2
MUSA 145 Voice - Lower Division	1-2
MUSA 147 Trumpet - Lower Division	1-2

Total Core Requirements 12

Elective Requirements

Credits

Electives 9

Choose from the following.

MUS 107 Guitar Class I	2
MUS 105 Vocal Techniques	2
MUS 125 History of Rock Music	3
MUS 129B Big Bands, America in the Swing Era	3
MUS 166 Introduction to MIDI Sequencers and Synthesizers	2
MUS 225 Introduction to Music History I	3
MUS 226 Introduction to Music History II	3

Additional ensemble or applied music courses, up to two additional credits in each area.

Total Elective Requirements 9

**TOTAL
 CERTIFICATE
 REQUIREMENTS**

30



NETWORKING

Computer Information Technology— Associate of Applied Science

Career Choices

Work independently or as part of a team, because almost all businesses are using LANs. LANs often must deal with emergencies.

Salary Range

Entry-level: \$20,000
Five to ten years experience: \$100,000.

Job Openings

Network administrators are in high demand, depending on experience and certification.

Program Length

This program can be completed in five semesters.

General Education Requirements Credits

DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
COMMUNICATIONS	3
Choose from: BUS 107, SPCM 113 or 135	
CONSTITUTION (U.S. and Nevada)	3
ENGLISH	3
Choose from: BUS 108, ENG 101 (or 113), 102 (or 114), 107 or 108	
HUMAN RELATIONS	3
Required: MGT 212	
QUANTITATIVE REASONING	3
Choose from: MATH 126 or higher	
SCIENCE	6
SOCIAL SCIENCES/HUMANITIES	3
Total General Education Requirements	24

Core Requirements

CIT 110 A+ Hardware	3
CIT 111* A+ Software	3
CSCO 120 Cisco Networking Academies I	5
Choose one of the following.	
ACC 201 Financial Accounting	3
BUS 101 Introduction to Business	3
IS 101 Introduction to Information Systems	3
Total Core Requirements	14

Emphasis Requirements

TRACK 1 CISCO

CSCO 121 Cisco Networking Academies II	5
CSCO 220 Cisco Networking Academies III	5
CSCO 221 Cisco Networking Academies IV	5

Choose at least nine credits from the following.

CIT 171 Introduction to the UNIX Operating System	3
CIT 172 UNIX Systems Administration or CIT 174 Linux System Administration	3
CIT 211 MCSE I	4
CIT 212 MCSE II	4
CIT 213* MCSE III	4
CIT 255 Web Server Administration I	3
CSCO 280 Advanced Routing	5
CSCO 281 Remote Access	5
CSCO 282 Multilayer Switching	5
CSCO 283 Internetwork Troubleshooting	5

Total Emphasis Requirements 24-27

Credits

TRACK 2 MCSE

CIT 211 MCSE I	4
CIT 212 MCSE II	4
CIT 213* MCSE III	4
CIT 214* MCSE IV	4

Choose at least nine credits from the following.

CIT 215 MCSE Electives - Directory Services Design	3
CIT 215 MCSE Electives - Infrastructure Design	3
CIT 215 MCSE Electives - Security Design	3
CIT 215 MCSE Electives - SQL	3
CIT 215 MCSE Electives - Exchange Server	3
CIT 215 MCSE Electives - Other	3

Total Emphasis Requirements 25

TRACK 3 UNIX/LINUX

CIT 171 Introduction to the UNIX Operating System	3
CIT 173 Linux Installation and Configuration	3
CIT 255 Web Server Administration I	3

Choose at least three credits from the following.

CIT 172 UNIX Systems Administration	3
CIT 174 Linux System Administration	3

Choose at least 10 additional credits from the following.

CSCO 121 Cisco Networking Academies II	5
CSCO 220 Cisco Networking Academies III	5
CIT 211 MCSE I	4
CIT 212 MCSE II	4
CIT 181 Introduction to Oracle	3
Any CIT Special Topics	3

Total Emphasis Requirements 22-25

**TOTAL
DEGREE
REQUIREMENTS**

60-66

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.

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NETWORKING

Computer Information Technology— Certificate of Achievement

Career Choices

Work independently or as part of a team, because almost all businesses are using LANs. LANs often must deal with emergencies.

Salary Range

Entry-level: \$20,000
Five to ten years experience: \$100,000.

Job Openings

Network administrators are in high demand, depending on experience and certification.

Program Length

This program can be completed in three semesters.

General Education Requirements	Credits
COMMUNICATIONS/ENGLISH	3
Choose from: BUS 107 or 108	
HUMAN RELATIONS	3
Required: MGT 212	
MATHEMATICS/QUANTITATIVE REASONING	3
Choose from: MATH 126 or higher	
Total General Education Requirements	9

Core Requirements	Credits
CIT 110 A+ Hardware	3
CIT 111* A+ Software	3
CSCO 120 Cisco Networking Academies I	5
Total Core Requirements	11

Emphasis Requirements	Credits
TRACK 1 CISCO	
CSCO 121 Cisco Networking Academies II	5
CSCO 220 Cisco Networking Academies III	5
CSCO 221 Cisco Networking Academies IV	5
Track 1 Total	15
TRACK 2 MCSE	
CIT 211 MCSE I	4
CIT 212 MCSE II	4
CIT 213* MCSE III	4
CIT 214* MCSE IV	4
Track 2 Total	16
TRACK 3 UNIX/LINUX	
CIT 171 Introduction to the UNIX Operating System	3
CIT 172 UNIX Systems Administration	3
CIT 173 Linux Installation and Configuration	3
CIT 255 Web Server Administration I	3
Track 3 Total	12

TOTAL CERTIFICATE REQUIREMENTS

32-36



NURSING PROGRAM

Special Admission Procedures

Program information

The TMCC associate degree in nursing (ADN) program prepares the student to practice nursing as a registered nurse. Graduates of an ADN program usually practice as staff nurses in direct client care in hospitals, long-term care facilities, clinics and other agencies where nursing roles and services are structured and well developed. The TMCC nursing program meets all the minimum degree requirements for the associate of applied science degree. The associate of applied science degree in nursing will be 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. The TMCC ADN program is approved by the State Board of Nursing and is accredited by the National League of Nursing Accrediting Commission. TMCC is accredited by the Northwest Commission on Colleges and Universities.

Accreditation

NLNAC, the accrediting agency for NLN, maintains information on TMCC's nursing program with regard to tuition, fees and length. NLNAC's address is 61 Broadway, 33rd Floor, New York, NY 10006. The telephone number is 1-800-669-1656, the Web address is www.nlnac.org. Students may contact NLNAC directly.

Special Admission Procedures

The following requirements **MUST** be fulfilled by **MARCH 1** of the year in which you are applying for consideration for selection to the nursing program.

1. Must be an admitted student at TMCC. If not previously admitted as a student at TMCC, you must submit an application for admission to the college.
2. Must have completed Biology 223, Anatomy and Physiology I, with a grade of "C" or better or be enrolled in Fast Track section of BIOL 223. An equivalent course from another college is acceptable but must be approved by TMCC. Prior to you being given the nursing program application form, the admissions and records office must receive an official copy of your transcript containing the course and grade. The prerequisite biology course must have been completed no more than five years prior to program application.
3. Submit nursing program application and all required paperwork to the admissions and records office.
4. Submit official transcripts of all previous college education.
5. Submit official transcripts of all college education in progress for the current semester.

The following additional requirements **MUST** be fulfilled by **JUNE 1** of the year in which you are applying for consideration for selection to the nursing program.

1. Submit official transcripts of all college course work completed to date. If spring semester course work has not been posted to your transcript, a letter from the college's registrar documenting course work completed and final grade(s) must be provided to the admissions and records office.
2. Must have completed Biology 224, Anatomy and Physiology II, and Biology 251, Microbiology, with a grade of "C" or better. An equivalent course from another college is acceptable but must be approved by TMCC. If the prerequisite biology courses were completed more than five years prior to program application, they must be retaken. Credit towards graduation will be granted only once.
3. Must have a grade point average of 2.70 or better on a 4.0 system in all course work applying toward an associate of applied science degree with an emphasis in nursing.
4. Must have a grade point average of 2.5 in the three required biology courses (Biology 223, Biology 224 and Biology 251).

NOTE: As of March 2006, all courses to be considered for points in the nursing program selection **Must** be fulfilled by **March 1** of the year in which you are applying for consideration.

Student would still be required to have a 2.7 grade point average (GPA) as is required at the present time. The GPA would be computed on coursework applying toward an associate of applied science degree with an emphasis on nursing. In addition to the 2.7 GPA the student would demonstrate a GPA of 2.5 on a 4.0 grade point system in Biology 223, 224 and 251.

Admission to the nursing program will be based on completion of the special admission procedures and the number of points an applicant receives. Eligible students will be numerically ranked, according to total points. In the event of applicants having an equal number of points, the students' GPAs (in all course work applying toward an associate of applied science degree with an emphasis in nursing) will be used to rank the tied group. In the event of a further tie, lots will be drawn to decide eligibility. From this ranked list, the fall class will be selected. Admission will be offered to the applicants on the list with the highest priority points. Applicants not selected will not be carried forward to the next class and must reapply for consideration.

Accepted students must attend a mandatory orientation session prior to the start of the semester of entry into the program. Students will be notified by mail of the date, time and location of the session.

Accepted students must submit photocopies of the following required documentation in a single packet to the health sciences department three weeks prior to the orientation session; incomplete packets will not be accepted.

NURSING PROGRAM

775-673-7115

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.

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NURSING PROGRAM

Special Admission Procedures, cont.

1. Proof of current health insurance. Medical insurance may be purchased through TMCC at the time of registration.
2. Proof of current immunization status.
 - a. TB screening. Initially, a two-step tuberculin skin test is required (one test and then a second in one week) After the initial two-step test, annual tests are required. These must be done prior to or on the previous TB test date or a two-step test will again be required. If TB skin test is known to be positive, a current (within the past year) negative chest X-ray is required. These are good for five years.
 - b. Measles, Mumps and Rubella immunity. One MMR immunization plus a booster is required if you were born after 1957. Proof of immunity by blood titer will suffice but must be for all three diseases.
 - c. Hepatitis B series. The series of three immunizations, one initially, a second within one month and a third in six months is required. The series must be completed before the start of the second semester of the program. Evidence of immunity is acceptable.
 - d. Diphtheria/Tetanus immunization. The injection must have been received within the past ten years.
 - e. Varicella. Proof of positive titer or immunization.
3. Proof of current Healthcare Provider CPR (American Heart Association) or Professional Rescuer CPR (American Red Cross) certification. These courses include training in the automatic external defibrillator, not required in community CPR courses.

A student's progression in the ADN program is contingent upon attaining and maintaining a grade of "C" or better in the nursing curriculum. Nursing courses are to be taken in the sequence outlined on the following page. General education support courses may be taken as outlined or prior to acceptance into the program. Because clinical experiences and/or theory courses may be scheduled during both day and evening hours, it is suggested that as many general education classes as possible be taken prior to acceptance into the program. Please note that HDFS 201 must be completed prior to admission to NURS 144 and NURS 146.

Nursing students who are unable to progress from one course to another in the program have only one opportunity to re-enter within two years of exiting the program. All re-entry admissions are on a space available basis. Re-entry is not guaranteed. Upon the student's readmission, a committee will outline the necessary course work.

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. The State of Nevada licensure application contains five questions which may impact the applicant's ability to obtain licensure. These five questions have to do with revocation, denial or suspension of a license or certificate, conviction of a criminal offense, problems with drug or alcohol use, treatment for mental illness and physical disability which could impair one's ability to practice nursing. Each state board of nursing determines requirements for licensure. Graduation from an accredited program is only one of the requirements and does not mean automatic licensure as a nurse.

NURS 142-Fundamentals of Pharmacology is an open course, not restricted to accepted nursing students only. The course may be taken prior to admission to the nursing program or during either of the first two semesters. Prerequisites for this course are completion of BIOL 223 and 224.

NURSING
PROGRAM

775-673-7115

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



NURSING

Associate of Applied Science

Career Choices

This program prepares the student to practice nursing as a Registered Nurse (RN). Graduates usually practice as staff nurses in direct client care in hospitals, long-term care facilities, clinics and other agencies where nursing roles and services are structured and well developed. Registered nurses have the opportunity to gain employment in very diverse areas including, but not limited to, medicine, surgery, psychiatry, orthopedics, obstetrics, pediatrics, neurology, oncology and geriatrics.

Salary Range

Entry-level pay: \$22.00 to \$25.00 hour

Job Openings

Registered nurses represent the largest health care occupation in Nevada and the U.S. Nevada's demand for new RNs increases by 760 annually. Due to the current RN shortage, job openings are plentiful in the Reno area and throughout the U.S.

Program Length

Once the admission requirements have been met, the program can be completed in four semesters.

Prerequisites

BIOL 223 Human Anatomy and Physiology I	4
BIOL 224 Human Anatomy and Physiology II	4
BIOL 251 General Microbiology	4

Total Prerequisites 12

Core Requirements

Includes general education requirements.

DIVERSITY	3
Required: ANTH/SOC 205 or PSY/SOC 276 or ANTH 201	

LEVEL I

ENG 101 Composition I	3
HDFS 201 Lifespan Human Development	3
Must be completed by the beginning of the second semester of the program.	
NURS 131 Fundamentals of Nursing Care	2
NURS 132 Introduction to Nursing	2
NURS 160 Medical-Surgical Nursing Care I	2
NURS 161 Medical-Surgical Nursing Care I Lab	2
NURS 191 Fundamentals of Nursing Care Lab	1

Total Level I Requirements 18

LEVEL II

NUTR 223 Principles of Nutrition	3
Must be completed by the end of the second semester of the program.	
NURS 142 Fundamentals of Pharmacology	2
Usually taught both fall and spring semesters to nursing and pre-nursing students with prerequisite.	
NURS 144 Pediatric Nursing Care	2
NURS 145 Maternity Nursing Care	2
NURS 146 Pediatric Nursing Care Clinical	2
NURS 147 Maternity Nursing Care Clinical	2
Mathematics (120 or 126)	3

Total Level II Requirements 16

Credits

LEVEL III

ENG 102 Composition II	3
NURS 235 Psychiatric Nursing Care	2
Meets three credit human relations requirement.	
NURS 251 Medical-Surgical Nursing Care II	2
NURS 293 Medical-Surgical Nursing Care II Lab	2
NURS 295 Psychiatric Nursing Care Lab	2
Meets three credit human relations requirement.	
Psychology (Recommended: PSY 101 or 102)	3

Total Level III Requirements 14

LEVEL IV

NURS 255 Medical-Surgical Nursing Care III	3
NURS 259 Nursing Today	1
NURS 294 Medical Surgical Nursing Care III Lab	3
NURS 297 Clinical Practicum	2
PSC 103 Principles of American Constitutional Government	3

Total Level IV Requirements 12

NOTE: Students completing MATH 100B with a grade of C or higher prior to the TMCC 2003-2004 course catalog, effective August 23, 2003, will receive an approved substitution for MATH 120 providing the course was taken no longer than five years prior to entrance into the nursing program.

**TOTAL
DEGREE
REQUIREMENTS**

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PARALEGAL/LAW

Associate of Applied Science

Career Choices

The paralegal/law program is designed to prepare students to develop the skills and problem-solving abilities necessary to work with an attorney as a paralegal professional in private legal practice, the public legal system, corporate legal departments and nonprofit legal agencies. The credits earned with this degree can also be used as a foundation to transfer into a pre-law emphasis at the University of Nevada, Reno or Las Vegas. The required and elective courses provide a breadth and depth of legal study to equip the student with the necessary knowledge and skills to immediately practice in the civil or criminal law areas as a paralegal professional or continue toward a law degree. All students have full access to state-of-the-art Internet legal research via WESTLAW Online. The legal program at TMCC is the only American Bar Association certified curriculum in Nevada.

Salary Range

Paralegal: Entry-level pay: \$30,000 to \$40,000 annually
 Five years of experience: \$45,000 to 65,000 annually
 Attorney: Entry-level pay: \$60,000 to \$80,000 annually
 Five years of experience: \$80,000 to \$150,000 annually

Job Openings

Career opportunities are very good and growing in all parts of Nevada and the United States.

Program Length

The program can be completed in four full-time semesters or two years.

General Education Requirements Credits

DIVERSITY (3)

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.

ENGLISH/COMMUNICATIONS 6

Recommended: ENG 101, BUS 108

CONSTITUTION (U.S. and NEVADA) 3

Both U.S. and Nevada constitutions must be completed, only classes labeled * will fulfill both requirements.

Choose from: CH 203*, HIST 101, 102, 217, PSC 103,* 208

HUMAN RELATIONS 3

Choose from: MGT 171, 201, 212, 235

QUANTITATIVE REASONING 3

Choose from: math courses 100 or above (except 100B, 105B, 107B, 108B, 122, 123, 190B)

SCIENCE 6

SOCIAL SCIENCES/HUMANITIES 3

HUMANITIES: all English courses (except 101, 102, 112D, 107, 108, 113, 114, 181, 221), all foreign languages, CH 201, 202, 203, HIST 105, 106, 217, HUM 101, 102, all philosophy courses, THTR 100

SOCIAL SCIENCES: all anthropology courses (except 102), CH 203, ECE 102, all geography courses (except 103), all history courses, HDFS 201, all political science courses, all psychology courses, all sociology courses

Total General Education Requirements 24

Note

The LAW 101 (Fundamentals of Paralegalism) course is open to all students. Upon completion of LAW 101 with a grade of "B" or better, a student may register for additional LAW courses through normal registration procedures. A student who fails to attain a "B" or better in LAW 101 will be unable to register for additional LAW courses.

A student must maintain an average of a "B" GPA in all law-related courses to graduate with the AAS degree in paralegal. For further information, please call the coordinator at 775-829-9034. It is strongly recommended that student take LAW 261, Legal Research I, and LAW 262, Legal Writing, before taking any other law courses.

Core Requirements Credits

COT 150 Introduction to WordPerfect

or COT 202B Introduction to Computer Applications 3

LAW 101 Fundamentals of Paralegalism 3

LAW 203 Real Property 3

LAW 204 Torts 3

LAW 205 Contracts 3

LAW 206B Case Analysis 1

LAW 231 Procedure-Civil 3

LAW 261 Legal Research I 3

LAW 262 Legal Writing 3

LAW 263 Ethics 2

LAW 264 Paralegal Practice and Procedures 3

Total Core Requirements 30

Electives

Choose 12 credits from the following.

CRJ 160B Principles of Private Investigation

or CRJ 164 Principles of Investigation 3

LAW 232 Procedure-Criminal 3

LAW 233 Business Structures 3

LAW 251 Bankruptcy 3

LAW 252 Family Law 3

LAW 255 Probate, Trust and Guardianship Law 3

LAW 295 Supervised Field Experience 3

NURS 140 Medical Terminology 3

Total Elective Requirements 12

**TOTAL
DEGREE
REQUIREMENTS**

66



PARAMEDIC PROGRAM

Special Admission Procedures

Program information

The paramedic program is designed for the student who desires education with a career goal as a paramedic (Emergency Medical Technician, Paramedic-EMTP). A certificate of completion will be offered upon completion of the curriculum and successful passing of the National Registry Exam. The certificate of achievement from TMCC will be awarded after the student has completed all program and certificate requirements. This is a 10-month continuous program.

The EMTP curriculum meets all requirements as outlined in the U.S. Department of Transportation (DOT) and the Emergency Medical Technician-Paramedic National Standard Curriculum. The program is 1,400+ hours in length and based on specific objectives. The didactic/classroom phase includes 600+ hours of instruction. Activities include lectures, skills lab sessions, demonstrations and simulations. The second phase is completed in the hospital environment where the student is provided the opportunity to apply the cognitive knowledge and psychomotor skills gained in the classroom setting. The student is under direct supervision of a physician or registered nurse and will participate in direct patient care. The student must complete at least 240 hours of clinical/hospital experience. The third and final component of the paramedic program is the field rotation phase. The student will apply the knowledge and skills gained in the classroom and hospital under the direct supervision of a preceptor that is currently functioning in the role of a paramedic.

The EMTP candidate will be required to complete a minimum of 480 hours of field rotation lab. Student progression in the program is contingent upon attaining a grade of "C" or better in all paramedic curricula. A "C" grade is equal to 75%. Courses must be taken in the sequence outlined.

Special Admission Procedures

Admission to the paramedic program certificate of achievement is limited and requires special procedures. The paramedic office will maintain an interest list for the program and will notify applicants of the testing dates. Completed applications will be accepted by the paramedic office **ONLY WITH VERIFICATION OF THE FOLLOWING.**

1. Current American Heart Association health care provider CPR or Red Cross professional rescuer CPR card
2. Current Nevada State EMT-Basic or EMT Intermediate Certification

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

1. Achieve a minimum average score of 75% or higher on the written EMT-Basic examination.
2. Achieve a minimum average score of 75% or higher on each component of the comprehensive exam (math, English, science, reading comprehension and EMT Basic A&P).

Students offered admission to the paramedic program will be selected based upon their scores from the testing process. The scores of all applicants will be ranked numerically, and the class (which is limited to a maximum of 24) will be selected from this list beginning with the highest score.

Students admitted to the paramedic program will be notified by the paramedic office. The admitted student must complete the following requirements prior to the start of classes.

1. Satisfy all general college admission criteria.
2. Pass a physical DOT examination.
3. Provide evidence of current measles, mumps and rubella immunizations or appropriate titer levels.
4. Provide evidence of current diphtheria-tetanus (DT) immunization.
5. Provide evidence of completed Hepatitis B immunization; and of a negative TB skin test or negative chest X-ray.
6. Provide evidence of major medical health coverage.
7. Be 18 years of age or older upon entrance to the program.

Failure to meet the above requirements by the deadline will result in the student's exclusion from the program.

PARAMEDIC PROGRAM

775-789-5416

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.

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PARAMEDIC

Certificate of Achievement

Career Choices

Program graduates can work in a variety of settings, including ambulance or emergency response, hospitals, military service and fire departments.

Salary Range

Entry-level pay in Reno: \$11.73 hour
 Five years of experience: \$12 to \$16 hour

Job Openings

The job market in northern Nevada is fair.

Program Length

The program can be completed in three semesters or one year. Classes must be taken in sequential semester order beginning in the fall and continuing in the spring and summer.

All paramedic courses are to be taken in the sequence indicated (a grade of "C" or better is required). The following courses are required for the certificate of achievement. It is recommended that EMTP 100B Preparamedic be taken prior to starting the program.

General Education Requirements Credits

COMMUNICATIONS	3
HUMAN RELATIONS	3
QUANTITATIVE REASONING	3

Total General Education Requirements 9

Core Requirements

LEVEL I (FALL)

EMTP 102B Foundations of Paramedic Medicine	5
EMTP 104B Airway and Ventilation Management	2
EMTP 106B Patient Assessment	2
EMTP 108B Assessment and Management of Trauma	3
EMTP 112B Cardiology I	5
EMTP 120B Basic Trauma Life Support	1
EMTP 124B Paramedic Hospital Rotation I	3

Total Level I Requirements 21

LEVEL II (SPRING)

EMTP 110B Paramedic Operations	3
EMTP 113B Cardiology II	3
EMTP 114B Advanced Cardiac Life Support (ACLS)	1
EMTP 116B Assessment and Management of Medical Emergencies	6
EMTP 118B Special Consideration of Patients Through Life-Span	3
EMTP 122B Pediatric Advanced Life Support	1
EMTP 125B Paramedic Hospital Rotation II	3
EMTP 126B Paramedic Field Rotation I	5
EMTP 132B Assessment Based Management	2

Total Level II Requirements 27

SUMMER

EMTP 127B Paramedic Field Rotation II	5
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Total Summer Requirements 5

**TOTAL
 CERTIFICATE
 REQUIREMENTS**

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PHILOSOPHY

Associate of Arts

Program Length

This program can be completed in four semesters or two years.

General Education Requirements	Credits
DIVERSITY	(3)
Recommend: PHIL 210	
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
ENGLISH	6
Required: ENG 101 and 102 or ENG 113 and 114	
FINE ARTS	3
Choose from: ART 100, 160, 260* or 261*, ENG 220 or 221, HUM 101, 102, 105 or 106, MUS 121, 225 or 226, THTR 100, 105, 180, 205, 206, 209 or 210	
HUMANITIES	6
Recommended: CH 201 and CH 202 or choose from HIST 208, 290, 211, 212, 225, 227, 247 or HUM 211, 225, 271, 272, or ENG 223, 231, 232, 235, 236, 241, 243, 250, 252, 264, 267, 271 or 275	
MATHEMATICS	3
Choose three credits from: MATH 120, 126, 127, 152, 176 or 181	
SCIENCE	6-8
Choose from: courses 100-level or above (except those with a 'B' designator) from the following areas provided that a lab is included: ANTH 102, astronomy, ATMS 117, biology, chemistry, environmental science, GEOG 203, geology, NUTR 121, PHYS 100, 151, 152, 180 and 181.	
SOCIAL SCIENCES	9
Choose from: ANTH 101, 201, 202, ECON 102, 103, GEOG 106, PSC 211, 231, PSY 101, SOC 101	
U.S. AND NEVADA CONSTITUTIONS	3
Required: CH 203	

Total General Education Requirements **39-42**

Emphasis Requirements	Credits
PHIL 101* Introduction to Philosophy	3
PHIL 102* Critical Thinking and Reasoning	3
PHIL 114 Introduction to Symbolic Logic	3
PHIL 201* Philosophy Goes to the Movies	3
PHIL 224 Introduction to the Philosophy of Science	3
PHIL 135 Introduction to Ethics	
OR PHIL 203 Survey of Existentialism	
OR PHIL 207 Introduction to Political Philosophy	
OR PHIL 210 World Religions	3
An additional 1 to 3 credits in PHIL	1-3
Foreign Language	14
Select from foreign languages: Spanish, French, German or American Sign Language and complete 14 credits in one language (excepting B designator courses), so as to obtain second year sequence proficiency.	
Total Core Requirements	21-23

*Transfers to UNR as an elective.

**TOTAL
DEGREE
REQUIREMENTS**

60-65



RADIOLOGIC TECHNOLOGY PROGRAM

Special Admission Procedures

Program information

The mission of the radiologic technology program is to provide general and basic science education, combined with a sound foundation in the theory and art of radiologic technology to meet the educational goals of the students. This is evidenced by a competency-based program employing various teaching methodologies and technologies. The graduates will have the knowledge and skills necessary to take the American Registry of Radiologic Technologists' examination for radiographers and become a member of the health care team. The length of the TMCC program is 24 continuous months. Students are provided with 1,952 hours of clinical education experiences conducted in cooperation with departments of radiology in Reno, Sparks and Carson City. The program is accredited by the Joint Review Committee on Education in Radiologic Technology.

Please note: Graduates from TMCC's radiologic technology program are eligible to apply for and take the American Registry of Radiologic Technologists (ARRT) Examination for Radiographers. However, the ARRT is the only organization granting permission to take the examination. Persons with prior felony or misdemeanor convictions may be admitted to the program but may be prohibited by the ARRT from taking the examination. The ARRT will conduct a pre-application review to determine the impact of a conviction on eligibility. Pre-application Review Forms may be requested from the Department of Regulatory Services at the ARRT office, 800-632-9055.

Admission to the Radiologic Technology Program

The radiologic technology program begins each fall semester. Admission to the radiologic technology program is limited and requires specific admission procedures. Students are selected by means of a formal program application and the calculation of assigned points. Applicants must be at least 17 years old.

Program application process

Obtain a program application by completing the following:

1. Submit an application for admission to the college.
2. Have completed the following courses with a grade of "C" or better.
MATH 105B, Math for Radiologic Technicians (or MATH 120 or higher)
ENG 101, Composition I

The following must have been completed in the past five years:

RT 100B, Introduction to Radiologic Technology
BIOL 223, Anatomy and Physiology I and BIOL 224, Anatomy and Physiology II
or
BIOL 141B Human Structure and Function I and BIOL 142B Human Structure and Function II

NURS 130B, Nursing Assistant

- a) State Board of Nursing Certificate (CNA), preferred but not required.
- b) Current CNA exempt from five-year course limit.
- c) Acceptable alternative documentation:
 - i. completion of EMT intermediate level or higher course.
 - ii. current certification of EMT intermediate or higher.

LTE 110B, Technique of Venipuncture

- a) Acceptable alternative documentation:
 - i. completion of EMT intermediate level or higher course.
 - ii. current certification as EMT intermediate or higher.

Note: Equivalent courses from other accredited colleges are acceptable, but must be approved by TMCC. These courses must be documented through official transcripts on file with TMCC's admissions and records office before an application can be given to the student.

3. Submit official transcripts of all previous college education to admissions and records.
4. Have a minimum grade point average of 2.7. All previous college courses will be used in the computation of the GPA. Exceptions may be made by the dean of health science and safety where there are extenuating circumstances and the academic work is five or more years old.
5. Submit an official transcript showing proof of high school graduation or official results of high school equivalency.
6. Present a photo ID to the admissions and records office to obtain a radiologic technology program application form.

Submit the completed application to the admissions and records office before June 1 of the year you wish to enter the program. Applications received after the deadline will be considered on a space available basis.

Selection to the radiologic technology program will be based on information obtained from the admission requirements and the number of points the applicant receives. Eligible students will be numerically ranked, according to total points. Points will be awarded for a previously completed degree, residency status, specific health occupations and completion of specific general education degree requirements. Admission will be offered to the applicants on the list with the highest priority points. In the event of applicants having an equal number of points, the students' GPAs (in all coursework applying toward an associate of applied science degree in radiologic technology) will be used to rank the tied group. If the GPA does not resolve the tie, lots will be drawn to decide selection. Selection to the radiologic technology program is done on a yearly basis. Applicants not selected must reapply for consideration.

Students selected for admission must provide copies of the following information to the health sciences office prior to the first day of class.

1. Evidence of current medical insurance coverage.
2. Evidence of a negative two-step TB skin test or negative chest X-ray done within 12 months.
3. Evidence of required immunization status for Hepatitis B, DT, MMR and Varicella.
4. Evidence of a current Health Care Provider CPR card.
5. Physical assessment form signed by a medical doctor.

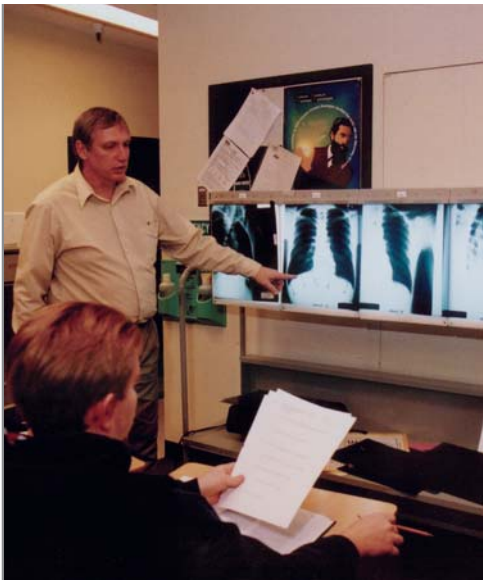
Student progression in the program is contingent upon obtaining and maintaining a grade of "C" (75%) or better in all radiologic technology courses. The radiologic technology courses (those with the RT prefix) must be taken in the sequence outlined in the radiologic technology core curriculum. General education degree requirements may be taken as outlined in the curriculum or prior to admission into the program. Since classes may be scheduled during both day and evening hours, the faculty recommends completion of as many general education degree requirements as possible prior to admission into the program.

RADIOLOGIC TECHNOLOGY PROGRAM

775-673-7115

775-673-7121

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



RADIOLOGIC TECHNOLOGY PROGRAM Continued

TERMINAL OUTCOMES (COMPETENCIES)

The radiologic technology program graduate should be able to do the following:

1. Use oral and written medical communication.
2. Demonstrate knowledge of human structure, function and pathology.
3. Anticipate and provide basic patient care and comfort.
4. Apply principles of body mechanics.
5. Perform basic mathematical functions.
6. Operate radiographic imaging equipment and accessory devices.
7. Position the patient and imaging system to perform radiographic examinations and procedures.
8. Modify standard procedures to accommodate patient conditions and other variables.
9. Process radiographs.
10. Determine exposure factors to obtain diagnostic quality radiographs with minimum radiation exposure.
11. Adapt exposure factors for various patient conditions, equipment, accessories and contrast media to maintain appropriate radiographic quality.
12. Practice radiation protection for the patient, self and others.
13. Recognize emergency patient conditions and initiate first aid and basic life-support procedures.
14. Evaluate radiographic images for appropriate positioning and image quality.
15. Evaluate the performance of radiographic systems, know the safe limits of equipment operation and report malfunctions to the appropriate authority.
16. Demonstrate knowledge and skills relating to quality assurance.
17. Exercise independent judgement and discretion in the technical performance of medical imaging procedures.

For students desiring a career as a radiologic technologist, the following requirements are considered essential to be able to function in the role of a radiologic technologist.

1. Ability to sit, stand, bend, squat, twist, walk, lift and to reach for extended periods.
2. Ability to grasp and perform fine manipulations.
3. Ability to carry and push heavy, sometimes cumbersome, objects.
4. Be free from conditions which put other humans at risk or harm.
5. Ability to read and write, to record and report.
6. Ability to comprehend written and oral directions and carry them out.
7. Ability to speak and understand English to adequately communicate orally and in writing.
8. Ability to perform simple mathematical functions.
9. Ability to integrate information and through critical thinking, problem solve.
10. Ability to effectively interact with the environment and other persons.
11. Ability to concentrate.
12. Ability to remember.

ADVANCED STANDING

Advanced standing admission to the radiologic technology program is an option for specific program applicants having educational experience within a radiologic technology program. Written requests for advanced standing admission will be considered on an individual basis and must be submitted to the program coordinator. The applicant will receive a written response to the request following a thorough evaluation of pertinent information. Contact the program coordinator at 775-673-7121 for more information.

RT PROGRAM
ADVANCED
STANDING

775-673-7121

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.

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RADIOLOGIC TECHNOLOGY

Associate of Applied Science

Career Choices

Radiologic technologists (radiographers) can work in hospitals, clinics or private practice.

Salary Range

Entry-level salary: \$33,000 to \$40,000

Job Openings

Radiologic technologists are in demand regionally and nationally. Employment opportunities are available in hospitals, clinics, doctor offices and the urgent care facilities. Career advancement opportunities available with additional education include: mammography, computerized tomography (CT), magnetic resonance imaging (MRI), cardiovascular and interventional procedures, ultrasound, nuclear medicine, radiation therapy, sales, management and education.

Program Length

This program can be completed in six semesters (includes two summer semesters).

General education degree requirements may be taken prior to admission to the program. See special admission requirements.

Prerequisites (a grade of "C" or better required)	Credits
BIOL 223 Human Anatomy and Physiology I and BIOL 224 Human Anatomy and Physiology II	8
or BIOL 141B Human Structure and Function I and BIOL 142B Human Structure and Function II	8
ENG 101 Composition I	3
MATH 105B Math for Radiologic Technicians	3
Or MATH 120 or higher.	
RT 100B Introduction to Radiologic Technology	0.5
Total Prerequisites Required	14.5

Core Requirements

Includes general education requirements. All courses must be taken prior to or in the sequence listed. A grade of "C" or better required.

DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	

SEMESTER I (FALL)	
IS 101 Introduction to Information Systems	3
RT 102B Medical Ethics	1
RT 110B Fundamentals of Clinical Radiography I	1
RT 112B Patient Care and Medical Terminology	2
RT 116B Radiography I	3
RT 118B Electrical and Radiation Physics	3
Total Semester I Requirements	13

Note

The ratio used to determine credit for the clinical radiology courses in the radiologic technology program is different from the ratio used for didactic courses.

RT 110B Fund. of Clinical Radio.—132 hours	RT 230B Clinical Radio. III—384 hours
RT 125B Clinical Radio. I—256 hours	RT 245B Clinical Radio. IV—384 hours
RT 220B Clinical Radio. II—400 hours	RT 250B Clinical Radio. V—396 hours

SEMESTER II (SPRING)		Credits
PSC 103 Principles of American Const. Government (or equivalent)		3
RT 124B Radiographic Photography and Techniques		3
RT 125B Clinical Radiography I		2
RT 126B Radiography II		3
RT 128B Imaging Equipment		3
Total Semester II Requirements	14	
SEMESTER III (SUMMER)		
RT 220B Clinical Radiography II		3
Total Semester III Requirements	3	
SEMESTER IV (FALL)		
RT 230B Clinical Radiography III		3
RT 236B Radiographic Contrast-Routine Exams		2
RT 238B Radiation Safety and Protection		2
Social Sciences/Humanities		3
Total Semester IV Requirements	10	
SEMESTER V (SPRING)		
RT 242B Radiography Quality Management		1
RT 244B Diagnostic and Therapeutic Radiation		2
RT 245B Clinical Radiography IV		3
RT 247B Radiography Quality Control		1
English/Communications		3
Human Relations		3
Total Semester V Requirements	13	
SEMESTER VI (SUMMER)		
RT 250B Clinical Radiography V		3
RT 259B Seminar in Radiography		2
Total Semester VI Requirements	5	

**TOTAL
DEGREE
REQUIREMENTS**

72.5

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.



SECONDARY EDUCATION EMPHASIS

Associate of Arts

Career Choices

Students will complete two years of their educational program to become a high school teacher.

Salary Range

With a bachelor's degree, class II teachers start at \$25,255 per academic year.

Job Openings

As northern Nevada's population grows, the demand for public school teachers grows commensurately. Every year we anticipate a sizeable number of teacher openings, locally, statewide and nationwide. This is a boom time for the teaching profession.

Program Length

This program can be completed in four semesters or two years.

The associate of arts degree in secondary education is designed for students seeking to teach in the junior and senior high schools. The degree requirements include general education curriculum. Additionally, specific curriculum provides students with educational theory and practical field work in the secondary school settings. This course of study is designated as a university transfer program that substantially meets the requirements for the first two years of study for those students pursuing a BA degree major in secondary education at UNR. In addition to these courses, students who plan to complete a teacher licensure at UNR will need to select a "teaching major" some of which they may want to complete prior to transfer. Students need to be aware that admission into UNR teacher education programs is competitive and requires application with completed test scores of the PPST or CBEST the semester PRIOR to transfer (October 1 for spring and March 1 for fall).

General Education Requirements Credits

DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
ENGLISH	6
Required: ENG 101 and 102 or ENG 113 or 114	
FINE ARTS	3
Choose from: ART 100, 160, 260, 261, 263, 264, 265, 270, 295, 296, 297, HUM 101, 102, 106, MUS 121, 225, 226, THTR 180, 200	
HUMANITIES	6
Choose from: AAD 201, ART 160, 260*, 261*, all 100- and 200-level English courses (except 101, 102, 107, 108, 112, 113, 114, 181 and 221), all 100- and 200-level foreign language except those with a "B" designator, CH 201, 202, HIST 105, 106, 247, HUM 101, 102, 106, 211, MUS 121, 225, 226, all 100- and 200-level philosophy courses except those with a 'B' designator, THTR 100	
MATHEMATICS	3-4
Choose from: MATH 120, 126, 127, 152, 176, 181, 182, 283, 285	
SCIENCE (lab required)	6-8
Choose one each from A and B for UNR. A) CHEM 100, GEOG 103, GEOL 100, 101, PHYS 100, 151, 152, 180 and 180L, 181 and 181L B) BIOL 100, 190, 191, ENV 100 C) ANTH 102, AST 104, GEOL 105, 205, NUTR 121	
SOCIAL SCIENCES	12
(Substitute courses will not satisfy CH requirement once student has matriculated at UNR.) Must include both U.S. and Nevada Constitutions. Choose from (except those with a 'B' designator): HIST 101 (U.S. Constitution only), HIST 102, 217 and PSC 208 (Nevada Constitution only), PSC 103, CH 203 (U.S. and Nevada Constitutions). All 100- and 200-level anthropology courses (except ANTH 102), CH 203, CRJ 101, 220, 230, ECON 102, 103, 104, GEOG 106, 109, all 100- and 200-level political science, psychology and sociology courses,	

Total General Education Requirements 36-39

Emphasis Requirements Credits

EDU 202 Introduction to Secondary Education	3
EDU 204 Information Technology in Teaching	3
SPCM 113 Fundamentals of Speech I	3
Total Emphasis Requirements	9

Elective Requirements

Electives	15
Total Elective Requirements	15

Note

All students must take additional elective credits if necessary to reach the minimum total of 60.

The following courses meet additional UNR secondary education major requirements (BA degrees only).

Approved English literature course (see advisor for list)	3
PHIL 102 Critical Thinking and Reasoning	3
Foreign Language (completion of fourth semester)	0-14
Exact number of credits depends on level of language proficiency.	

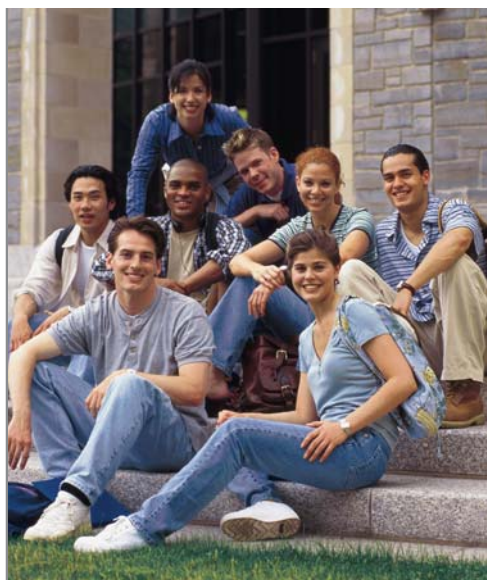
**TOTAL
DEGREE
REQUIREMENTS**

60-63

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.

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SPECIAL PROGRAMS



COLLEGE TECH PREP

College Tech Prep courses are occupational or vocational high school courses that articulate for college credit at TMCC. Any high school student enrolled in an articulated College Tech Prep course may be admitted to the college with appropriate recommendations and required signatures. Some students may enroll at the college based on written, articulated occupational program agreements with designated school districts. Upon completion of an articulated high school course, with documented validation of mastery of competencies and a grade of "B" or better, students become eligible to receive college credit and a letter grade for the articulated course at TMCC. Questions may be directed to the College Tech Prep coordinator at 775-857-4958.

DUAL CREDIT

Dual credit courses are college courses that high school juniors and seniors may take for high school and college credit. Credits earned in dual credit classes may be applied toward an associate degree at TMCC, a baccalaureate degree at UNR and as an elective toward high school graduation.

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

GRAPHIC COMMUNICATIONS WORKSHOPS

In many instances employees cannot work regular semester classes into their busy schedules. To meet this need, the graphic communications department has created workshops specific to many graphics software programs and electronic applications.

The following are software programs and applications currently offered:

QuarkXPress	Illustrator	Photoshop
Director	In Design	Premier
Dreamweaver	Internet	Desktop Design
Operating Systems	Multimedia	Scanner Operation
Preflight/Lino Output		

Workshops are listed directly after the graphic communications class offerings in the current class schedule. The department also offers customized workshops that can be developed to meet the specific needs of companies and organizations. For more information on customized workshops, call the department at 775-674-7619 or 775-673-7266.

HONORS PROGRAM

TMCC's honors program began in the fall 1999 semester. Students who have been accepted into the program can take honors designated core courses or attend regular core classes taught by an honors professor with an honors component. For students who are seeking thought provoking, academically challenging classes and who have a minimum GPA of 3.5 for college courses or 3.75 for high school work, this program may be for you.

TMCC honors classes will be fully transferable, up to 12 credits, to both UNR and UNLV and most other national universities. The honors classes will be taught by the college's best faculty and will range from English to history to science to math. For additional information contact Professor Jim Roderick at 775-673-7294 or Professor Bridgett Boulton at 775-673-7223.

INTERNSHIPS

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

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

To be eligible for an internship a student must

- have completed a department's specified number of credits toward a declared degree or certificate
- have completed CE 195B (Employability Skills), MGT 212, BUS 107 or equivalent
- be available approximately 15 hours per week (for three credits) to work in a position directly related to the student's major area of study
- be able to identify, with the help of the employer and faculty coordinator, a set of job-related learning objectives that will enhance the student's career development.

Academic credit is awarded for completing the mutually agreed upon learning objectives and for a project assigned by the faculty coordinator. For students already on the job, the employer must agree to new job duties. Credit will not be awarded unless "new learning" takes place at the work site.

For more information, contact your program department.

QUEST

First-year experience for college success. See page GI-5.

SUMMER SCHOOL

Summer school offers access to academic and occupational courses along with workforce development and continuing education programs. Please see page GI-8.



SUBSTANCE ABUSE COUNSELOR

Mental Health Services—Associate of Applied Science

Career Choices

Work as a substance abuse counselor intern for governmental agencies or private industry.

Salary Range

Entry-level pay in Reno: \$10 hour
 Five years of experience: \$15 hour. Salary may increase substantially with increased education.

Job Openings

Substance abuse counseling students must be aware that certification requirements have changed and that a bachelor's degree is required.

Program Length

This program can be completed in two years or four semesters.

All substance abuse counseling students are strongly encouraged to contact the Nevada Bureau of Alcohol and Drug Abuse and learn more about the changing requirements for internship, certification and licensure in this area.

General Education Requirements Credits

DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
COMMUNICATIONS	3
Recommended: ENG 102	
ENGLISH	3
Recommended: ENG 101	
HUMAN RELATIONS	3
Recommended: CPD 117	
QUANTITATIVE REASONING	3
SCIENCE	6
Recommended: BIOL 100 and CHEM 100	
SOCIAL SCIENCES/HUMANITIES	3
Required: PSY 101	
U.S. AND NEVADA CONSTITUTIONS	3
Total General Education Requirements	24

Core Requirements

PSY 102 Psychology of Personal and Social Adjustment	3
PSY 130 Human Sexuality	3
PSY 241 Introduction to Abnormal Psychology	3
HDFS 201 Lifespan Human Development OR	
PSY 233 Child Psychology	3
Total Core Requirements	12

Emphasis Requirements Credits

CEP 254 Biopsychosocial Factors in Addiction	3
CEP 255 Developmental Theories-Prevention/ Education Strategies	3
CRJ 101 Introduction to Criminal Justice I or SW 220 Intro to Social Work	3
CPD 116 Substance Abuse - Fundamental Facts and Insights	3
CPD 120 Treatment Planning and Case Management	2
CPD 291 Substance Abuse Counseling Practicum I	3
Total Emphasis Requirements	17

Elective Requirements

Electives	7
Electives must be approved by department chair.	
Total Elective Requirements	7

**TOTAL
DEGREE
REQUIREMENTS**

60



TECHNICAL SUPPORT Certificate of Achievement

Career Choices

Many organizations offer entry-level positions to skilled individuals as technical support representatives, customer service specialists or technical repair engineers. Many technical support employees advance from the entry-level into management positions.

Salary Range

Starting salaries range from \$23,000 to \$35,000 annually. With additional experience and advancement, technical support employees may earn up to \$50,000.

Job Openings

Nearly all mid-size to large organizations need skilled individuals for positions in computer repair and maintenance, software support, help desk support and customer service. Demand remains strong.

Program Length

The technical support certificate can be completed in two to three semesters.

General Education Requirements	Credits
COMMUNICATIONS/ENGLISH	3
Choose from: BUS 107 or 108	
HUMAN RELATIONS	3
Required: MGT 212	
MATHEMATICS/QUANTITATIVE REASONING	3
Choose from: MATH 126 or higher	
Total General Education Requirements	9

Core Requirements

CIT 110 A+ Hardware	3
CIT 111* A+ Software	3
CSCO 120 Cisco Networking Academies I	5
Total Core Requirements	11

Emphasis Requirements

Credits

CIT 201 Word Certification Preparation	3
CIT 202 Excel Certification Preparation	3
CIT 203 Access Certification Preparation	3
CIT 209B User Support Skills and Technology	3
Choose three credits from the following.	
CIT 171 Introduction to the UNIX Operating System	3
CIT 173 Linux Installation and Configuration	3
CIT 211 MCSE I	4

Total Emphasis Requirements 15-16

TOTAL CERTIFICATE REQUIREMENTS

35-36



THEATER

Fine Arts—Associate of Arts

Career Choices

Students may apply their skills to many types of careers including the performing arts (actor, singer, dance, director), the visual arts (set, costume or lighting designer), film and television, music, teaching, advertising, public relations, law, sales, psychology and many more.

Salary Range

The salary range is from zero to millions. It is difficult to earn a living in theater, film or television, but those who do earn a very healthy salary. Most theater students pursue their art for the pure joy and love of performing, not the financial gain.

Job Openings

It is difficult to perform for a living, but the technical theater opportunities are abundant because of northern Nevada's casino entertainment environment. Resume credit (portfolio) for shows completed are the manner in which performers receive their next job.

Program Length

The AA degree may be earned in two years.

General Education Requirements Credits

DIVERSITY (3)

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.

ENGLISH 6

Required: ENG 101 and 102 or 113 and 114

FINE ARTS 3

Choose from: ART 100, 160, 260*, 261*, ENG 220, 221, HUM 101, 102, 105, 106, MUS 121, 225, 226

HUMANITIES 6

UNR recommends CH 201 or 202 or choose from HIST 105, 106, 247, HUM 101, 102, 211, AAD 201, ART 160, 260*, 261*, 265, MUS 121, 225, 226, all foreign language courses without a B designator, all 200-level English, all 100- and 200-level philosophy without a 'B' designator

MATHEMATICS 3

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

SCIENCE 3-6

Minimum three credits with lab required. For students transferring to UNR choose one from Group A plus three additional science credits.

Group A—ATMS 117, BIOL 100, 190, 191, CHEM 100, 121, 122, GEOL 100, 101, PHYS 100, 151, 152, 180 and 180L, 181 and 181L

Group B—ANTH 102, AST 104, ENV 100, GEOG 103, NUTR 121

SOCIAL SCIENCES 12

Must include both U.S. and Nevada Constitutions.

UNR recommends CH 203 or choose from (except those with a 'B' designator) HIST 101, 102, 217, PSC 103, 208, all 100- and 200-level anthropology (except ANTH 102), CRJ 101, 220, 230, ECON 102, 103, 104, all 100- and 200-level history, HDFS 201, JOUR 101, all 100- and 200-level political science, all 100- and 200-level psychology, all 100- and 200-level sociology

Total General Education Requirements 33-36

Core Requirements

Credits

THTR 100 Introduction to Theater 3

THTR 175 Musical Theater 3

THTR 204 Theater Technology I 3

THTR 209 Theater Practicum 6

THTR 210 Theater: A Cultural Context 3

Choose nine credits from the following.

THTR 105 Introduction to Acting I 3

THTR 205 Introduction to Acting II 3

THTR 206 Theater Workshop: Acting III 3

THTR 207 Laboratory Theater: Acting IV 3

Total Core Requirements 27

Electives

Theater Electives 9

Choose from speech communications (SPCM) and theater (THTR) classes.

Total Elective Requirements 9

**TOTAL
DEGREE
REQUIREMENTS**

69-72

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.

WS-123



THEATER

Certificate of Achievement

Career Choices

Students may apply their skills to many types of careers including the performing arts (actor, singer, dance, director), the visual arts (set, costume or lighting designer), film and television, music, teaching, advertising, public relations, law, sales, psychology and many more.

Salary Range

The salary range is from zero to millions. It is difficult to earn a living in theater, film or television, but those who do earn a very healthy salary. Most theater students pursue their art for the pure joy and love of performing, not the financial gain.

Job Openings

Again, it is difficult to perform for a living, but the technical theater opportunities are abundant because of northern Nevada's casino entertainment environment. Resume credit (portfolio) for shows completed are the manner in which performers receive their next job.

Program Length

The certificate may be earned in one year.

The certificate of achievement in theater is formulated for the student who may want to hone one's theater skills in a conservatory-type setting; the student who does not desire to transfer to a four-year institution; the student who may already possess a degree in higher education; and the student who has an avocational interest in theater.

General Education Requirements Credits

COMMUNICATIONS	3
HUMAN RELATIONS	3
QUANTITATIVE REASONING	3

Total General Education Requirements 9

Core Requirements

THTR 209 Theater Practicum	6
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Total Core Requirements 6

Elective Requirements

Choose 15 credits from the following.

SPCM 113 Fundamentals of Speech I	3
SPCM 135 Group Communications	3
THTR 100 Introduction to Theatre	3
THTR 105 Introduction to Acting I	3
THTR 108 Introduction to Playwriting	3
THTR 112 Beginning Singing for the Actor	3
THTR 116 Dance Styles: Musical Theater	2
THTR 122 Creative Drama	3
THTR 133 Fundamentals of Directing	3
THTR 175 Musical Theater	3
THTR 180 Cinema as Art and Communication	3
THTR 200 Introduction to Stage Voice I	3
THTR 204 Theater Technology	3
THTR 205 Introduction to Acting II	3
THTR 206 Theater Workshop: Acting III	3
THTR 207 Laboratory Theater: Acting IV	3

ELECTIVE REQUIREMENTS CONT.

THTR 210 Theater: A Cultural Context	3
THTR 221 Interpretation	3
THTR 224 Introduction to Gay Plays	3
THTR 231 Children's Theater	4
THTR 235 Acting for the Camera	3
THTR 245 Stage Movement and Stage Combat	3
THTR 252 Play Structure and Analysis	3
THTR 253 Classic and Neo-classic Theatrical Literature	3
THTR 255 20th Century Theatrical Literature	3
THTR 258 Theatre Experience and Travel	1-2
THTR 295 Independent Study: Theater	1-3

Total Elective Requirements 15

**TOTAL
CERTIFICATE
REQUIREMENTS**

30



VETERINARY TECHNOLOGY

Associate of Applied Science

Career Choices

Veterinary technicians who are licensed in Nevada will find a variety of opportunities in private veterinary clinics and hospitals, university and teaching hospitals, state and local governments, research facilities and pet food and drug industries.

Salary Range

Average salary: \$14 to \$16 per hour

Job Openings

The state of Nevada requires that all Veterinary Technicians be licensed. The demand for veterinary technicians in Northern Nevada is wide open due to the rapid population increase and the increasing popularity of family pets.

Program Length

This program can be completed in two years and requires four semesters.

Prerequisites

BIOL 190 Cell and Molecular Biology	4
BIOL 201 General Zoology	4

Total General Education Requirements 8

General Education Requirements Credits

DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
ENGLISH/COMMUNICATIONS	6
Choose from ENG 101 and 102 or ENG 107 and 108.	
HUMAN RELATIONS	3
SCIENCE	6
Prerequisites for the program meet the general education science requirement.	
MATHEMATICS	3
MATH 120 or higher	
SOCIAL SCIENCE/HUMANITIES	3
U.S. AND NEVADA CONSTITUTIONS	3

Total General Education Requirements 24

Credits

Core Requirements

Credits

VETT 101B Introduction to Animal Health Technology	4
VETT 105B Veterinary Medical Terminology	1
VETT 110B Clinical Anatomy and Physiology	4
VETT 125B Veterinary Office Procedures	2
VETT 128B Animal Nursing	4
VETT 203B Clinical and General Pathology	4
VETT 205B Veterinary Diagnostic Imaging	2
VETT 208B Laboratory Animal Science	2
VETT 209B Parasitology	2
VETT 211B Animal Nutrition	2
VETT 225B Pharmacology/Toxicology	2
VETT 227B Advanced Animal Nursing	4
VETT 235B Anesthesia, Surgical Nursing and Dental Procedures	4
VETT 240B Large Animal Medicine	4
VETT 250B Small Animal Critical Care	3
VETT 266B Directed Clinical Practice	2
VETT 267B Advanced Clinical Practices	2

Total Core Requirements 48

VETERINARY TECHNOLOGY PROGRAM

For more information, call
775-673-7216 or 673-8209.

**TOTAL
DEGREE
REQUIREMENTS**

80

Students are advised to review the Common Course Numbering Table on pages CCN-1 to CCN-7 to determine if classes taken previously may be used for this program. If you need assistance, please contact the TMCC counseling and advisement office at 775-673-7060.

WS-125



WEBMASTER

Computer Information Technology— Associate of Applied Science

Career Choices

This emphasis prepares students for careers in the exciting and dynamic Internet industry.

Salary Range

Entry-level pay: \$15 to \$20 hour
Experienced: \$100,000 annually

Job Openings

People with the ability to develop and support Web sites are in demand; the need is expected to continue as the Internet continues its explosive growth. Uses of Internet technology are very diverse and so are the job opportunities. If you like to work with the Internet and you're looking for a career area that offers a wide variety of options, this might be the area for you!

Program Length

This program can be completed in two years or four semesters.

General Education Requirements Credits

DIVERSITY (3)

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.

COMMUNICATIONS 3

Choose from: BUS 107, SPCM 113 or 135

CONSTITUTION (U.S. and Nevada) 3

ENGLISH 3

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

HUMAN RELATIONS 3

Required: MGT 212

QUANTITATIVE REASONING 3

Choose from: MATH 126 or higher

SCIENCE 6

SOCIAL SCIENCES/HUMANITIES 3

Total General Education Requirements 24

Core Requirements

CIT 110 A+ Hardware 3

CIT 111* A+ Software 3

CSCO 120 Cisco Networking Academies I 5

Choose three credits from the following.

ACC 201 Financial Accounting 3

BUS 101 Introduction to Business 3

IS 101 Introduction to Information Systems 3

Total Core Requirements 14

Emphasis Requirements

CIT 151 Beginning Web Development 3

CIT 181 Introduction to Oracle 3

COT 207B Business Applications on the Internet 3

GRC 175 Web Design and Publishing I 3

IS 115 Introduction to Programming 3

Emphasis Requirement, Cont. Credits

TRACK 1 SERVER ADMINISTRATION

CIT 171 Introduction to the UNIX Operating System 3

CIT 255 Web Server Administration I 3

Choose three credits from the following

CIT 173 Linux Installation and Configuration 3

CIT 212 MCSE II 4

Track 1 Total 9-10

TRACK 2 SITE DEVELOPMENT

CIT 152B* Web Script Language Programming 3

CIT 153 Beginning Perl 3

Choose three credits from the following

CIT 251 Advanced Web Development 3

CIT 257 Web Languages 3

Track 2 Total 9

Total Emphasis Requirements 24-25

**TOTAL
DEGREE
REQUIREMENTS**

62-63



WELDING TECHNOLOGY

Associate of Applied Science

Career Choices

Certified welders can work in a variety of industries, including manufacturing, sheet metal, construction, ironworking, mining and agriculture.

Salary Range

Entry-level pay: \$24,000 to \$30,000 a year
 Three years of experience: \$28,000 to \$36,000 a year

Job Openings

There is a high demand for welders in the Reno-Sparks area and throughout the country. Advanced certifications can lead to employment in the natural gas, high-pressure vessel and exotic metal fabrication fields.

Program Length

This program can be completed in four semesters or two years.

General Education Requirements Credits

DIVERSITY	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.	
ENGLISH/COMMUNICATIONS	6
Recommended: ENG 107 and 108	
HUMAN RELATIONS	3
Recommended: CE 195B	
QUANTITATIVE REASONING	3
Recommended: MATH 108B	
SCIENCE	6
SOCIAL SCIENCES/HUMANITIES	3
U.S. AND NEVADA CONSTITUTIONS	3
Recommended: PSC 103	

Total General Education Requirements 24

Core Requirements

COT 202B Introduction to Computer Applications	3
MTL 160B Blueprint Reading and Measuring/Gauging for Machinist I	2
MTL 212 Welding I	3
MTL 213 Welding II	3
MTL 217B Welding III	3
MTL 218B Welding IV	3
MTL 290B Internship in Metal	3
MTL 291B Welding I Practice (must be taken with MTL 212)	2
MTL 292B Welding II Practice (must be taken with MTL 213)	2
MTL 293B Welding III Practice (must be taken with MTL 217B)	2
MTL 294B Welding IV Practice (must be taken with MTL 218B)	2
MTL 296B AWS Code Prep	1-6

Total Core Requirements 29-34

Elective Requirements

Credits

Choose 12 - 15 credits from the following.

IMT 110B Introduction to Industrial Electricity	4
MTL 110B Introduction to Machine Operation	3
or MTL 164B Machine Shop I	4
MTL 170B Metallurgy and Materials	3
MTL 225B Independent Study	1-6
Electives (other courses upon departmental approval)	1-6

Total Elective Requirements 12-15

Note

This program provides students with the opportunity to complete studies for an associate of applied science degree or a certificate of achievement. Welding skill competencies are based on American Welding Society (AWS) standards. Successful degree or certificate students must pass AWS certification in structural steel, D.1.1. (vertical and overhead) with SMAW or GMAW processes.

**TOTAL
DEGREE
REQUIREMENTS**

65-73



WELDING TECHNOLOGY Certificate of Achievement

Career Choices

Skilled welders can work in a variety of industries, including manufacturing, sheet metal, construction, ironworking, mining and agriculture.

Salary Range

Entry-level pay: \$24,000 to \$30,000 a year

Three years of experience: \$28,000 to \$36,000 a year

Job Openings

There is a high demand for welders in the Reno-Sparks area and throughout the country.

Advanced certifications can lead to employment in the natural gas, high-pressure vessel and exotic metal fabrication fields.

Program Length

This program can be completed in three semesters or one year.

General Education Requirements Credits

COMMUNICATIONS 3

Recommended: ENG 107

HUMAN RELATIONS 3

Recommended: CE 195B

QUANTITATIVE REASONING 3

Recommended: MATH 108B

Total General Education Requirements 9

Core Requirements

MTL 212 Welding I 3

MTL 213 Welding II 3

MTL 291B Welding Practice I (concurrent with MTL 212) ... 2

MTL 292B Welding Practice II (concurrent with MTL 213) .. 2

MTL 296B AWS Code Prep 6

Total Core Requirements 16

Elective Requirements

Metal Electives 6

Choose six credits of other MTL courses or other courses with department approval.

Total Elective Requirements 6

Note

This program provides students with the opportunity to complete studies for an associate of applied science degree or a certificate of achievement. Welding skill competencies are based on American Welding Society (AWS) standards. Successful degree or certificate students must pass AWS certification in structural steel, D.1.1. (vertical and overhead) with SMAW or GMAW processes.

**TOTAL
CERTIFICATE
REQUIREMENTS**

31



TITLE OF PROGRAM _____
Type of degree or certificate _____

Important numbers

Counseling and Advisment office—775-673-7060
 Controller's office—775-673-7155
 Admissions and Records office—775-673-7042
 Starting Point—775-673-7111

Contacts

General Education Requirements

DIVERSITY (3)

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page WS-8) Designated diversity courses can be used to fulfill other general education or major requirements.

ENGLISH/COMMUNICATIONS

HUMAN RELATIONS

MATHEMATICS/QUANTITATIVE REASONING

SCIENCE

SOCIAL SCIENCES/HUMANITIES

U.S. AND NEVADA CONSTITUTIONS

Total General Education Requirements _____

Core Requirements

Total Core Requirements _____

Emphasis Requirements

Total Emphasis Requirements _____

Elective Requirements

Total Elective Requirements _____

**TOTAL
 DEGREE OR CERTIFICATE
 REQUIREMENTS**

COMMON COURSE NUMBERING

TMCC COMMON COURSE NUMBERING CHANGES

Old Course Information			Type of Change					New Course Information		
			New Course	Prefix	Course No.	Title	Credits			
AAD 107	Architectural Construction	3 credits			•	•		AAD 125	Construction Drawings and Detailing	3 credits
AAD 114	Cities and Buildings of the World	3 credits			•	•		AAD 201	History of the Built Environment	3 credits
AAD 126	Fundamentals of Design Theory I	3 credits			•	•		AAD 180	Fundamentals of Design I	3 credits
AAD 127	Architectural Design Applications I	2 credits			•	•	•	AAD 181	Fundamentals of Design I Discussion	3 credits
AAD 128	Fundamentals of Design Theory II	3 credits			•	•		AAD 182	Fundamentals of Design II	3 credits
AAD 129	Architectural Design Applications II	2 credits			•	•	•	AAD 183	Fundamentals of Design II Discussion	3 credits
AAD 226	Fundamentals of Design Theory III	3 credits			•	•		AAD 280	Fundamentals of Architecture Design I	3 credits
AAD 228	Fundamentals of Design Theory IV	3 credits			•	•		AAD 282	Fundamentals of Architecture Design II	3 credits
AAD 236	Architectural Design and Delineation II	3 credits			•	•		AAD 223	Gr. Software/Arch., Const., Dsgn & Plan	3 credits
ADT 109B	Solar Design for Architects and Designers	3 credits			•	•		AAD 230	Design with Climate	3 credits
ADT 211B	Advanced Computer-Aided Drafting and Design	3 credits			•	•		AAD 265	Computer Apps in Architecture I	3 credits
ADT 214B	Advanced Auto-CAD for Landscape	3 credits			•	•		AAD 262	CAD for Landscape Architecture	3 credits
ADT 228B	Landscape Plant Materials	3 credits			•	•		AAD 257	Plant Materials	3 credits
ACC 180B	Payroll Accounting and Employee Rights	3 credits				•		ACC 180B	Payroll and Employee Benefit Accting	3 credits
ACC 290B	Internship in Accounting	1-8 credits			•	•		ACC 295B	Work Experience	1-8 credits
ART 108	Design Fundamentals / Color Theory	2 credits			•	•		ART 108	Design Fundamentals II	3 credits
ART 115	Art Appreciation	3 credits			•			ART 160	Art Appreciation	3 credits
ART 116	Survey Art of Western Civ I	3 credits			•	•		ART 260*	Survey of Art History I	3 credits
ART 117	Survey Art of Western Civ II	3 credits			•	•		ART 261*	Survey of Art History II	3 credits
ART 121	Drawing	3-5 credits			•	•	•	ART 101*	Drawing I	3 credits
ART 135	Painting	3-5 credits			•	•	•	ART 231	Painting I	3 credits
ART 145	Water Color Painting	3-5 credits			•	•	•	ART 127	Water Color I	3 credits
ART 150	Beginning Photography	3-5 credits			•	•	•	ART 135*	Photography I	3 credits
ART 163	Sculpture	3-5 credits			•	•	•	ART 216	Sculpture I	3 credits
ART 175	Ceramics	3-5 credits			•	•	•	ART 211	Ceramics I	3 credits
ART 185	Printmaking	3-5 credits			•	•	•	ART 124*	Introduction to Printmaking	3 credits
ART 195	Jewelry I	3 credits			•	•		ART 106	Jewelry I	3 credits
ART 213	Introduction to Contemporary Art	3 credits			•			ART 265	Introduction to Contemporary Art	3 credits
ART 221	Drawing	3-5 credits			•	•	•	ART 102*	Drawing II	3 credits
ART 222	Figure Drawing	3-5 credits			•	•	•	ART 201	Life Drawing I	3 credits
ART 235*	Painting	3-5 credits			•	•	•	ART 232	Painting II	3 credits
ART 246	Water Color Painting II	3-5 credits			•	•	•	ART 227	Water Color II	3 credits
ART 250	Photography II	3-5 credits			•		•	ART 235+	Photography II	3 credits
ART 260	New Media: Intro to Digital Photography	3 credits			•	•		ART 249	New Media	3 credits
ART 275	Intermediate Ceramics	3-5 credits			•	•	•	ART 212	Ceramics II	3 credits
ART 288	Special Topics in Studio Art	3-5 credits			•		•	ART 299*	Special Topics in Studio Art	1-3 credits
ART 289	Special Topics in Art	3 credits			•	•	•	ART 295	Special Topics in Art History	1-3 credits
ART 297	Independent Study	3 credits			•		•	ART 296	Independent Study	1-3 credits
ART 298	Introduction to Gallery Practices	3 credits			•			ART 209	Introduction to Gallery Practices	3 credits
ART 299	The Portfolio Emphasis Photography	3-5 credits			•	•	•	ART 298*	Portfolio Emphasis	1-3 credits
BIOL 100	General Biology	3 credits				•		BIOL 100	General Biology for Non-majors	3 credits
BIOL 123B	Anatomy for Office Personnel	3 credits			•	•		BIOL 200	Elements of Hum. Anatomy/Physio.	3 credits
BIOL 190	Cell and Molecular Biology	4 credits				•		BIOL 190	Intro. to Cell and Molecular Biology	4 credits
BIOL 190	Introduction to Cell and Molecular Biology	4 credits					•	BIOL 190	Intro. to Cell and Molecular Biology	3 credits
					•			BIOL 190L	Intro. to Cell and Molecular Biology Lab	1 credit
BIOL 191	Organismic Biology	4 credits				•		BIOL 191	Introduction to Organismic Biology	4 credits
BIOL 191	Introduction to Organismic Biology	4 credits					•	BIOL 191	Introduction to Organismic Biology	3 credits
					•			BIOL 191L	Intro. to Organismic Biology Lab	1 credit
BIOL 299B	Special Topics in Biology	1-4 credits			•		•	BIOL 299	Special Topics in Biology	1-3 credits
BTO 100B	Computerized Keyboarding	3 credits			•	•	•	COT 101B	Computer Keyboarding I	1-3 credits
BTO 114B	General Medical Office Procedures	3 credits			•		•	COT 114B	General Medical Office Billing	3 credits
BTO 115B	Computerized Medical Office Billing	3 credits			•			COT 115B	Computerized Medical Office Billing	3 credits
BTO 116B	Medical Transcription	4 credits			•	•	•	COT 122B	Medical Typing and Transcription	1-4 credits

TMCC COMMON COURSE NUMBERING CHANGES

Old Course Information			Type of Change					New Course Information		
			New Course	Prefix	Course No.	Title	Credits			
BTO 118B	Calculators and Business Applications	3 credits	•	•	•	•	•	COT 110B*	Business Machines	1-3 credits
BTO 119B	Machine Transcription	3 credits		•	•	•	•	COT 111B	Transcribing Machines	1-3 credits
BTO 123B	Legal Transcription	3 credits		•		•	•	COT 123B	Legal Typing and Transcription	1-3 credits
BUS 151B	Small Business Financial Planning & Analysis	3 credits		•	•			FIN 152B	Small Bus. Financial Plan. & Analysis	3 credits
BUS 155B	Fundamentals of Investing	3 credits		•	•	•		FIN 115	Introduction to Investments	3 credits
BUS 161B	Family Financial Planning	3 credits		•	•	•		FIN 101	Personal Finance	3 credits
BUS 162B	Retirement Planning	1-3 credits		•	•			FIN 120B	Retirement Planning	1-3 credits
CEP 210	Information Technology in Teaching	2 credits		•	•		•	EDU 204	Information Technology in Teaching	3 credits
CHEM 100	Elementary Concepts of Chemistry	3 credits				•		CHEM 100	Molecules & Life in the Modern World	3 credits
CHEM 101	General Chemistry I	5 credits			•		•	CHEM 121	General Chemistry I	4 credits
			•					CHEM 121R	General Chemistry with Recitation I	5 credits
CHEM 102	General Chemistry II	5 credits			•		•	CHEM 122	General Chemistry II	4 credits
			•					CHEM 122R	General Chemistry with Recitation II	5 credits
CHEM 142	Introductory Organic Chemistry	5 credits			•		•	CHEM 220	Introductory Organic Chemistry	4 credits
CI 160	Introduction to Elementary Education	3 credits		•	•			EDU 201	Introduction to Elementary Education	3 credits
CI 201	Society, the Student, & the Secondary Schools	3 credits		•	•	•		EDU 202	Introduction to Secondary Education	3 credits
CI 210	Education of the Exceptional Child	3 credits		•	•	•		EDU 203	Introduction to Special Education	3 credits
CI 211	Char. of Students with Mild/Moderate Disabilities	2 credits		•	•			EDU 208	Char. of Students with Mild/Mod. Dis.	2 credits
CI 212	Exceptional Child Experience	1 credit		•	•			EDU 209	Exceptional Child Experience	1 credit
CI 260	Classroom Learning Environments	3 credits		•	•			EDU 206	Classroom Learning Environments	3 credits
CIT 101	Introduction to Management Info Systems	3 credits		•	•	•		IS 150	Computer Literacy 3 credits	chgd. to IS 101
CIT 111	PC Maintenance	3 credits			•	•		CIT 110	A+ Hardware	3 credits
CIT 112	PC Operating Systems	3 credits			•	•		CIT 111*	A+ Software	3 credits
CIT 113	CCNA I	5 credits		•	•	•		CSCO 120	Cisco Networking Academies I	5 credits
CIT 114	CCNA II	5 credits		•	•	•		CSCO 121	Cisco Networking Academies II	5 credits
CIT 115	Introduction to Programming	3 credits		•				IS 115	Introduction to Programming	3 credits
CIT 121	Basic Programming Language I	3 credits			•	•		CIT 132	Beginning Visual Basic	3 credits
CIT 131	Introduction to Object-Oriented Programming	3 credits			•	•		CIT 133 *	Beginning C++	3 credits
CIT 133	C Programming I	3 credits			•	•		CIT 131*	Beginning C Programming	3 credits
CIT 151	HTML and Introductory Scripting	3 credits				•		CIT 151	Beginning Web Development	3 credits
CIT 152	Java Programming I	3 credits			•	•		CIT 130	Beginning Java	3 credits
CIT 152B *	Web Script Language Programming	3 credits			•			CIT 152 R	Web Script Language Programming	3 credits
CIT 153	Programming in Perl I	3 credits				•		CIT 153	Beginning Perl	3 credits
CIT 161	MCSE I	3-5 credits			•			CIT 211	MCSE I	3-5 credits
CIT 162	MCSE II	3-5 credits			•	•		CIT 213*	MCSE III	3-5 credits
CIT 163	MCSE III	3-5 credits			•	•		CIT 214*	MCSE IV	3-5 credits
CIT 181B	Introduction to the Enterprise Database	3 credits			•	•		CIT 181	Introduction to Oracle	3 credits
CIT 209B	User Support Skill and Technology	3 credits			•			CIT 209	User Support Skills and Technology	3 credits
CIT 210	Computer Troubleshooting for Teachers	1 credit			•			CIT 200	Computer Troubleshooting for Teachers	1 credit
			•					CIT 212	MCSE II	3-5 credits
CIT 213	CCNA III	5 credits		•	•	•		CSCO 220	Cisco Networking Academies III	5 credits
CIT 214	CCNA IV	5 credits		•	•	•		CSCO 221	Cisco Networking Academies IV	5 credits
			•					CIT 215	MCSE Electives	3-5 credits
CIT 222	Basic Programming Language II	3 credits			•	•		CIT 232	Advanced Visual Basic	3 credits
CIT 231	Object-Oriented Programming II	3 credits			•	•		CIT 233*	Advanced C++	3 credits
CIT 233	C Programming II	3 credits			•	•		CIT 231*	Advanced C Programming	3 credits
CIT 250	Systems and Procedures Design	3 credits			•	•		CIT 260	Systems Analysis and Design I	3 credits
CIT 252	Java Programming II	3 credits			•	•		CIT 230	Advanced Java	3 credits
CIT 255	Web Server Administration	3 credits				•		CIT 255	Web Server Administration I	3 credits
CIT 274	LAN Systems Management	5 credits			•	•		CIT 125	Novell Netware Administration	5 credits
CIT 275B	Advanced LAN Administration: Novell	5 credits			•	•		CIT 225	Novell Netware Install and Design	5 credits
CIT 277	Current Topics in Networking: Novell	3 credits			•	•		CIT 227	Novell Netware Elective	3 credits

TMCC COMMON COURSE NUMBERING CHANGES

Old Course Information			Type of Change					New Course Information		
			New Course	Prefix	Course No.	Title	Credits			
COT 161B	Microsoft Word MOUS Certification Preparation	2 credits		•	•	•	CIT 201	Word Certification Preparation	2 credits	
COT 162B	Microsoft Excel MOUS Certification Preparation	2 credits		•	•	•	CIT 202	Excel Certification Preparation	2 credits	
COT 163B	Microsoft PowerPoint MOUS Certification Prep.	1 credit		•	•	•	CIT 204	Powerpoint Certification Preparation	1 credit	
COT 164B	Microsoft Access MOUS Certification Prep.	2 credits		•	•	•	CIT 203	Access Certification Preparation	2 credits	
COT 202	Introduction to Computer Applications	3 credits			•		COT 202B	Introduction to Computer Applications	3 credits	
COT 203	Computer Applications	3 credits		•			IS 203	Computer Applications	3 credits chgd. to IS 201	
CUL 100	Sanitation/HACCP	1-2 credits				•	CUL 100	Sanitation/HACCP	2 credits	
CUL 104B	Basic Skills Development	3 credits			•		CUL 105	Basic Skills Development	3 credits	
CUL 108B	Understanding Culinary Techniques II	6 credits			•		CUL 108	Understanding Culinary Techniques II	6 credits	
CUL 114B	Buffet Catering	3 credits			•		CUL 114	Buffet Catering	3 credits	
CUL 118	Food Service Sanitation	1-2 credits			•	•	CUL 100	Sanitation/HACCP	1-2 credits	
CUL 120B	Regional American Cuisine	3 credits			•	•	CUL 210	American Regional Cuisine	3 credits	
CUL 163	Principles of Baking	3 credits			•		CUL 125	Principles of Baking	3 credits	
CUL 164	Advanced Baking	3 credits			•		CUL 225	Advanced Baking	3 credits	
CUL 171B	Introduction to Pastry and Tortes	3 credits			•	•	CUL 230*	Pastry Arts	3 credits	
CUL 172B	Retail Deli and Bakery Techniques	3 credits			•	•	CUL 170	Retail Deli and Bakery	3 credits	
CUL 198B	Special Topics in Culinary Arts	0.5-6 credits			•		CUL 198	Special Topics in Culinary Arts	0.5-6 credits	
CUL 219	The Restaurant Experience	4 credits			•	•	CUL 200	Aromatics/Restaurant Experience	4 credits	
CUL 220B	International Cuisine	3 credits			•		CUL 220	International Cuisine	3 credits	
CUL 224B	Beers and Wines of the World	3 credits		•	•		FAB 224	Beers and Wines of the World	3 credits	
CUL 245B	The Business Chef	3 credits			•		CUL 245	The Business Chef	3 credits	
CUL 273	Garde Manger	3 credits			•		CUL 130	Garde Manger	3 credits	
CUL 274	The Saucier	3 credits			•	•	CUL 250	Saucier	3 credits	
CUL 285B	Selected Topics in Culinary Arts	1-6 credits			•		CUL 195	Selected Topics in Culinary Arts	1-6 credits	
CUL 290B	Internship in Culinary Arts	1-3 credits			•	•	CUL 295	Work Experience in Culinary Arts	1-6 credits	
DFT 100	Basic Drafting Principles	3 credits				•	DFT 100	Basic Drafting Principles	3-4 credits	
DFT 102	Technical Drafting I	3 credits		•	•	•	CADD 140	Technical Drafting I	3-4 credits	
DFT 103B	Technical Drafting II	3 credits		•	•	•	CADD 141B	Technical Drafting II	3-4 credits	
DFT 124B	Blueprint Reading for Industry	3 credits			•	•	DFT 110B	Blueprint Reading for Industry	3-4 credits	
DFT 131	Introduction to CAD - AUTOCAD	3 credits				•	DFT 131	Intro. to Computer-Aided Drafting	3 credits	
DFT 131	Introduction to Computer-Aided Drafting	3 credits		•	•	•	CADD 100	Intro. to Computer-Aided Drafting	3-4 credits	
DFT 133	Intermediate Computer-Aided Drafting	3 credits		•	•	•	CADD 105	Intermed. Computer-Aided Drafting	3-4 credits	
DFT 198B	Special Topics in Drafting	0.5-6 credits		•		•	CADD 198B	Special Topics in CADD	1-6 credits	
DFT 203B	Technical Drafting III	3 credits		•	•	•	CADD 142B	Technical Drafting III	3-4 credits	
DFT 225B	Independent Study	3-6 credits		•	•		CADD 295B	Independent Study	3-6 credits	
DFT 230	Advanced Computer-Aided Drafting	3 credits		•	•	•	CADD 200	Advanced Computer-Aided Drafting	3-4 credits	
DFT 231	CAD Project	3 credits				•	DFT 231	CAD Drafting Project	3 credits	
DFT 231	CAD Drafting Project	3 credits		•	•	•	CADD 210B	CADD Project	3-4 credits	
DFT 232	CAD Systems Management	3 credits		•	•	•	CADD 250	CAD Systems Management	3-4 credits	
DFT 233	Solid Modeling and Parametric Design	3 credits		•	•	•	CADD 245	Solid Modeling & Parametric Design	3-4 credits	
DFT 235	CAD Customization I	3 credits		•	•	•	CADD 255	CAD Customization I	3-4 credits	
DFT 236	CAD Customization II	3 credits		•	•	•	CADD 256	CAD Customization II	3-4 credits	
DFT 290B	Internship in Drafting	1-8 credits				•	DFT 290B	Internship in Drafting	1-6 credits	
DFT 290B	Internship in Drafting	1-6 credits		•	•	•	CADD 290B	Internship in CADD	1-6 credits	
DFT 299B	Engineering-Drafting Program Assessment	1 credit		•	•	•	CADD 299B	Capstone/Assessment	1-3 credits	
DGM 145B	Internet Design & Publishing	3 credits		•	•	•	GRC 175	Web Design & Publishing I	3 credits	
DGM 149B	Digital Video and Animation	3 credits		•	•	•	GRC 188	Web Animation and Interactivity	3 credits	
DGM 150B	Multimedia Production	3 credits		•	•	•	GRC 179	Multimedia Design and Production	3 credits	
DGM 155B	3D Modeling	3 credits		•	•	•	GRC 185	Computer Animation I	3 credits	
DGM 198B	Special Topics: Digital Media	1-6 credits						course deleted		
DGM 245B	Advanced Internet Design & Publishing	3 credits		•	•	•	GRC 275B	Web Design & Publishing II	3 credits	
DGM 250B	Advanced Multimedia Design Studio	3 credits		•	•	•	GRC 279B	Multimedia Design & Production II	3 credits	

TMCC COMMON COURSE NUMBERING CHANGES

Old Course Information			Type of Change					New Course Information		
			New Course	Prefix	Course No.	Title	Credits			
DGM 255B	Advanced 3D Design & Animation	3 credits		•	•	•	GRC 285B	Computer Animation II	3 credits	
DH 103B	Head and Neck Anatomy	2 credits			•		DH 103	Head and Neck Anatomy	2 credits	
DH 113B	General and Oral Pathology	3 credits			•		DH 113	General and Oral Pathology	3 credits	
DH 120B	Fundamentals of Nutrition in Dentistry	3 credits			•		DH 120	Fundamentals of Nutrition in Dentistry	3 credits	
DH 205B	Clinical Practice II	5 credits			•		DH 205	Clinical Practice II	5 credits	
DH 207B	Periodontics II	2 credits			•		DH 207	Periodontics II	2 credits	
DH 215B	Clinical Practice III	5 credits			•		DH 215	Clinical Practice III	5 credits	
DH 218B	Community Dental Health II	2 credits			•		DH 218	Community Dental Health II	2 credits	
ECE 126	Social and Emotional Dev. in Infant/Toddler	1-3 credits				•	ECE 126	Social/Emo. Dev. for Infants/Toddlers	1-3 credits	
ECE 131	Introduction to Teaching the Young Child	3 credits			•	•	ECE 250	Intro. to Early Childhood Education	3 credits	
ECE 155	Reading Readiness in the Preschool	1 credit				•	ECE 155	Literacy and the Young Child	1 credit	
ECE 158	Physical Education in the Preschool Curriculum	1 credit				•	ECE 158	Activities/Phys. Dev. in Young Children	1 credit	
ECE 161	Social Studies in the Preschool	1 credit				•	ECE 161	Social Studies in Preschool Curriculum	1 credit	
ECE 231	Practicum Children and Their Families	3-8 credits				•	•	ECE 231	Preschool Practicum: Child Dev. Lab	1-5 credits
ECE 234	Preschool Curriculum	3 credits			•	•	ECE 251	Curriculum in Early Childhood Education	3 credits	
ECE 235	Curricula for Young Children with Special Needs	3 credits				•	ECE 235	Adapt. Curr./Young Child. Spec. Needs	3 credits	
ECON 101	Principles of Macroeconomics	3 credits			•		ECON 103	Principles of Macroeconomics	3 credits	
ENG 052	Bridge ESL Writing II	3 credits	•				ENG 081 A	ESL Listening/Speak	3 credits (repeatable to 6)	
ENG 081	Basic Skills in Reading	1-3 credits (repeatable to 6)			•	•	ENG 081 D	Basic ESL Writing	3 credits	
ENG 082	Effective Reading Techniques	1-3 credits (repeatable to 6)			•	•	ENG 081 C	Basic Skills Reading	1-3 credits (repeatable to 6)	
ENG 103	Bridge ESL Writing	3 credits			•	•	ENG 112 A	Bridge ESL Listening	3 credits (repeatable to 6)	
ENV 130	Control of Environmental Pollution	3 credits			•		ENG 112 C	Bridge Read. Skills	1-3 credits (repeatable to 6)	
ENV 206	Sampling, Analysis, Treatment and Disposal	3 credits			•		ENG 112 D	Bridge ESL Writing	3 credits (repeatable to 6)	
ENV 290B	Internship in Environmental Studies	1-8 credits			•		ENV 130	Fund./Env. Poll.: Concepts/Methods	3 credits	
ENV 292	Community Environmental Problems	3 credits			•		ENV 203 R	Sampling, Analysis, Treat. & Disposal	3 credits	
ENV 299B	Special Topics in Environmental Studies	0.5-3 credits			•		ENV 290	Internship in Environmental Studies	1-8 credits	
FREN 203	Second Year French I	3 credits			•		ENV 292	Nevada Environmental Problems	3 credits	
FREN 204	Second Year French II	3 credits			•		ENV 299	Special Topics in Env. Studies	0.5-3 credits	
FS 101B	Introduction to Fire Protection	3 credits		•			FREN 211	Second Year French I	3 credits	
FS 111B	Fire Administration I	3 credits		•	•	•	FREN 212	Second Year French II	3 credits	
FS 121B	Fire Prevention	3 credits		•		•	FT 101B	Introduction to Fire Protection	3 credits	
FS 125B	Building Construction for Fire Protection	3 credits		•		•	FT 291B	Fire Administration	3 credits	
FS 127B	Firefighter Safety and Survival	1 credit		•	•		FT 121B	Fire Prevention I	3 credits	
FS 131B	Hazardous Materials	3 credits		•			FT 125B	Building Construction I	3 credits	
FS 160B	Entry Level Firefighter	3 credits		•	•		FT 208B	Firefighter Safety and Survival	1 credit	
FS 161B	Basic Firefighter	3 credits		•	•		FT 131B	Hazardous Materials	3 credits	
FS 162B	Nevada Firefighter I	3 credits		•	•		FT 102B	Entry Level Firefighter	3 credits	
FS 233B	Related Codes and Ordinances	3 credits		•	•	•	FT 103B	Basic Firefighter	3 credits	
FS 235B	Fire Hydraulics	3 credits		•	•	•	FT 104B	Nevada Firefighter I	3 credits	
FS 237B	Fire Apparatus and Equipment	3 credits		•	•	•	FT 122B	Codes/Ordinances I	3 credits	
FS 243B	Firefighting Tactics and Strategy	3 credits		•			FT 151B	Fire Service Hydraulics I	3 credits	
FS 244B	Fire Service Inspection and Investigation	3 credits		•	•	•	FT 150B	Apparatus and Equipment	3 credits	
FS 245B	Arson Investigation	3 credits		•	•	•	FT 243B	Firefighting Tactics and Strategy	3 credits	
FS 247B	Emergency Rescue Practices I	3 credits		•	•	•	FT 120B	Prevention, Investigation I	3 credits	
FS 248B	Aircraft Crash and Rescue	3 credits		•	•	•	FT 126B	Fire Cause Determination	3 credits	
FS 249B	Fire Protection Equipment and Systems	3 credits		•	•	•	FT 160B	Rescue Awareness	3 credits	
FS 250B	Firefighter I	6 credits		•	•		FT 145B	Aviation Emergencies	3 credits	
FS 251B	Introduction to Wildland Fire Control	3 credits		•	•	•	FT 244B	Fire Protection Systems	3 credits	
FS 252B	Intermediate Wildland Fire Control	3 credits		•	•	•	FT 204B	Firefighter I	6 credits	
FS 290B	Internship in the Fire Service	1-8 credits		•	•	•	FT 110B	Basic Wildland Firefighting	3 credits	
				•	•	•	FT 218B	Intermed. Fire Behavior, S-290, 390	3 credits	
				•	•	•	FT 109B	Internship in the Fire Service	1-6 credits	

TMCC COMMON COURSE NUMBERING CHANGES

Old Course Information			Type of Change					New Course Information		
			New Course	Prefix	Course No.	Title	Credits			
GER 203	Second Year German I	3 credits			•		GER 211	Second Year German I	3 credits	
GER 204	Second Year German II	3 credits			•		GER 212	Second Year German II	3 credits	
GRC 101	Introduction to Graphic Communications	2 credits				•	GRC 101	Intro. to Graphic Communications	2-3 credits	
GRC 103B	Introduction to Computer Graphics	2 credits			•	•	GRC 103	Intro. to Computer Graphics	2-3 credits	
GRC 107B	Design Fundamentals I	3 credits			•	•	GRC 107	Design Fundamentals	3 credits	
GRC 108B	Design Fundamentals / Color Theory	2 credits				•	GRC 108B	Design Fundamentals II	3 credits	
GRC 108B	Design Fundamentals II	3 credits			•	•	GRC 109	Color and Design	3 credits	
GRC 110B	Rendering Techniques	3 credits				•	GRC 110B	Rendering and Illustration	3 credits	
GRC 118	Fund. of Computer Graphics for Print Media	2 credits				•	GRC 118	Computer Graphics/Print Media	2-3 credits	
GRC 119	Fund. of Computer Graphics for Digital Media	2 credits				•	GRC 119	Computer Graphics/Digital Media	2-3 credits	
GRC 294B	Professional Portfolio	2 credits				•	GRC 294B	Professional Portfolio	1-3 credits	
HIST 211	Asian History I	3 credits				•	HIST 211	History of East Asia I	3 credits	
HIST 212	Asian History II	3 credits				•	HIST 212	History of East Asia II	3 credits	
HIST 225	U.S. Involvement in Vietnam	3 credits				•	HIST 225	Introduction to the Vietnam War	3 credits	
HIST 227	History of Latin American Culture	3 credits				•	HIST 227	Intro.n to Latin Amer. Hist. & Culture I	3 credits	
						•	HIST 228	Intro. to Latin Amer. History & Culture II	3 credits	
HIST 247	History of the Mexican Nation	3 credits				•	HIST 247	Introduction to the History of Mexico	3 credits	
HIST 248	The American Civil War	3 credits				•	HIST 248	Introduction to the American Civil War	3 credits	
						•	HIST 293	Intro. to African American History I	3 credits	
HIST 294	African American History: 1619 to Present	3 credits				•	HIST 294	Intro. to African American History II	3 credits	
IS 150	Computer Literacy	3 credits				•	IS 101	Introduction to Information Systems	3 credits	
IS 203	Computer Applications	3 credits				•	IS 201	Computer Applications	3 credits	
ITAL 101	Introduction to Italian I	3 credits			•	•	ITAL 113	Elementary Italian I	4 credits	
ITAL 102	Introduction to Italian II	3 credits			•	•	ITAL 114	Elementary Italian II	4 credits	
ITAL 103B	Intermediate Italian I	3 credits			•		ITAL 213	Intermediate Italian I	3 credits	
ITAL 104B	Intermediate Italian II	3 credits			•		ITAL 214	Intermediate Italian II	3 credits	
JOUR 201	Media Writing	3 credits				•	JOUR 102	News Reporting and Writing	3 credits	
						•	LAW 266	Legal Writing II	3 credits	
LAW 266B	Legal Office Basics	3 credits				•	LAW 268B	Legal Office Basics	3 credits	
MATH 190B	Math for Electronics	3 credits				•	MATH 190B	Math for Electronics Applications	3 credits	
MO 102	Basic Leadership & Organization	2 credits			•		MIL 102	Basic Leadership & Organization	2 credits	
MO 110B	Basic Military Training	3 credits			•		MIL 110B	Basic Military Training	3 credits	
MO 181	Physical Conditioning	2 credits			•		MIL 181	Physical Conditioning	2 credits	
MO 198B	Special Topics: Military Occupations	0.5 - 6 credits			•		MIL 198B	Spec. Topics: Military Occupations	0.5 - 6 credits	
MO 201	Military Topography & Orienteering	2 credits			•		MIL 201	Military Topography & Orienteering	2 credits	
MO 204	Summer Basic	2 credits			•		MIL 204	Summer Basic	2 credits	
MO 205	Small Unit Leadership Techniques	2 credits			•	•	MIL 202	Small Unit Leadership Techniques	2 credits	
MS 101	Introduction to Military Science	2 credits			•		MIL 101	Introduction to Military Science	2 credits	
MS 202	Small Unit Leadership Techniques	2 credits			•		MIL 202	Small Unit Leadership Techniques	2 credits	
MS 203	Basic Topics in Leadership Skills	1-2 credits			•		MIL 203	Basic Topics in Leadership Skills	1-2 credits	
MTL 240B	Welding and Art	4 credits				•	MTL 163B	Welding for Art I	4 credits	
MUS 101	Music Fundamentals and Ear Training	3 credits				•	MUS 101	Music Fundamentals	3 credits	
MUS 104	Guitar Class	2 credits				•	MUS 107	Guitar Class I	2 credits	
MUS 112	College Singers	1 credit			•	•	MUSE 101	Concert Choir	1 credit	
MUS 117	Concert Band	1 credit			•	•	MUSE 111	Concert Band	1 credit	
MUS 119	Orchestra	1 credit			•	•	MUSE 123	Orchestra	1 credit	
MUS 121	Music Appreciation	2-3 credits				•	MUS 121	Music Appreciation	3 credits	
MUS 123	Music History I	3 credits				•	MUS 225	Introduction to Music History I	3 credits	
MUS 124	Music History II	3 credits				•	MUS 226	Introduction to Music History II	3 credits	
MUS 151	Piano	1 credit			•	•	MUSA 129	Piano-Lower Division	1-2 credits	
MUS 153	Voice	1 credit			•	•	MUSA 145	Voice-Lower Division	1-2 credits	
MUS 153	Voice	1 credit			•	•	MUSA 147	Voice/Music Th. Majors-Lower Div.	1-2 credits	

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Old Course Information			Type of Change					New Course Information		
			New Course	Prefix	Course No.	Title	Credits			
MUS 155	Brass Instruments	1 credit		•	•	•	•	MUSA 121	Horn-Lower Division	1-2 credits
MUS 155	Brass Instruments	1 credit		•	•	•	•	MUSA 135	Trombone-Lower Division	1-2 credits
MUS 155	Brass Instruments	1 credit		•	•	•	•	MUSA 137	Trumpet-Lower Division	1-2 credits
MUS 155	Brass Instruments	1 credit		•	•	•	•	MUSA 139	Tuba-Lower Division	1-2 credits
MUS 157	Woodwind Instruments	1 credit		•	•	•	•	MUSA 103	Bassoon-Lower Division	1-2 credits
MUS 157	Woodwind Instruments	1 credit		•	•	•	•	MUSA 107	Clarinet-Lower Division	1-2 credits
MUS 157	Woodwind Instruments	1 credit		•	•	•	•	MUSA 113	Flute-Lower Division	1-2 credits
MUS 157	Woodwind Instruments	1 credit		•	•	•	•	MUSA 123	Oboe-Lower Division	1-2 credits
MUS 157	Woodwind Instruments	1 credit		•	•	•	•	MUSA 131	Saxophone-Lower Division	1-2 credits
MUS 159	String Instruments	1 credit		•	•	•	•	MUSA 101	Bass-Lower Division	1-2 credits
MUS 159	String Instruments	1 credit		•	•	•	•	MUSA 105	Cello-Lower Division	1-2 credits
MUS 159	String Instruments	1 credit		•	•	•	•	MUSA 141	Viola-Lower Division	1-2 credits
MUS 159	String Instruments	1 credit		•	•	•	•	MUSA 143	Violin-Lower Division	1-2 credits
MUS 161	Percussion	1 credit		•	•	•	•	MUSA 109	Drum Set-Lower Division	1-2 credits
MUS 161	Percussion	1 credit		•	•	•	•	MUSA 127	Percussion-Lower Division	1-2 credits
MUS 165	Guitar	1 credit		•	•	•	•	MUSA 115	Guitar-Lower Division	1-2 credits
MUS 175	Jazz Ensemble	1 credit		•	•			MUSE 131	Jazz Ensemble	1 credit
MUS 207	Theory I	4 credits			•	•	•	MUS 203	Music Theory I	3 credits
MUS 208	Theory II	4 credits			•	•	•	MUS 204	Music Theory II	3 credits
MUS 271	Advanced Theory I	4 credits			•	•	•	MUS 207R	Theory III	3 credits
MUS 272	Advanced Theory II	4 credits			•	•	•	MUS 208R	Theory IV	3 credits
PHIL 207	Introduction to Political Philosophy	3 credits					•	PHIL 207	Intro. to Social and Political Philosophy	3 credits
PHIL 296	Philosophy of India	3 credits			•	•		PHIL 225	Introduction to Indian Philosophy	3 credits
PHYS 151	General Physics I	5 credits					•	PHYS 151	General Physics I	3 credits
PHYS 151	General Physics I	3 credits					•	PHYS 151	General Physics I	4 credits
			•					PHYS 151L	General Physics Lab I	1 credit
PHYS 151L	General Physics Lab I	1 credit							course deleted	
PHYS 152	General Physics II	5 credits					•	PHYS 152	General Physics II	3 credits
PHYS 152	General Physics II	3 credits					•	PHYS 152	General Physics II	4 credits
			•					PHYS 152L	General Physics Lab II	1 credit
PHYS 152L	General Physics Lab I	1 credit							course deleted	
PHYS 201	Physics for Scientists and Engineers I	3 credits			•			PHYS 180	Physics for Scientists & Engineers I	3 credits
PHYS 202	Physics for Scientists and Engineers II	3 credits			•			PHYS 181	Physics for Scientists & Engineers II	3 credits
PHYS 204	Physics for Scientists and Engineers Lab I	1 credit			•			PHYS 180L	Physics for Scientists & Engineers Lab I	1 credit
PHYS 205	Physics for Scientists and Engineers Lab II	1 credit			•			PHYS 181L	Physics for Scientists & Engineers Lab II	1 credit
PHYS 290B	Internship in Physics	1-8 credits			•			PHYS 290	Internship in Physics	1-8 credits
RE 101	Real Estate Principles I	3 credits					•	RE 101	Real Estate Principles	3 credits
RE 103	Real Estate Principles II	3 credits					•	RE 103	Real Estate Law and Practice	3 credits
RE 205B	Real Property Management	3 credits					•	RE 205B	Real Estate Management	3 credits
RPED 105	Jazz Dance: Musical Theater	1 credit		•	•	•		DAN 132	Jazz Dance (Beginning)	1 credit
			•					DAN 133	Jazz Dance (Beginning/Intermediate)	1 credit
RPED 110	Modern Dance, Beginning	2 credits		•	•		•	DAN 138	Modern Dance, Beginning	1 credit
			•					DAN 139	Modern Dance (Beginning/Intermediate)	1 credit
RPED 156	Ballet, Beginning	2 credits		•	•		•	DAN 135	Ballet, Beginning	1 credit
			•					DAN 136	Ballet, Beginning/Intermediate	1 credit
RPED 157	Ballet, Intermediate/Advanced	2 credits		•	•	•	•	DAN 235	Ballet, Intermediate	1 credit
		1 credit	•					DAN 236	Ballet (Intermediate/Advanced)	1 credit
RPED 212	Modern Dance: Advanced	2 credits		•	•	•	•	DAN 238	Modern Dance Intermediate	1 credit
			•					DAN 239	Modern Dance (Intermediate/Advanced)	1 credit
SPAN 203	Second Year Spanish I	3 credits			•			SPAN 211	Second Year Spanish I	3 credits
SPAN 204	Second Year Spanish II	3 credits			•			SPAN 212	Second Year Spanish II	3 credits
SPTH 108	Introduction to Playwriting	3 credits		•				THTR 108	Introduction to Playwriting	3 credits

COURSE DESCRIPTIONS

ACCOUNTING

ACC 105	TAXATION FOR INDIVIDUALS	01.0-03.0
<i>Prerequisite:</i> None		
Income, expenses, exclusions, deductions and credits. Emphasis on the preparation of individual income tax returns. This course is transferable as an elective to UNR.		
ACC 120B	CASH DISBURSEMENTS AND ACCOUNTS PAYABLE	02.0
<i>Prerequisite:</i> None		
This course is part of TMCC's Accounting Technology Series. These classes focus on the application of real-world accounting techniques through three major phases of business transactions documentation, analysis and recording: 1) Study of the Cash Disbursements and Accounts Payable cycle with emphasis on internal control procedures and separation of functions; 2) Use of multiple computer-based accounting modules, and; 3) Organization of proper documentation and filing.		
ACC 121B	CASH RECEIPTS AND CASH MANAGEMENT	02.0
<i>Prerequisite:</i> None		
This course is part of TMCC's Accounting Technology Series. These classes focus on the application of real-world accounting techniques through three major phases of business transactions documentation, analysis and recording: 1) Study of the Cash and Cash Management cycle with emphasis on internal control procedures and separation of functions; 2) Use of multiple computer-based accounting modules, and; 3) Organization of proper documentation and filing.		
ACC 122B	PAY OPRTN/RPRTG CERT PAYROLL PROF PREP	04.0
<i>Prerequisite:</i> None		
This course is part of TMCC's Accounting Technology Series. These classes focus on the application of real-world accounting techniques through three major phases of business transactions documentation, analysis and recording: 1) Study of the Payroll operations cycle with emphasis on internal control procedures and separation of functions; 2) Use of multiple computer-based accounting modules, and; 3) Organization of proper documentation and files. This course also prepares the student to sit for the Certified Payroll Professional exam.		
ACC 123B	SALES AND ACCOUNTS RECEIVABLE COLLECTIONS	02.0
<i>Prerequisite:</i> None		
This course is part of TMCC's Accounting Technology Series. These classes focus on the application of real-world accounting techniques through three major phases of business transactions documentation, analysis and recording: 1) Study of the Sales and Accounts Receivable cycle with emphasis on internal control procedures and separation of functions; 2) Use of multiple computer-based accounting modules, and; 3) Organization of proper documentation and filing.		
ACC 124B	FORECASTS AND PROJECTIONS USING MICROSOFT EXCEL	02.0
<i>Prerequisite:</i> None		
This course is part of TMCC's Accounting Technology Series. This class focuses on the development of a forecast or projection using professional accounting standards as a basis to create underlying rationale and documentation. Additionally the student will learn how to develop a spreadsheet, which can be adjusted for "what if" circumstances with a minimum of added development. Students will learn how to develop a Statement of Assumptions and how to assess the reasonableness of these.		
ACC 135B	BOOKKEEPING I	03.0
<i>Prerequisite:</i> None		
An introductory course for those without previous study in bookkeeping or accounting. Includes the purpose and nature of accounting, measuring business income, basic accounting principles covering the accounting cycle from source documents through preparation of financial statements for a service business and a retail firm, banking procedures and payroll procedures. Some assignments will be solved using a computerized general ledger program.		
ACC 136B	BOOKKEEPING II	03.0
<i>Prerequisite:</i> ACC 135B		
Continuation of ACC 135B. Includes accounting principles, assets and equity accounting for external financial reporting. Topics covered include notes receivable and payable, uncollectible accounts, inventory, accounting for plant and equipment, partnerships, corporations, bonds, financial statement analysis and statement of cash flows. Use of computer software for setup of an actual accounting system and for simulated case studies.		
ACC 153	ELEMENTARY ACCOUNTING I COMPUTER APPLICATIONS	01.0
<i>Prerequisite:</i> None		
Must be taken concurrently or after ACC 201. Solving Elementary Accounting I type problems using a computer. Basic financial accounting principles will be reinforced utilizing the computer.		

ACCOUNTING

ACC 154	ELEMENTARY ACCOUNTING II COMPUTER APPLICATIONS	01.0
<i>Prerequisite:</i> None		
Must be taken concurrently or after ACC 202. Solving Elementary Accounting II type problems using a computer. Basic managerial accounting principles will be reinforced utilizing the computer.		
ACC 157B	QUICKEN I	01.0
<i>Prerequisite:</i> None		
An introductory course covering the use of Quicken in personal finance, in business, and in on-line Internet financial services.		
ACC 180B	PAYROLL AND EMPLOYEE BENEFIT ACCOUNTING	03.0
<i>Prerequisite:</i> None		
An introductory course covering the concepts and principles of payroll accounting with practical manual and computer applications. Legal responsibilities of employers and rights of employees are included.		
ACC 198B	SPECIAL TOPICS IN ACCOUNTING	00.5-06.0
<i>Prerequisite:</i> None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		
ACC 201	FINANCIAL ACCOUNTING	03.0
<i>Prerequisite:</i> None		
Purpose and nature of accounting, measuring business income, accounting principles, assets and equity accounting for external financial reporting.		
ACC 202	MANAGERIAL ACCOUNTING	03.0
<i>Prerequisite:</i> ACC 201		
Forms of business organization; cost concepts and decision making; break-even analysis, fixed and variable costs and budgeting for internal reporting.		
ACC 203	INTERMEDIATE ACCOUNTING I	03.0
<i>Prerequisite:</i> ACC 202 or 205		
Accounting for cash, receivables, prepaid and accrued items, fixed assets and intangible assets. May be accepted for transfer credit at UNR if UNR ACC 402 is taken the first year of the student's enrollment at UNR and a grade of C or better is earned or if the student passes a College of Business Administration examination. This course can transfer as ACC 401 to UCCSN institutions.		
ACC 205	COST ACCOUNTING	03.0
<i>Prerequisite:</i> ACC 136B or ACC 201.		
Cost accounting for material, labor and factory overhead using job order costing, process costing and standard costing systems to compile cost analysis data for management decisions. This course can transfer as ACC 202 to UCCSN institutions.		
ACC 220	MICROCOMPUTER ACCOUNTING SYSTEMS	03.0
<i>Prerequisite:</i> ACC 136B and 201		
This course is transferable as an elective to UNR. Develop skills in the use of computerized accounting. Interact with on-line real-time computerized accounting systems. Primary objective will be to focus on an applications approach using actual business case studies.		
ACC 223B	INTRODUCTION TO QUICKBOOKS	03.0
<i>Prerequisite:</i> ACC 135B OR ACC 201.		
Computerized Accounting with QuickBooks is designed to introduce students to the QuickBooks accounting program. The student will receive hands on training in the use of QuickBooks using the fictitious case studies.		
ACC 261	GOVERNMENTAL ACCOUNTING	03.0
<i>Prerequisite:</i> ACC 201		
Fund and budget accounts of local governmental units, revenues, appropriations, disbursements and assessments. University, hospital and other fund applications.		

ACCOUNTING

ACC 295B WORK EXPERIENCE 01.0-08.0

Prerequisite: None

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 75 hours of internship for one credit. The course may be repeated for up to eight credits. Formerly ACC 290B.

AERONAUTICAL

AERO 101B BASIC GROUND SCHOOL FOR PILOTS 03.0-06.0

Prerequisite: None

Federal air regulations, aerial navigation, radio, general service and safety practices. Course should be preceded or be taken with Pilot Flight course. Cost of course is determined by the individual flight school.

AMERICAN SIGN LANGUAGE

AM 145 AMERICAN SIGN LANGUAGE I 03.0-04.0

Prerequisite: None

This course is designed to introduce ASL, a visual-gestural language used by the deaf community in the United States and to focus on the development of basic conversational skills, emphasizing receptive abilities.

AM 146 AMERICAN SIGN LANGUAGE II 03.0-04.0

Prerequisite: AM 145

This course continues to stress the development of basic conversational skills with emphasis on expanding vocabulary and expressive skills.

AM 147 AMERICAN SIGN LANGUAGE III 03.0-04.0

Prerequisite: AM 146

This course promotes the shifting from comprehension to production of ASL with the main emphasis of bringing fluency to a point of self-generated ASL.

AM 148 AMERICAN SIGN LANGUAGE IV 03.0-04.0

Prerequisite: AM 147

This course encourages the student to expand command of disclosure in ASL on various everyday topics (leading to fluency).

AM 149 AMERICAN SIGN LANGUAGE V 03.0-04.0

Prerequisite: AM 148

This course is designed to develop conversational ASL abilities, particularly in the area of self expression.

ANTHROPOLOGY

ANTH 101 INTRODUCTION TO ANTHROPOLOGY 03.0

Prerequisite: None

Analysis of the nature of culture, its universal aspects and range of variations revealed by human history and world ethnography. Satisfies UNR Social Science core curriculum.

ANTH 102 INTRO TO HUMAN EVOLUTION AND PREHISTORY 03.0-05.0

Prerequisite: None

The emergence of man and the development of prehistoric culture, examination of human evolution, fossil hominids, and the biological variability of modern man. Directed laboratory projects in human evolution, geochronology, human biology and comparative primatology. Three hours lecture and three hours lab. Transfers for four credits to UNR. Satisfies UNR Science core curriculum.

ANTH 198B SPECIAL TOPICS IN ANTHROPOLOGY 00.5-06.0

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.

ANTHROPOLOGY

ANTH 201	PEOPLES AND CULTURES OF THE WORLD	03.0
<i>Prerequisite:</i> None		
Human societies and their peculiar institutions as seen in the cultures of various peoples around the world. Satisfies TMCC Diversity and UNR social science or diversity core curriculum.		
ANTH 202	INTRODUCTION TO ARCHAEOLOGY	03.0
<i>Prerequisite:</i> None		
A survey of archaeology in the Old and New Worlds. Study of methods used by archaeologists to describe and explain prehistoric cultures. Satisfies UNR Social Science core curriculum.		
ANTH 205	ETHNIC GROUPS IN CONTEMPORARY SOCIETIES	03.0
<i>Prerequisite:</i> None		
Ethnic relations in the United States and other societies where cultural and racial pluralism illustrates problems and processes of social interaction. Same as SOC 205. Satisfies TMCC and UNR Diversity core curriculum.		
ANTH 208	FUNDAMENTALS OF CULTURAL DIVERSITY	03.0
<i>Prerequisite:</i> None		
This course explores the roles of culture in structuring the individual's self-identity, learning styles and sense of reality. The range of diversity in human socio-cultural institutions will be examined in terms of the role of prejudice, stereotyping and compatibility in education, the workplace and other environments. An emphasis will be placed on providing the skills necessary to work and live together regardless of ethnic, religious, race, gender, age and other cultural affiliations. Satisfies TMCC Diversity requirement.		
ANTH 225	ARCHAEOLOGICAL FIELD METHODS: SURVEY	00.5-03.0
<i>Prerequisite:</i> ANTH 202 or permission of instructor.		
This course provides the student with introductory training in basic archaeological field survey techniques. The majority of class time will be spent in a field setting.		
ANTH 226	ARCHAEOLOGICAL FIELD METHODS: EXCAVATION	00.5-03.0
<i>Prerequisite:</i> ANTH 202 or permission of instructor.		
This course provides the student with introductory training in basic archaeological field excavation techniques. The majority of class time will be spent in a field setting.		
ANTH 227	FOUNDATIONS OF ARCHAEOLOGICAL LAB FIELD METHODS	00.5-03.0
<i>Prerequisite:</i> ANTH 202 or permission of instructor.		
Basic hands-on introduction to archaeological lab methods which may include some or all of the following: inventory, processing, cataloging artifacts and preparing them for analysis and curation.		
ANTH 229	FUNDAMENTALS OF APPLIED ANTHROPOLOGY	03.0
<i>Prerequisite:</i> ANTH 101 OR SOC 101		
Fundamental survey of case studies examining various applications of anthropology in the resolution of human problems. Students will explore career opportunities for applied anthropologists and some of the roles of anthropologists in the world today. Students will participate in a class research project. Satisfies TMCC Diversity requirement.		
ANTH 279	PARA-PROFESSIONAL SKILLS IN SOCIAL SCIENCE	03.0
<i>Prerequisite:</i> None		
May be taken concurrently with ANTH 229. Students will learn basic technical skills to support professional anthropologists as they conduct various aspects of research, data management and analysis, composition and report production.		
ANTH 290B	INTERNSHIP IN ANTHROPOLOGY	01.0-08.0
<i>Prerequisite:</i> ANTH 279 (may be taken concurrently).		
Must be taken concurrently with ANTH 279. Supervised Para-professional work experience in one or more areas of anthropology under guidance of a professional anthropologist or related professional. Student will apply knowledge and skills to real on-the-job situations designed by a faculty advisor and an official from a public agency, academic institution or business.		

ARCHITECTURAL DESIGN

ARCHITECTURAL DESIGN

AAD 100	INTRODUCTION TO ARCHITECTURAL DESIGN	03.0
<i>Prerequisite:</i> None		
This is a survey course of the profession of design. Covered in this course is a discussion of the fields of Architecture, Landscape Architecture and Planning. Other design fields may be discussed as they relate to these professions. Topics may include types of firms and their specialties, what it takes to become a licensed practitioner for whom a design professional might work, salaries that might be achieved and the professional associations to which a design professional might belong.		
AAD 101	DESIGN WITH NATURE	03.0
<i>Prerequisite:</i> None		
Introduces the concepts of natural systems and their influence on human activity and the living environment. Reviews the historical context and cultural adaptations and introduces the basic management and use of the natural systems. Reviews natural, biological, cultural and design management philosophies.		
AAD 105	ARCHITECTURAL DRAFTING AND DESIGN I	03.0
<i>Prerequisite:</i> Must be taken concurrently with AAD 126 and 127.		
Fundamentals of the techniques in two-dimensional documentation of design. Emphasis is given to drafting tools, lettering, reproduction processes, techniques in the presentation of formats including title blocks and sheet composition.		
AAD 106	ARCHITECTURAL DRAFTING AND DESIGN II	03.0
<i>Prerequisite:</i> AAD 105, 126 and 127. Must be taken concurrently with AAD 128 and 129.		
Investigation of three-dimensional presentation of spatial design through abstract and representational methods.		
AAD 125	CONSTRUCTION DRAWINGS AND DETAILING	03.0
<i>Prerequisite:</i> None		
Analysis of assembling and detailing for construction in the field of architecture and landscape architecture. Techniques for the production of construction details will be discussed and demonstrated. Visits to construction sites and professional offices. Formerly AAD 107.		
AAD 180	FUNDAMENTALS OF DESIGN I	03.0
<i>Prerequisite:</i> Must be taken concurrently with AAD 181.		
Investigation of the elements, principles and theories of design in two dimensions. Emphasis placed upon principles of organization, principles of visual and geometric logic, design methodology and color theory. Formerly AAD 126.		
AAD 181	FUNDAMENTALS OF DESIGN I DISCUSSION	03.0
<i>Prerequisite:</i> Must be taken concurrently with AAD 180.		
Discussion of the elements, principles and theories of design in two dimensions. Emphasis placed upon principles of organization, principles of visual and geometric logic, design methodology and color theory. Formerly AAD 127.		
AAD 182	FUNDAMENTALS OF DESIGN II	03.0
<i>Prerequisite:</i> AAD 105, 180 and 181. Must be taken concurrently with AAD 106 and 183.		
Creating order among visual elements, that is to say: design, is the main focus of this class. The challenge afforded the student, is to gain insight into the criteria and standards presented. In a sense, the problem is the problem. There is no rote, preconceived, or predigested procedures for solving design problems. There are no answers in the back of the book. It is the essence of the design activity the student must confront. Formerly AAD 128.		
AAD 183	FUNDAMENTALS OF DESIGN III	03.0
<i>Prerequisite:</i> AAD 105, 180 and 181. Must be taken concurrently with AAD 106 and 182.		
Investigation of three-dimensional presentations of spatial design through abstract and representational methods. Formerly AAD 129.		
AAD 201	HISTORY OF THE BUILT ENVIRONMENT	03.0
<i>Prerequisite:</i> None		
This course will discuss the history of architecture and city design in the western and non-western civilization. The time periods to be covered will be from classical Greek, Hellenistic and Roman, through the Romanesque period, including the events and architecture of non-western civilizations happening in the same time frame. The influences these architecture and design philosophies have had on the shaping of civilization will also be discussed. What civilization reflects through its architecture during these periods will be examined. Same as HUM 201. Satisfies TMCC Diversity requirement. Formerly AAD 114.		

ARCHITECTURAL DESIGN

AAD 202	ANALYSIS OF THE BUILT ENVIRONMENT	03.0
<i>Prerequisite:</i> None		
This course will discuss the history of architecture and city design in western and non-western civilization. The time periods to be covered will be from classical Greek, Hellenistic and Roman, through the Romanesque period, including the events and architecture of non-western civilizations happening within the same time frame. The influences that the architecture and design philosophies have had on the shaping of civilization will also be discussed. What civilization reflects through its architecture during these periods will be examined.		
AAD 223	GRAPHIC SOFTWARE FOR ARCH, CONST, DSGNR, PLANNERS	03.0
<i>Prerequisite:</i> AAD 227, 235 and 280. Must be taken concurrently with AAD 229 and 282 .		
Investigation of verbal, oral and advanced graphic presentation techniques and graphic reproduction processes. Emphasis will be placed upon the written word, graphics and presentation of preparation of materials for portfolio submission to upper division courses. Formerly AAD 236.		
AAD 227	ARCHITECTURAL DESIGN APPLICATIONS III	02.0
<i>Prerequisite:</i> AAD 106, 128 and 129. Must be taken concurrently with AAD 226 and 235.		
Discussion of elements, principles and theories of design as applied to projects in various media. Emphasis on the integration of design principles with the properties of wood, concrete, steel, glass, masonry and other construction materials. Consideration of environmental and climatic conditions and determinants are also discussed.		
AAD 229	ARCHITECTURAL DESIGN APPLICATIONS IV	02.0
<i>Prerequisite:</i> AAD 226, 227 and 235. Must be taken concurrently with AAD 228 and 236.		
Investigation of the elements, principles, and theories of design as applied to projects related to each of the design professions. Emphasis is placed upon integration of design principles to urban landscapes, buildings, interiors, furnishings and environmental graphic applications.		
AAD 230	DESIGN WITH CLIMATE	03.0
<i>Prerequisite:</i> AAD 100.		
This course will prepare the student with the basic knowledge in the following areas of solar design history, solar procession, climatological data for Reno and northern Nevada, energy reflection, transmission and absorption, heat transfer, heat storage, types of collector systems and their sizing as it relates to architecture. Formerly ADT 109B.		
AAD 235	ARCHITECTURAL DESIGN AND DELINEATION I	03.0
<i>Prerequisite:</i> AAD 106, 128 and 129. Must be taken concurrently with AAD 226 and 227.		
Investigation of three dimensional documentation of spatial design in two dimensional media. Emphasis on one and two point perspectives, rendering of architectural materials, delineation of entourage and shades and shadows.		
AAD 257	PLANT MATERIALS	03.0
<i>Prerequisite:</i> None		
This course will identify the plants that will grow in this climate. The student will be given characteristics of the plants, soil adaptation, cultural needs, use of those plants in the landscape and other information about the plants during the lecture and laboratory. Formerly ADT 228B.		
AAD 262	CAD FOR LANDSCAPE ARCHITECTURE	03.0
<i>Prerequisite:</i> CADD 100.		
This course covers the use of AutoCAD and other Computer-Aided Software as a drafting and design tool in the landscape field. This course will build on the fundamentals taught in the Basic AutoCAD courses and will provide the student with an understanding of this tool in the preparation of landscape plans and details. Projects and hands-on work will be completed by the student, as well as discussions of various techniques and methods used. Formerly ADT 214B.		
AAD 265	COMPUTER APPLICATIONS IN ARCHITECTURE I	03.0
<i>Prerequisite:</i> AAD 223.		
Advanced work in computer-aided drafting and design. Includes development of speed, understanding of CAD techniques and logic and the understanding of office environment that incorporates CAD as a drafting alternative. Formerly ADT 211B.		
AAD 280	FUNDAMENTALS OF ARCHITECTURE DESIGN I	03.0
<i>Prerequisite:</i> AAD 182 and 183.		
Elements, principles, and theories of design as applied to projects in various media. Emphasis on the integration of design principles with the properties of wood, concrete, steel, glass, masonry and other construction materials. Consideration of environmental and climatic conditions and determinants are also discussed. Formerly AAD 226.		

ARCHITECTURAL DESIGN

AAD 282 FUNDAMENTALS OF ARCHITECTURE DESIGN II 03.0

Prerequisite: AAD 280.

Discussion of the elements, principles and theories of design as applied to projects related to each of the design professions. Emphasis is placed upon integration of design principles to urban landscapes, buildings, interiors, furnishings and environmental graphic applications. Formerly AAD 228.

ARCHITECTURAL DESIGN TECH

ADT 105 ARCHITECTURAL DRAFTING I 05.0

Prerequisite: None

Basic techniques of architectural drafting. Use of drafting room equipment. Emphasizes residential buildings and leads to completion of a full set of professional level working drawings. Four hours lecture and three hours lab.

ADT 106B ARCHITECTURAL DRAFTING II 05.0

Prerequisite: ADT 105.

Construction and detailed working drawings of elementary wood and steel structures. Application of building codes. Four hours lecture and three hours lab.

ADT 108 ARCHITECTURAL LANDSCAPING I 03.0

Prerequisite: ADT 105 or equivalent.

This course is the first of two courses that teach the theories, concepts and methodologies used in the development of a landscape plan. Projects emphasizing the single family residence will be used to implement the processes of schematic design, design development and presentation.

ADT 168B LANDSCAPE MANAGEMENT I 03.0

Prerequisite: None

Landscape Management I is the first of two courses designed for the nurseryman's certification. Material covered will be valuable to the homeowner as well as the professional. The on campus field trip gives hands-on demonstrations of how irrigation components are installed and how they function. This course presents the practical field knowledge needed to work within the landscape industry. This course will prepare the student with basic knowledge to continue with Landscape Management II.

ADT 170B SOIL MANAGEMENT 03.0

Prerequisite: CHEM 100 Recommended.

This course teaches the concepts that are used in the management of soils in landscape industry today. Techniques, standards and policies will be discussed that effect our usage of this resource. Basic laboratory work and field trips will be utilized to underscore the importance of earth's fundamental resource, what makes up this primary resource and how it can be utilized, maintained and conserved for future generations.

ADT 172B TURFGRASS MANAGEMENT I 03.0

Prerequisite: None

The student will gain the basic knowledge necessary to understand and identify turf grass varieties, the propagation methods used for each, and maintenance techniques required. This class will consist of lecture and hands-on participation by the student in the classroom and in the field.

ADT 173B TURFGRASS MANAGEMENT II 03.0

Prerequisite: ADT 172B

This is the second in a series of courses designed to build on the knowledge gained in the previous course. The student will gain further knowledge necessary to understand turf grass varieties, propagation methods, pest control, environmental concerns and maintenance techniques required. Specific areas of usage will be discussed. This class will consist of lecture and hands-on participation by the student in the classroom and the field.

ADT 174B URBAN TREE CARE I 03.0

Prerequisite: None

This course covers the basics of tree care as it applies to trees in the urban environment. The semester will begin with biology of trees in order to help the student to understand why it is necessary to follow the practices that will be described throughout the class. Also, the biological portion of the class will increase the appreciation for trees, an understanding of the complex physiological processes that take place within trees will raise them from inanimate objects to fellow inhabitant and contributors to the environment in the urban setting. Completion of this course and Urban Tree Care II will provide the student with the resources necessary to prepare for the International Society of Arboriculture' Certification for Arborists Examination.

ARCHITECTURAL DESIGN TECH

ADT 178B	FUNDAMENTALS OF HORTICULTURE	03.0
<i>Prerequisite:</i> None		
Introduction to horticulture practices including plant classification, plant structure, function, growth, development and limiting factors.		
ADT 198B	SPECIAL TOPICS IN ADT	00.5-06.0
<i>Prerequisite:</i> None		
Various short courses and experimental classes covering a variety of subjects. The course will be variable credit of one-half to six depending on the class content and number of hours required. The course may be repeated for up to six credits.		
ADT 208B	ARCHITECTURAL LANDSCAPING II	03.0
<i>Prerequisite:</i> ADT 108.		
Design methods and techniques used in the development of large scale landscape projects. Including: subdivisions, condominiums, commercial developments, such as shopping centers and offices complexes. Also, urban and regional parks, forest and natural landscape park development. Emphasis on using good horticultural and design concepts with proper plant selection and engineering methods for aesthetics and water conservation.		
ADT 209B	SOLAR DESIGN II FOR ARCHITECTS AND DESIGNERS	03.0
<i>Prerequisite:</i> None		
This course is the second in a series of solar design courses. This course provides the student with a clear understanding of the fundamental concepts of passive solar design strategies and its application. The course will also cover the design philosophies, system methodologies and mathematical equations necessary for performance calculations to analyze passive solar systems.		
ADT 212	ARCHITECTURAL DESIGN I	05.0
<i>Prerequisite:</i> ADT 105.		
Advanced work in architectural design. Development of architectural logic, planning and aesthetics with relation to structures. Three hours lecture and six hours lab.		
ADT 216B	INTERMEDIATE GIS/GPS	03.0
<i>Prerequisite:</i> DFT 215.		
This course will build on the knowledge and skill learned in the basic GIS class. The student will learn to continue to utilize techniques in creating, analyzing and interpreting data with GIS and GPS. The student will sharpen the skills that were first taught in the basic class and add upon that knowledge, program short cuts and time management techniques used production of GIS mapping. The class will be taught with lecture and hands-on learning in the computer lab.		
ADT 217B	ADVANCED GIS/GPS FOR ARCHITECTS/ENGINEERS/PLANNERS	04.0
<i>Prerequisite:</i> ADT 216B or DFT 216B and ADT 255B.		
This course will build on the knowledge and skill learned in the intermediate class. The student will learn advanced techniques in analyzing and interpreting data with GIS and GPS by design professionals for project development. Also, how this gathered and stored data can be used for land use planning efforts, resource management and job costing. Included, will be the ability to work between AutoCAD and GIS programs, what can be expected and what will effectively be viable. The class will be taught with lecture and hands-on learning in the computer lab.		
ADT 218B	LANDSCAPE IRRIGATION DESIGN	03.0-06.0
<i>Prerequisite:</i> ADT 105 and 108.		
Design and development of manual, semiautomatic and automatic sprinkler irrigation systems. Methods and techniques used in the design of systems, including hydraulics, performance and layout of systems, pump design for large scale installations, construction methods and testing techniques used for quality assurances. This course may be taken for up to six (6) credit hours.		
ADT 225B	INDEPENDENT STUDY	01.0-04.0
<i>Prerequisite:</i> None		
Individual assignment to the development of a project of special interest to the student with the instructor's approval.		
ADT 230B	MECHANICAL AND ELECTRICAL EQUIPMENT FOR BUILDINGS	03.0
<i>Prerequisite:</i> ADT 105.		
Basic design computations and drafting concepts used in selection and layout of mechanical and electrical systems for buildings. Two hours lecture and three hour lab.		
ADT 245B	STATIC AND STRENGTH OF MATERIALS	03.0
<i>Prerequisite:</i> ADT 255B.		
Introduction to the free body diagram concept of static's, centroids and moments of inertia. Elements of strength of machinery, and beams in bending, torsion, tension, compression and buckling.		

ARCHITECTURAL DESIGN TECH

ADT 248B	STRUCTURAL ANALYSIS	03.0
<i>Prerequisite:</i> ADT 245B and MATH 126 or equivalent or qualifying Accuplacer, ACT/SAT test results. Application of fundamental principles and techniques to the analysis of typical structural details involving the most commonly used building materials. Emphasis is placed on practical procedures used in the design of structural members.		
ADT 250B	GIS/GPS FOR MANAGERS	03.0
<i>Prerequisite:</i> None This course will provide an overview for those in the workforce who manage personnel that utilize GIS/GPS software. This course will provide a background of what can be expected to be performed by various software, its capabilities and uses. Some hands on work will be part of this class to reinforce the strategies being taught. This class will involve setting up a project, identifying its factors, establishing the time lines needed to accomplish the project and actual work developing components, data gathering and input for the project.		
ADT 255B	PROPERTIES OF MATERIALS	03.0
<i>Prerequisite:</i> MATH 120 or equivalent or qualifying Accuplacer, ACT/SAT test results. Properties of ferrous and nonferrous metals, timber, stone, clay products, plastics, bituminous cementing materials; behavior of materials under load; control of the properties of the material.		
ADT 256B	INTRODUCTION TO LAND USE PLANNING	03.0
<i>Prerequisite:</i> None This class will discuss the establishment of goals, policy development and implementation of plans for land use in various geographic areas. The use of GIS/GPS systems for data gathering and analytical tools will be discussed as well as their use to track resource scarcity and environmental deterioration problems. This is a lecture class. It is the prerequisite to Advanced GIS/GPS for architects, engineers and planners.		
ADT 264B	ARCHITECTURAL PRESENTATIONS	03.0
<i>Prerequisite:</i> ADT105, 108 or 212. This course investigates the methods used to present work in today's architectural and landscape architectural offices. These methods and techniques will be utilized by the student to provide a basis for communicating ideas he/she has developed for the project program. This course will use video presentations, committee presentations and presentations to a neighborhood meeting as a forum.		
ADT 268B	LANDSCAPE MANAGEMENT II	03.0
<i>Prerequisite:</i> None This course is the second of two classes in landscape management concepts that are used in the industry today. Techniques, standards and policies of the landscape industry will be discussed. The class will have field trips to various facilities throughout the area.		
ADT 270B	GREENHOUSE MANAGEMENT	03.0
<i>Prerequisite:</i> None This course covers greenhouse management from the construction of the greenhouse itself, to the harvesting of the plants grown within it. Students will learn how to control the environment in the greenhouse, how to pasteurize soils and which are the best plants to propagate.		
ADT 272B	TURFGRASS MANAGEMENT III	03.0
<i>Prerequisite:</i> ADT 173B This is the third in a series of courses designed to build on the knowledge gained in the previous two courses. The student will gain further knowledge necessary to perform duties relevant to the turf grass industry. Specific areas of usage will be discussed, i.e., Golf Courses, Parks, Athletic Fields, and other major turf users. This class will consist of lecture and hands-on participation by the student in the classroom and in the field.		
ADT 274B	URBAN TREE CARE II	03.0
<i>Prerequisite:</i> ADT 174B. this course utilizes the knowledge gained in Urban Tree Care I and expands on it to include situations the arborist encounters in the field. Topics of discussion include pruning of small trees, pruning of large trees, diagnosis and control of problems, equipment and tools and how to deal with physical injuries. Completion of Urban Tree Care I and this course will provide the student with the resources necessary to prepare for the International Society of Arboriculture' Certification for Arborists Examination.		
ADT 290B	INTERN IN ARCH DESIGN TECHNOLOGY	01.0-08.0
<i>Prerequisite:</i> None A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for an application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 75 hours of internship for one credit. The course be repeated for up to eight credits.		

ART

ART 090	ART FOR DEVELOPMENTALLY DISABLED ADULTS	03.0
<i>Prerequisite:</i> None		
An introductory course in ceramics and other art media designed to match the needs and abilities of adults who are mentally retarded. Students will participate in activities that teach the basics of ceramics and painting. The class activities will culminate with the preparation and execution of a student art show.		
ART 100	VISUAL FOUNDATIONS	03.0-05.0
<i>Prerequisite:</i> None		
Explores visual forms and contemporary concepts through a variety of media, presentations and discussions. Transfers to UNR/UNLV. Satisfies UNR Fine Arts core curriculum		
ART 101	DRAWING I	03.0
<i>Prerequisite:</i> None		
Introduction to drawing techniques and concepts. Formerly ART 121.		
ART 102	DRAWING II	03.0
<i>Prerequisite:</i> ART 100 and ART 101* (formerly ART 121).		
Continued exploration of drawing techniques and concepts. Formerly ART 221.		
ART 106	JEWELRY I	03.0
<i>Prerequisite:</i> None		
Introduction to basic fabricating processes: sawing, soldering of both common and fine metals to basic methods of stone setting and construction of non-jewelry pieces. Includes historical evolution of metal work and student research. Emphasis on personal aesthetic growth. Formerly ART 195.		
ART 107	DESIGN FUNDAMENTALS/2D DESIGN	03.0
<i>Prerequisite:</i> None. GRC 101 recommended. Challenge by portfolio is available.		
An introductory course in the application and appreciation of the basic principles and elements of design, including form, shape, value, spatial relationships and color. Emphasis will be placed on developing creative skills and working with the design process.		
ART 108	DESIGN FUNDAMENTALS II	03.0
<i>Prerequisite:</i> ART 107/GRC 107 or approval of instructor. GRC 103 recommended. Challenge by portfolio is available.		
Color theories, color technologies and the applications of color in art and design. Intermediate, two-dimensional design problems focusing on the compositional, optical and psychological aspects of visual communication.		
ART 109B	DESIGN FUNDAMENTALS/COLOR AND DESIGN	02.0
<i>Prerequisite:</i> ART 108 or GRC 109 (formerly 108B).		
Intermediate, two-dimensional and color design problems and their applications to compositional, optical and psychological aspects of visual communication.		
ART 110B	RENDERING TECHNIQUES	03.0
<i>Prerequisite:</i> Basic computer skills or approval of instructor. GRC 107/ART 107 and GRC 118 recommended.		
Introductory studio class in developing techniques for visualizing and rendering images in 2D and 3D presentations using a variety of manual techniques and application of these renderings in the electronic environment.		
ART 124	INTRODUCTION TO PRINTMAKING	03.0
<i>Prerequisite:</i> None		
Introduction to printing processes emphasizing relief, intaglio, and screen techniques. Formerly ART 185.		
ART 127	WATER COLOR I	03.0
<i>Prerequisite:</i> ART 101* (formerly ART 121).		
Beginning course involving color, form, composition and techniques using transparent and opaque watercolors. Formerly ART 145.		
ART 135	PHOTOGRAPHY I	03.0
<i>Prerequisite:</i> None		
Introduction to photography techniques focusing on black and white processes. Formerly ART 150.		

ART

ART 141	INTRODUCTION TO DIGITAL PHOTOGRAPHY	03.0
<i>Prerequisite:</i> ART 135* (formerly ART 150). GRC 103 recommended for those with little computer experience. Introduction to photography utilizing digital based equipment and Adobe Photoshop. The course will emphasize the creation and manipulation of original images using digital cameras.		
ART 142	INTRODUCTION TO DIGITAL PHOTOGRAPHY II	03.0
<i>Prerequisite:</i> ART 141*. Continued exploration of photography utilizing digital based equipment with an emphasis on cameras (both traditional and digital) and scanning with an emphasis on the creation and manipulation of original images.		
ART 160	ART APPRECIATION	03.0
<i>Prerequisite:</i> None Introduction to the visual arts planned to illustrate the place of art in social and cultural life and to develop judgment in art analysis and criticism. Satisfies UNR fine arts core curriculum. Formerly ART 115.		
ART 198B	SPECIAL TOPICS IN ART	00.5-06.0
<i>Prerequisite:</i> None Various short courses and experimental classes covering a variety of subjects. The course will be a variable of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		
ART 201	LIFE DRAWING I	03.0
<i>Prerequisite:</i> ART 100, ART 101* (formerly ART 121) and ART 102* (formerly ART 221). Exploration of the human figure in pictorial space with emphasis on drawing from a live model and working with gesture, memory and imagination. Formerly ART 222.		
ART 209	INTRODUCTION TO GALLERY PRACTICES	03.0
<i>Prerequisite:</i> None A course in the practices and ethics of operating an art gallery. Formerly ART 298.		
ART 211	CERAMICS I	03.0
<i>Prerequisite:</i> None Introduction to techniques and concepts focusing on hand-built techniques and characteristics of various clay bodies. Formerly ART 175.		
ART 212	CERAMICS II	03.0-05.0
<i>Prerequisite:</i> ART 100 and ART 211 (formerly ART 175). Introduction to techniques and concepts focusing on wheel thrown techniques. Formerly ART 275.		
ART 216	SCULPTURE I	03.0
<i>Prerequisite:</i> None Introduction to the concepts of three-dimensional composition. Formerly ART 163.		
ART 227	WATER COLOR II	03.0
<i>Prerequisite:</i> ART 127 (formerly ART 145). Intermediate course involving continued exploration of watercolor media. Formerly ART 246.		
ART 231	PAINTING I	03.0
<i>Prerequisite:</i> ART 100 and ART 101* (formerly ART 121). Introduction to concepts of painting including color, form, and composition. Formerly ART 135.		
ART 232	PAINTING II	03.0
<i>Prerequisite:</i> ART 100 and ART 231 (formerly ART 135). Intermediate course in painting, emphasizing various materials and methods. Formerly ART 235*.		
ART 235	PHOTOGRAPHY II	03.0
<i>Prerequisite:</i> ART 100 and ART 135 (formerly ART 150). Lecture/study with emphasis on improving basic technical and conceptual skills. Formerly ART 250.		

ART

ART 236	PHOTOGRAPHY III	03.0
<i>Prerequisite:</i> ART 135 AND ART 235. Advanced photography course involving continued explorations of numerous photographic techniques, compositional styles, concepts and critical analysis of photography as a Fine Art.		
ART 249	NEW MEDIA	03.0
<i>Prerequisite:</i> ART 135* (formerly ART 150) and GRC 103 or equivalent Macintosh capabilities. Exploration of a variety of alternative media. Formerly ART 260.		
ART 260	SURVEY OF ART HISTORY I	03.0
<i>Prerequisite:</i> None Art of the western world from prehistoric times through the Gothic period. Satisfies UNR Fine Arts core curriculum. Formerly ART 116.		
ART 261	SURVEY OF ART HISTORY II	03.0
<i>Prerequisite:</i> None Art of the western world from the Renaissance to the present. Satisfies UNR fine arts core curriculum. Formerly ART 117.		
ART 263	SURVEY OF AFRICAN, OCEANIC, & NATIVE AMERICAN ART	03.0
<i>Prerequisite:</i> None This course is a survey of African, Oceanic, and Native American art. African art from prehistory through the African Diaspora and African-American art will be explored. The art of Australia, Micronesia, and Polynesia, along with the native art of North and South America from prehistory through the twentieth century will be covered by this course. Satisfies TMCC Diversity requirement.		
ART 264	SURVEY OF AMERICAN ART	03.0
<i>Prerequisite:</i> None This course focuses on the history of American Art from 1492 to the present. It includes the invention and mapping of America, art in the Colonial period, Republican icons, art in the Gilded Age and Modern and Postmodern art.		
ART 265	INTRODUCTION TO CONTEMPORARY ART	03.0
<i>Prerequisite:</i> None Evolution of art in Europe and the U.S. since World War II. Special emphasis on the trends since the 1960s. Formerly ART 213.		
ART 270	WOMEN IN ART	03.0
<i>Prerequisite:</i> None The role of women in the arts throughout history will be the focus of this course. Women as artists, patrons and subjects will be examined with the purpose of reassessing the contribution of women to the artistic tradition. In addition to learning about specific women artists and their role in Western culture, a discussion of various types of modern critical theory will be applied to the issue of women in the arts. Satisfies TMCC Diversity requirement.		
ART 295	SPECIAL TOPICS IN ART HISTORY	01.0-03.0
<i>Prerequisite:</i> None Special topics in art history. May be repeated up to 12 credits. Repeatable for 12 credits. Formerly ART 289.		
ART 296	INDEPENDENT STUDY	01.0-03.0
<i>Prerequisite:</i> Written consent of the instructor. A course for advanced students to pursue individual creative work in any of the studio disciplines. Students must submit a written proposal describing projects and meet with tutorial faculty member on a regular basis. Repeatable for 12 credits. Formerly ART 297.		
ART 297	FIELD STUDY	01.0-03.0
<i>Prerequisite:</i> None This course provides an opportunity for students to study art within its cultural and art historical setting by traveling to see works where they're located. Depending on the length of the trip, and the amount of material to be covered in the class, the credits may vary from 1 to 3 and is repeatable to 6 credits. Repeatable for 6 credits.		
ART 298	PORTFOLIO EMPHASIS	01.0-03.0
<i>Prerequisite:</i> A minimum of 10 units in medium emphasis and/or the instructor's approval is required for enrollment. Participants will develop a portfolio for use in the acquisition of exhibitions, fine art gallery representation, inclusion in the permanent collections of museum/corporations, and/or employment in their respective medium. Class will also cover professional and legal planning strategies and requirements requisite to success in the fine art marketplace. Repeatable for 12 credits. Formerly ART 299.		

ART

ART 299 **SPECIAL TOPICS IN STUDIO ART** 01.0-03.0

Prerequisite: Depends on special topic studio course offerings

Various topics of special interest in Studio Fine Art will be introduced, studied and accomplished in depth than allowed through the basic beginning and intermediate courses Studio Art mediums. Possible topics include: alternative photographic processes, digital photography, engraving, raku firing, water bath etching, portraiture/lighting techniques in photography, weaving, performance art, view camera, color photography, etc. Repeatable to 12 credits. Formerly ART 288.

ASTRONOMY

AST 104 **INTRODUCTORY ASTRONOMY:STARS AND GALAXIES** 03.0

Prerequisite: MATH 120 or equivalent or qualifying Accuplacer, ACT/SAT test results.

A beginning astronomy course which discusses stellar systems and galaxies. Topics will include stellar evolution, formation of galaxies and cosmology. A minimum of mathematics is required, in the tradition of the amateur astronomer. Four laboratory experiences are required through the course period. Recommended for non-science majors. This course meets the UNR Science core curriculum requirements. Transfers to UNR as Physics 110.

AST 198B **SPECIAL TOPICS IN ASTRONOMY** 00.5-06.0

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.

AST 290B **INTERNSHIP IN ASTRONOMY** 01.0-08.0

Prerequisite: None

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits.

ATMOSPHERIC SCIENCE

ATMS 117 **METEOROLOGY** 03.0

Prerequisite: MATH 120.

This course will introduce students to the basic principles of atmospheric science. The characteristics of behavior of the atmosphere will be studied, with an emphasis on the processes that control weather and climate. Students will gain hands-on experience in gathering and analyzing weather data during four laboratory experiments. Satisfies UNR core science Group B requirements.

AUTO TECH EDUCATIONAL COOP

ATEC 105B **SAFETY AND SHOP FUNDAMENTALS** 01.0-05.0

Prerequisite: None

This course will orient the student to shop operations, computer information systems, service manuals, pay structure, tools, warranties, and customer relations. Shop safety will be emphasized as well as employer/employee relations. This course covers specific new or used car lines in accordance with the ATEC program requirements for the sponsoring internships where the students are employed. Course may be repeated up to five credits.

ATEC 115B **ELECTRICAL AND ELECTRONIC SYSTEMS** 03.0-18.0

Prerequisite: None

This course covers theory and hands-on skills most often required of technicians specializing in the repair of automotive electrical and electronic systems. Emphasis is placed on the use of DMM, DSOs and basic electrical theory, batteries, starting systems, charging systems, chassis electrical systems, diagnosis and servicing the electrical and electronic components on current model vehicles. This course covers ASE A-6 test preparation, 2G DMV electrical module test preparation and specific new or used car lines in accordance with the ATEC program requirements for the sponsoring internships where the students are employed. This course may be repeated for up to 18 credits.

ATEC 125B **BRAKES AND ABS SYSTEMS** 03.0-14.0

Prerequisite: None

This course covers theory and hands-on skills most often required of technicians specializing in the repair of automotive brakes and anti-lock systems. Emphasis is placed on fundamentals of operation, master cylinders, power assist units, hydraulic lines and valves, disc brakes, drum brakes, anti-lock systems, parking brakes and brake electronic components. This class covers specific new car lines in accordance with the ATEC program requirements for the sponsoring internships where the students are employed. This course may be repeated for up to 14 credits.

AUTO TECH EDUCATIONAL COOP

ATEC 135B	SUSPENSION AND STEERING SYSTEMS	03.0-14.0
<i>Prerequisite:</i> None		
This course covers theory and hands-on skills most often required of technicians specializing in the repair of automotive suspension and steering systems. Emphasis is placed on load leveling, active suspension/ride control, wheel alignment and suspension dynamics. This class covers specific new or used car lines in accordance with the ATEC program requirements for the sponsoring internships where the students are employed. This course may be repeated for up to 14 credits.		
ATEC 198B	SPECIAL TOPICS IN AUTO	00.5-06.0
<i>Prerequisite:</i> None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		
ATEC 205B	MANUAL DRIVE TRAINS AND AXLES	03.0-14.0
<i>Prerequisite:</i> None		
This course covers theory and hands-on skills most often required of technicians specializing in the repair of automotive manual power trains, which includes clutches, manual transmissions, transfer cases, drive lines, differentials, limited and non-slip rear axels, vibration correction, etc. This course covers ASE A-3 test preparation and specific new or used car lines in accordance with the ATEC program requirements for the sponsoring internships where the students are employed. This course may be repeated for up to 14 credits.		
ATEC 215B	AUTOMATIC TRANSMISSIONS AND TRANSAXLES	03.0-14.0
<i>Prerequisite:</i> None		
This course covers theory and hands-on skills most often required of technicians specializing in the repair of automatic transmissions/transaxles. Emphasis is placed on mechanical and hydraulic systems, electronically controlled transmissions and diagnosis. This course covers ASE A-2 test preparation and specific new or used car lines in accordance with the ATEC program requirements for sponsoring internships where the students are employed. This course may be repeated for up to 14 credits.		
ATEC 235B	HEATING AND AC SYSTEMS	03.0-14.0
<i>Prerequisite:</i> None		
This course involves the basic study of automotive climate controls and components. Principles of heating and air conditioning and the engine cooling system will be taught. The course covers system evacuating, antifreeze and refrigerant recycling, and recharging of the air conditioning system, with emphasis on testing, diagnosis, and repair. This course covers ASE A-7 and Refrigerant Recovery and Recycling test preparation and specific new or used car lines in accordance with the ATEC program requirements for the sponsoring internships where the students are employed. This course may be repeated for up to 14 credits.		
ATEC 255B	ADVANCED ENGINE REPAIR	03.0-14.0
<i>Prerequisite:</i> None		
This course covers the principles and operation of the internal combustion engine. Gasoline and diesel engines will be properly disassembled with nomenclature identification. All parts will be inspected, measured, and reassembled. The operation and repair of the oiling and cooling systems will also be covered. Troubleshooting and diagnostic procedures will be emphasized on all systems. This course covers ASE A-1 DMV 2G module I test preparation and specific new or used car lines in accordance with the ATEC program requirements for the sponsoring internships where the students are employed. This course may be repeated for up to 14 credits.		
ATEC 265B	ENGINE PERFORMANCE AND EMISSION SYSTEMS	03.0-18.0
<i>Prerequisite:</i> ATEC 115B.		
This course is designed to provide instruction in engine performance, carburetor, fuel injection, emission controls, computerized engine controls, and drivability diagnostics. Emphasis will be on testing, diagnosis, and repair. This course will prepare the student for the G1 and G2 emissions licenses and ASE A-8 test. State-of-the-art diagnostic test equipment will be used with emphasis on DSO oscilloscope. This course covers specific new and used car lines in accordance with the ATEC program requirements for the sponsoring internships where the students are employed. This course may be repeated for up to 18 credits.		
ATEC 290B	INTERNSHIP: ELECTRICAL SYSTEMS	01.0-05.0
<i>Prerequisite:</i> ATEC 115B.		
This course follows the established TMCC criteria for internship training. It provides a learning approach that combines classroom and laboratory studies with work experience that is internship site specific. This course offers the student the opportunity to enhance the total learning experience with real world training. Students work under the close guidance of their individual supervisor/mentor and faculty coordinator. This course may be repeated for up to five credits.		

AUTO TECH EDUCATIONAL COOP

ATEC 295B	INTERNSHIP: ENGINE PERFORMANCE AND EMISSION SYS	01.0-05.0
<i>Prerequisite:</i> ATEC 265B.		
This course follows the established TMCC criteria for internship training. It provides a learning approach that combines classroom and laboratory studies with work experience that is internship site specific. This course offers the student the opportunity to enhance the total learning experience with real world training. Students work under the close guidance of their individual supervisor/mentor and faculty coordinator. This course may be repeated for up to five credits.		
ATEC 296B	INTERNSHIP: AC AND ENGINE REPAIR	01.0-05.0
<i>Prerequisite:</i> ATEC 235B and 255B.		
This course follows the established TMCC criteria for internship training. It provides a learning approach that combines classroom and laboratory studies with work experience that is internship site specific. This course offers the student the opportunity to enhance the total learning experience with real world training. Students work under the close guidance of their individual supervisor/mentor and faculty coordinator. This course may be repeated for up to five credits.		
ATEC 297B	MANUAL DRIVE TRAINS AND AUTOMATIC TRANSMISSIONS	01.0-05.0
<i>Prerequisite:</i> ATEC 205B and 215B.		
This course follows the established TMCC criteria for internship training. It provides a learning approach that combines classroom and laboratory studies with work experience that is internship site specific. This course offers the student the opportunity to enhance the total learning experience with real world training. Students work under the close guidance of their individual supervisor/mentor and faculty coordinator. This course may be repeated for up to five credits.		
ATEC 298B	INTERNSHIP: SUSPENSION, STEERING, BRAKES AND ABS	01.0-05.0
<i>Prerequisite:</i> ATEC 125B and 135B.		
This course follows the established TMCC criteria for internship training. It provides a learning approach that combines classroom and laboratory studies with work experience that is internship site specific. This course offers the student the opportunity to enhance the total learning experience with real world training. Students work under the close guidance of their individual supervisor/mentor and faculty coordinator. This course may be repeated for up to five credits.		

AUTOMOTIVE

AUTO 101B	GENERAL AUTO	02.0-07.0
<i>Prerequisite:</i> None		
An introductory course describing the principles of operation, design, construction and maintenance of automobiles. Activities include shop safety emphasis, use of service manuals, use of tools and fasteners, general maintenance of cooling systems, lubricating systems; an overview and demonstration of electrical, fuel and ignition systems; an overview and explanation of chassis, steering, suspension and brake systems. Human relations, leadership and work ethics related to the automotive industry will also be covered. Repeatable for 7 credits.		
AUTO 103B	ELECTRICAL SYSTEMS	03.0-07.0
<i>Prerequisite:</i> AUTO 101B.		
A study and practice of DC electrical applications to the automobile. Instruction includes the theory of operation and service procedures of cranking motors, solenoids, charging systems including system-integrated generators (alternators), electronic components, chassis, and electrical systems on current model vehicles. Use of test equipment for diagnosis of all electrical systems, reading of wiring diagrams, repairing procedures and actual hands-on shop experience. Safety is emphasized. This course may be repeated for up to seven credits.		
AUTO 121B	AUTOMOTIVE BRAKE SYSTEMS	03.0-07.0
<i>Prerequisite:</i> AUTO 101B or comparable work experience.		
This course deals with the theory and practice in the operation, maintenance and repair of domestic and foreign car hydraulic and power brake systems, including vacuum and hydro power designs. This course may be repeated for up to seven credits.		
AUTO 125B	STEERING AND SUSPENSION SYSTEMS	03.0-07.0
<i>Prerequisite:</i> AUTO 101B or comparable work experience.		
This course covers the theory and practice in the nomenclature, operation, maintenance and repair of automotive suspensions, front-end alignment procedures, standard power steering systems, and wheel balancing. This course may be repeated for up to seven credits.		
AUTO 155B	SMALL ENGINE REPAIR	03.0
<i>Prerequisite:</i> None		
This course is an introduction to the theory and practice of repairing small engines. The student will disassemble and assemble two-cycle or four-cycle engines and learn to adjust the various components. The student will also study basic troubleshooting techniques for two and four cycle engines.		

AUTOMOTIVE

AUTO 198B	SPECIAL TOPICS IN AUTO	00.5-06.0
<i>Prerequisite:</i> None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. This course may be repeated for up to six credits.		
AUTO 210B	AUTOMOTIVE PARTS COUNTERMAN	03.0
<i>Prerequisite:</i> None		
The basic management concepts of the automotive parts business will be presented. Instruction and guidance in the use of catalogs, identification and numbering of parts, purchasing, storage, and retrieval techniques will be presented. Parts room management, use of measuring tools, inventory controls, and proper customer relations will also be included.		
AUTO 219B	MANUAL DRIVE TRAINS AND AXLES	03.0-07.0
<i>Prerequisite:</i> AUTO 101B.		
The theory and repair of manual transmissions, differentials, clutches, drive lines and drive axles will be covered. Diagnosis and troubleshooting will be stressed. Safety is emphasized. This course may be repeated for up to seven credits.		
AUTO 222B	EMISSION CONTROL CERTIFICATION PREP	03.0
<i>Prerequisite:</i> Must be a technician working in the auto field.		
This course is an intensive study of current and past automotive emission control systems. The course is especially designed to educate automotive technicians currently working in the field. The classroom and instructional work on the use of state of the art equipment will assist the technicians in meeting the certification requirements for the State of Nevada Test.		
AUTO 223B	ENGINE PERFORMANCE	03.0-07.0
<i>Prerequisite:</i> AUTO 101B and 103B.		
This course provides the student with advanced work, building upon previous instruction. Covers standard electronic and computerized fuel and ignition systems used in automotive vehicles. A systematic diagnostic method for engine performance and drivability in fuel, electrical and electronic systems will be emphasized, using proper tools and equipment. Safety will also be emphasized in all areas. This course may be repeated for up to seven credits.		
AUTO 225B	AUTOMOTIVE AIR CONDITIONING SYSTEMS	03.0-07.0
<i>Prerequisite:</i> AUTO 101B or comparable work experience.		
Principles of automotive heating and air conditioning. Automatic control systems, charging, troubleshooting and repairing systems. This course may be repeated for up to seven credits.		
AUTO 226B	AUTOMATIC TRANSMISSIONS/TRANSAXLES	03.0-07.0
<i>Prerequisite:</i> AUTO 101B or comparable work experience.		
This course acquaints the student with the construction, operations and maintenance of automatic transmissions. This course may be repeated for up to seven credits.		
AUTO 253B	BASIC ENGINE REPAIR	03.0-07.0
<i>Prerequisite:</i> AUTO 101B		
This course will cover the principles and operation of the internal combustion engine. Engines will be properly disassembled, all parts inspected, measured and reassembled. The operation and repair of the oiling and cooling systems will be covered. Safety is emphasized. This course may be repeated for up to seven credits.		
AUTO 254B	ADVANCED ENGINE OVERHAUL	03.0
<i>Prerequisite:</i> AUTO 253B or comparable work experience.		
This course is for the serious engine repairman. This course will apply knowledge to all facets of the reciprocating engine application. It will cover auto, truck and industrial applications to include various methods of precision measurements with micrometers, thickness gauges, venire readings and air leakage tests, etc.		
AUTO 290B	INTERNSHIP IN AUTOMOTIVE LEVEL 1	01.0-06.0
<i>Prerequisite:</i> AUTO 103B, 121B, 125B, 219B, 223B and 225B with a 2.0 average and approval of the instructor.		
The purpose of this course is to provide Automotive Industry Technicians with the opportunity to supplement course work with practical work experience related to the student's first three semesters of classroom and lab experiences. The course is an extension to and application of the classroom training through work experience under immediate supervision of experienced personnel at the industry work site. A qualified faculty member directly supervises the student's internship experience by working closely with the student and the employer through telephone contact, site visitations, student reports and reports from the student's supervisor. Credit is awarded (at a rate of 75 hours of work per credit) for the accomplishment of individualized specific occupational learning objectives written by the employer, student, and faculty member; maintenance of time sheets; and final project. Student grades will be assigned as a cooperative effort between the faculty member and the job supervisor.		

AUTOMOTIVE

AUTO 295B INTERNSHIP IN AUTOMOTIVE LEVEL II 01.0-06.0

Prerequisite: AUTO 226B, 253B and 290B with at least a 2.0 average and approval of the instructor.

The purpose of this course is to provide Automotive Technicians with the opportunity to supplement course work with practical work experience related to the student's fourth and final semester 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 visitation, 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 a final project. Student grades will be assigned as a cooperative effort between the faculty member and the job supervisor.

AUTO 299B SPECIAL TOPICS IN AUTOMOTIVE 00.5-06.0

Prerequisite: None

Special topics, projects and research not included in existing courses. Assignments will provide specialized training on advanced topics in automotive engine repair. Courses may be used to cover requirements for certificate and associate degree programs with approval of the automotive instructor or director.

BIOLOGY

BIOL 100 GENERAL BIOLOGY FOR NON-MAJORS 03.0

Prerequisite: MATH 120 or equivalent or qualifying Accuplacer, ACT/SAT test results.

Survey of the basic processes of biology common to all life forms. Includes cell theory and metabolic processes, evolution, ecology, genetics, populations, and the scientific method. Designed for the non-science major. Meets the UNR core curriculum science requirement. Three lecture hours per week. Four laboratory experiences throughout the semester.

BIOL 110 BIOLOGY FOR ELEMENTARY/MIDDLE LEVEL EDUCATION 03.0

Prerequisite: None

An introductory course emphasizing major concepts and pedagogical techniques in the field of biology. The course is designed for prospective teachers. It incorporates scientific methodology and content knowledge into hands-on investigation that may be used at the elementary and middle school levels. Transfers as 3 credits to UNR and meets TMCC and UNR requirements for AA and BS degrees in Elementary Education. Two hours of lecture and three hours of laboratory per week.

BIOL 141B HUMAN STRUCTURE AND FUNCTION I 04.0

Prerequisite: None

A laboratory course which deals with the morphology and physiology of the human body. Topics include introductory cell chemistry, cell biology, and basic histology. The following body systems are covered: digestive, skeletal, muscular, circulatory, lymphatic, and endocrine. The course is designed specifically for students enrolled in or planning to enroll in Dietetic Technology, Emergency Medical Technology, Paramedic, or Radiological Technology and does not satisfy Nursing, Dental Hygiene or advanced radiological training prerequisites. Three hours of lecture and three hours of lab per week. 4 credits, non-transferable.

BIOL 142B HUMAN STRUCTURE AND FUNCTION II 04.0

Prerequisite: BIOL 141B.

A laboratory course covering the morphology and physiology of the human body. The following organ systems are covered: nervous, integumentary, respiratory, urinary, reproductive, and immune. The course is designed specifically for students enrolled in or planning to enroll in Dietetic Technology, Emergency Medical Technology, Paramedic, or Radiological Technology and does not satisfy Nursing, Dental Hygiene or advanced radiological training prerequisites. Three hours of lecture and three hours of lab per week. 4 credits, non-transferable.

BIOL 188B FOUNDATIONS IN SCIENTIFIC LITERACY 01.0

Prerequisite: None

This course is designed to ensure success in introductory science classes, particularly Biology 190, the first course for Biology majors. The course covers the basic mathematics used in biological sciences, basic chemistry used in biological sciences, the fundamentals of biology, the scientific method, study skills and basic laboratory techniques. The class consists of 16.5 lecture hours and six hours of lab per semester.

BIOL 190 INTRODUCTION TO CELL AND MOLECULAR BIOLOGY 03.0

Prerequisite: CHEM 121.

Covers the structure and function of cells. Included will be the major molecules of life, composition and physiology of cellular organelles, cellular metabolism, reproduction, motility, gene function and related topics. Beginning spring 2005, students must enroll in both lecture (190) and lab (190L) to receive credit. Note: BIOL 190/190L plus BIOL 191/191L transfers to UNR as fulfilling BIOL 190, 191 and 192. 3 credits effective spring 2005.

BIOLOGY

BIOL 190L	INTRO TO CELL AND MOLECULAR BIOLOGY LAB	01.0
<i>Prerequisite:</i> CHEM 121. See BIOL 190 for description.		
BIOL 191	INTRODUCTION TO ORGANISMAL BIOLOGY	03.0
<i>Prerequisite:</i> BIOL 190. Combines the principles of botany and zoology into one course emphasizing levels of organization and life processes common to all organisms. Topics range from nutrient processing and homeostasis to reproduction. Beginning spring 2005, students must enroll in both lecture (191) and lab (191L) to receive credit. Note: BIOL 190/190L plus BIOL 191/191L transfers to UNR as fulfilling BIOL 190, 191 and 192. 3 credits effective spring 2005.		
BIOL 191L	INTRO TO ORGANISMAL BIOLOGY LAB	01.0
<i>Prerequisite:</i> BIOL 190/190L. See BIOL 191 for description.		
BIOL 198B	SPECIAL TOPICS IN BIOLOGY	00.5-06.0
<i>Prerequisite:</i> None Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		
BIOL 200	ELEMENTS OF HUMAN ANATOMY AND PHYSIOLOGY	03.0
<i>Prerequisite:</i> None Provides students with an overview of anatomy and physiology with related, illustrative pathology and microbiology. Formerly BIOL 123B.		
BIOL 201	GENERAL ZOOLOGY	04.0
<i>Prerequisite:</i> BIOL 190. An introduction to the classification, structure, and function of major animal Phyla with an emphasis on the evolutionary relationships among major groups. Three hours of lecture and three hours of laboratory per week.		
BIOL 223	HUMAN ANATOMY AND PHYSIOLOGY I	04.0
<i>Prerequisite:</i> BIOL 190. An intensive laboratory course dealing with the morphology and physiology of body systems. Basic histology is covered along with the following body systems: integumentary, skeletal, muscular, circulatory, immune and respiratory. Principles of chemistry are used throughout the semester. Required for most allied health programs. Three hours of lecture and three hours of lab per week. Due to course content variations across UCCSN institutions, this course transfers for four credits to UNR, but may not transfer to other UCCSN institutions unless BIOL 223 and BIOL 224 are taken at UNR/TMCC.		
BIOL 224	HUMAN ANATOMY AND PHYSIOLOGY II	04.0
<i>Prerequisite:</i> BIOL 223. <i>Prerequisite:</i> Biology 223 completed at TMCC or UNR. A letter grade of C or better in BIOL 223 is required. A continuation of BIOL 223 with increased emphasis on body chemistry. Body systems covered include nervous, endocrine, digestive, urinary and reproductive. Three hours of lecture and three hours lab per week. May not be taken prior to or concurrently with BIOL 223. Due to course content variation across UCCSN institutions, this course transfers for four credits to UNR, but may not transfer to other UCCSN institutions unless BIOL 223 is also taken at UNR/TMCC.		
BIOL 251	GENERAL MICROBIOLOGY	04.0
<i>Prerequisite:</i> BIOL 190. A general course emphasizing distribution, morphology and physiology of microorganisms in addition to skills in aseptic procedures, isolation and identification. This course also includes sophomore level material covering immunology, virology, epidemiology and DNA technology. Recommended for all allied health students. Three hours lecture and four hours lab per week.		
BIOL 290B	INTERNSHIP IN BIOLOGY	01.0-08.0
<i>Prerequisite:</i> None A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to 8 semester hour credits may be earned on the basis of 100 hours of internship for 1 credit. May be repeated for up to 8 credits.		

BIOLOGY

BIOL 299 SPECIAL TOPICS IN BIOLOGY 01.0-03.0
Prerequisite: BIOL 100 or higher, ENV 100 or higher.
Covers selected topics of interest to students in the biological sciences. May be repeated for up to four credits.

BOTANY

BOT 115B PLANTS OF WESTERN NEV 03.0
Prerequisite: None
Survey course of the plants and ferns of western Nevada.

BUSINESS

BUS 101 INTRODUCTION TO BUSINESS 03.0
Prerequisite: None
Survey course designed to give students a broad introduction to the principles, practices and functions of businesses as they are practiced in both the national and global economies. Relevance will be provided through research and Internet projects and assignments. Topics to be covered include management, marketing, finance, investments, and various other areas such as international business, small business, and ethics. All BUS 101 students must take the English assessment test before enrolling. Students must bring their placement test report to the first class meeting. Attendance beyond the first class is subject to instructor approval. This course transfers to UNR as MGRS 101 and is acceptable as a business elective in the 2+2 program.

BUS 105B EMPLOYMENT ORIENTATION 01.0
Prerequisite: None
This course will focus on how to structure legal employment applications, how to write job descriptions and screen applicants for positions. Students will practice various styles of interview techniques.

BUS 106 BUSINESS ENGLISH 03.0
Prerequisite: Qualifying Accuplacer, ACT/SAT test results
If scores are below the minimum required, it is recommended that the student take ENG 081C , Basic Skills in Reading (formerly ENG 081) as a pre/co requisite to BUS 106. This course in practical business English includes principles of grammar, punctuation, and word usage, paragraph development and formatting of basic business correspondence. The English language is constantly changing and this course will reflect leading-edge practices in use in the business community.

BUS 107 BUSINESS SPEECH COMMUNICATIONS 03.0
Prerequisite: None
This course provides business students and career professionals with intensive coaching in listening skills, oral grammar and effective speech construction. Students will practice delivering a variety of individual and small group presentations necessary to successful on-the-job communications.

BUS 108 BUSINESS LETTERS AND REPORTS 03.0
Prerequisite: BUS 106, ENG 090 or equivalent or qualifying Accuplacer, ACT/SAT test results.
Improve letter and report writing skills, proper word choice, letter tone, structuring through units. Emphasis on inductive and deductive business letters, memorandums, and reports. This course is transferable as a general elective to UNR.

BUS 112B CUSTOMER SVC COMM FOR HOSPITALITY INDUST 01.0
Prerequisite: BUS 107 or public speaking class
Students learn techniques used to provide quality customer service to each hotel guest. Successful quality assurance programs at major hotel and tourism attractions are reviewed and modeled. The critical skills necessary for effective business communication are studied, including delivery of presentations which incorporate verbal and non-verbal techniques.

BUS 117B APPLIED BUSINESS MATH 03.0
Prerequisite: MATH 095 or equivalent or qualifying Accuplacer, ACT/SAT test results.
This course is designed to help current and potential business decision makers solve problems that routinely cause businesses to fail. A practical application of business mathematics, including but not limited to: bank reconciliation's, present value, markup and markdowns, simple and compound interest, trade and cash discounts, sales and property taxes, payroll, understanding overhead and analyzing financial reports.

BUSINESS

BUS 150B	PERSONAL FINANCE	03.0
<i>Prerequisite:</i> None		
Introductory course in personal finance planning. Topic areas include: budgeting, spending, credit, investments, insurance, saving, retirement planning, interest and banking. Recommended for all students.		
BUS 152B	SMALL BUSINESS: HOW DO I START ONE	03.0
<i>Prerequisite:</i> None		
This is a nuts-and-bolts course on how to start your own small business. It covers the who, what, why, where, when, and how of beginning the small venture. Topics include making the decision; acquiring the capital; setting up the records; finding the location; hiring the employees; paying the taxes; and using agencies and other resources for information. Students will have the opportunity to prepare a small business plan, and interview successful entrepreneurs.		
BUS 198B	SPECIAL TOPICS IN BUSINESS	0.50-06.0
<i>Prerequisite:</i> None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		
BUS 272	LEGAL ENVIRONMENT	03.0
<i>Prerequisite:</i> None		
Course covers the legal environment topics that managers frequently deal with, along with ethical, political and economic considerations as they affect business organizations.		
BUS 290B	INTERNSHIP IN BUSINESS	01.0-08.0
<i>Prerequisite:</i> None		
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on a basis of 75 hours of internship for one credit. May be repeated for up to eight credits.		

CHEMISTRY

CHEM 100	MOLECULES AND LIFE IN THE MODERN WORLD	03.0
<i>Prerequisite:</i> MATH 120 or equivalent or qualifying Accuplacer, ACT/SAT test results.		
A course for students with no science and/or math background. A general introduction into selected topics in inorganic and organic chemistry. Four laboratory experiences are required through the course period.		
CHEM 104	BASIC CHEMISTRY	05.0
<i>Prerequisite:</i> MATH 120 or equivalent or qualifying Accuplacer, ACT/SAT test results.		
An introductory course in chemistry, including such topics as chemical problem solving, classification of matter, atomic and molecular weights, the mole concept, the periodic table, chemical symbols and equations, atomic structure, chemical bonding and solution chemistry. A review of math for chemistry is included. Three hours lecture and three hours lab per week.		
CHEM 107B	ANALYTICAL CHEMISTRY FOR TECHNICIANS I	05.0
<i>Prerequisite:</i> See department.		
An introduction to quantitative chemical analysis, which includes gravimetric and titrimetric analysis, and an introduction to instrumental analysis, topics in chemical equilibrium, oxidation-reduction chemistry and potentiometry. The application of microcomputers to data acquisition and management is included. Three hours lecture and three hours lab per week.		
CHEM 108B	ANALYTICAL CHEMISTRY FOR TECHNICIANS II	05.0
<i>Prerequisite:</i> CHEM 107B.		
Continuation of the study of quantitative analysis, emphasizing instrumental analysis. Techniques covered include molecular and atomic spectroscopy, fluorometry, gas chromatography and high pressure liquid chromatography. The application of microcomputer		
CHEM 121	GENERAL CHEMISTRY I	04.0
<i>Prerequisite:</i> MATH 120 or equivalent or qualifying Accuplacer, ACT/SAT test results.		
Fundamental principles of chemistry and the properties and uses of the common nonmetallic elements. Formerly CHEM 101.		
CHEM 121R	GENERAL CHEMISTRY WITH RECITATION I	05.0
<i>Prerequisite:</i> MATH 120 or equivalent or qualifying Accuplacer, ACT/SAT test results.		
Fundamental principles of chemistry and the properties and uses of the common nonmetallic elements.		

CHEMISTRY

CHEM 122	GENERAL CHEMISTRY II	04.0
<i>Prerequisite:</i> CHEM 121 (formerly CHEM 101) or CHEM 121R, MATH 126 or equivalent or qualifying Accuplacer, ACT/SAT test results.		
Fundamental principles of chemistry, properties and uses of the common metals, their compounds, elementary chemistry of carbon, and introductory qualitative and quantitative analysis. Formerly CHEM 102.		
CHEM 122R	GENERAL CHEMISTRY WITH RECITATION II	05.0
<i>Prerequisite:</i> CHEM 121 (formerly CHEM 101) or CHEM 121R, MATH 126 or equivalent or qualifying Accuplacer, ACT/SAT test results.		
Fundamental principles of chemistry, properties and uses of the common metals, their compounds, elementary chemistry of carbon, and introductory qualitative and quantitative analysis.		
CHEM 198B	SPECIAL TOPICS IN CHEMISTRY	00.5-06.0
<i>Prerequisite:</i> None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		
CHEM 201	GENERAL CHEMISTRY FOR SCIENTISTS AND ENGINEERS	04.0
<i>Prerequisite:</i> MATH 181 or equivalent or qualifying Accuplacer, ACT/SAT test results.		
Fundamental principles of chemistry including stoichiometry, atomic structure, periodic table, chemical bonding, molecular structure, kinetic theory of gases, gas laws, solutions, colligative properties, equilibrium and electrochemistry. Credit allowed for only one of the following: CHEM 101 or 201.		
CHEM 220	INTRODUCTORY ORGANIC CHEMISTRY	04.0
<i>Prerequisite:</i> CHEM 121 (formerly CHEM 101). CHEM 122 recommended.		
A laboratory course which acquaints students with some of the fundamental principles of carbon chemistry and biological chemistry. Formerly CHEM 142.		
CHEM 290B	INTERNSHIP IN CHEMISTRY	01.0-08.0
<i>Prerequisite:</i> None		
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for an application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 75 hours of internship for one credit. This course may be repeated for up to eight credits.		

CISCO

CSCO 120	CISCO NETWORKING ACADEMIES I	05.0
<i>Prerequisite:</i> None		
Networking Basics is the first of four courses leading to the Cisco Certified Network Associate (CCNA) certification. CCNA 1 introduces Cisco Networking Academy Program students to the networking field. The course focuses on network terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. Formerly CIT 113.		
CSCO 121	CISCO NETWORKING ACADEMIES II	05.0
<i>Prerequisite:</i> CSCO 120.		
CCNA 2: Routers and Routing Basics is the second of four CCNA courses leading to the Cisco Certified Network Associate (CCNA) designation. CCNA 2 focuses on initial router configuration, Cisco IOS Software management, routing protocol configurations, TCP/IP, and access control lists (ACLs). Students will develop skills on how to configure a router, managing Cisco IOS Software, configuring routing protocol on routers, and set the access lists to control the access to routers. Formerly CIT 114.		
CSCO 220	CISCO NETWORKING ACADEMIES III	05.0
<i>Prerequisite:</i> CSCO 120 and 121.		
CCNA 3 - Switching Basics and Intermediate Routing v3.0 is the third of four courses leading to the Cisco Certified Network Associate (CCNA) designation. The course focuses on advanced IP addressing techniques (Variable Length Subnet Masking [VLSM]), intermediate routing protocols (RIP v2, single-area OSPF, EIGRP), command-line interface configuration of switches, Ethernet switching, Virtual LANs (VLANs), Spanning Tree Protocol (STP), and VLAN Trunking Protocol (VTP). Particular emphasis is given to students being able to demonstrate the ability to apply learnings from CCNA 1 and 2 to a network and to be able to explain how and why a particular strategy is employed. Formerly CIT 213.		

CISCO

CSC0 221 **CISCO NETWORKING ACADEMIES IV** 05.0

Prerequisite: CSC0 220.

CCNA 4: WAN Technologies is the last of four courses leading to the Cisco Certified Network Associate (CCNA) designation. The course focuses on advanced IP addressing techniques (Network Address Translation [NAT], Port Address Translation [PAT], and DHCP), WAN technology and terminology, PPP, ISDN, DDR, Frame Relay, network management, and introduction to optical networking. Particular emphasis is given to students being able to demonstrate the ability to apply knowledge from CCNA 1, CCNA 2, and CCNA 3 to a network and to be able to explain how and why a particular strategy is employed. In addition, the student will prepare for taking the CCNA Exam. Formerly CIT 221.

CSC0 280 **ADVANCED ROUTING** 05.0

Prerequisite: CSC0 221 or CCNA certification.

The course provides the learner with in-depth information on interior and exterior gateway protocols used in medium to large network sites. The course covers routing principles of both distance vector and link-state routing protocols; IP addressing techniques; the theory behind the EIGRP, OSPF, IS-IS, and BGP routing protocols; and configuration and troubleshooting information for each protocol. Upon successful completion of this course, the learner will be able to select and implement the appropriate services required to build a scalable, routed network. This course is recommended preparation for the Building Scalable Cisco Internetworks exam required to become a Cisco Certified Network Professional (CCNP).

CSC0 281 **REMOTE ACCESS** 05.0

Prerequisite: CSC0 280.

In this course, students will learn how to build, configure and troubleshoot a remote access network to interconnect central sites to branch offices and home offices. Students learn how to control access to the central site, as well as to maximize bandwidth utilization over remote links. This course is recommended preparation for the Remote Access exam required to become a Cisco Certified Network Professional (CCNP).

CSC0 282 **MULTI-LAYER SWITCHING** 05.0

Prerequisite: CSC0 281.

In this course, students learn how to build campus networks using multi-layer switching technologies over high speed Ethernet. This course includes both routing and switching concepts, covering both Layer 2 and Layer 3 technologies. This course is recommended preparation for the Multi-layer Switching exam required to become a Cisco Certified Network Professional (CCNP).

CSC0 283 **INTERNETWORK TROUBLESHOOTING** 05.0

Prerequisite: CSC0 282.

In this course, students learn how to baseline and troubleshoot an environment using Cisco routers and switches for multi-protocol client hosts and servers connected with Ethernet and Fast Ethernet LANs, and Serial, Frame Relay, and ISDN BRI WANs. The course provides students with methodical practice using specific Cisco ISO software and Catalyst software tools to diagnose and correct problems on widely installed Cisco products. This course is recommended preparation for the Internetwork Troubleshooting exam required to become a Cisco Certified Network Professional (CCNP).

COMPUTER AIDED DRAFTING AND DESIGN

CADD 100 **INTRODUCTION TO COMPUTER-AIDED DRAFTING** 03.0-04.0

Prerequisite: DFT 100 prior to or concurrent with CADD 100.

Introduction to the basic capabilities of a Computer Aided Drafting (CAD) system. Includes appropriate terminology, basic system design, typical hardware and software and applicable commands. Students will draw and solve drafting problems on a CAD system. Formerly DFT 131.

CADD 105 **INTERMEDIATE COMPUTER-AIDED DRAFTING** 03.0-04.0

Prerequisite: CADD 100 (formerly DFT 131).

Continuation of CADD 100 (formerly DFT 131). The course will cover advanced 2-D CAD operations. Student will draw and solve graphic problems on a CAD system. Formerly DFT 133.

CADD 140 **TECHNICAL DRAFTING I** 03.0-04.0

Prerequisite: DFT 100 or CADD 100 (formerly DFT 131) or approval of instructor.

This course covers perception theories, lettering, geometric, orthographic, sketching, sectioning, auxiliary, dimensioning and pictorial problems. Formerly DFT 102.

CADD 141B **TECHNICAL DRAFTING II** 03.0-04.0

Prerequisite: CADD 140 (formerly DFT 102) or approval of instructor.

A continuation of CADD 140 (formerly DFT 102). Introduction of revolutions, developments, threads fasteners, springs and gears. Formerly DFT 103B.

COMPUTER AIDED DRAFTING AND DESIGN

CADD 142B	TECHNICAL DRAFTING III	03.0-04.0
<i>Prerequisite:</i> CADD 140 (formerly DFT 102). This advanced drafting course introduces the student to the elements of descriptive geometry and electronic drafting.		
CADD 198B	SPECIAL TOPICS IN CADD	01.0-06.0
<i>Prerequisite:</i> None Various short courses and experimental classes covering a variety of subjects. The course will be variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. Formerly DFT 198B.		
CADD 200	ADVANCED COMPUTER AIDED DRAFTING	03.0-04.0
<i>Prerequisite:</i> CADD 140 and 105 (formerly DFT 102 and 133). An advanced course providing instruction and skill development on advanced features of AutoCAD. Emphasis will be on bonus toolbars, batch plotting, geometric tolerancing, URL embedment, WWW exchange with DWF, wire frame modeling and an introduction to solids. Formerly DFT 230.		
CADD 210B	CADD PROJECT	03.0-04.0
<i>Prerequisite:</i> CADD 140 and 100 (formerly DFT 102 and 131). Each student will complete a project that will increase his/her CAD skills. Formerly DFT 231.		
CADD 245	SOLID MODELING AND PARAMETRIC DESIGN	03.0-04.0
<i>Prerequisite:</i> CADD 100 and 105 (formerly DFT 131 and 133). This course will introduce the student to 3D and solid modeling on a CAD system. Students will draw and solve graphic problems on a CAD system. Formerly DFT 233.		
CADD 250	CAD SYSTEM MANAGEMENT	03.0-04.0
<i>Prerequisite:</i> CADD 100 and 105 (formerly DFT 131 and 133). A course to assist the students who have an interest in developing CAD organizational skills in the professional office. These skills include but are not limited to management, training, investigation, procurement, troubleshooting and implementing of CAD systems. This course will also deal with the responsibilities of the CAD system manager. Formerly DFT 232.		
CADD 255	CAD CUSTOMIZATION I	03.0-04.0
<i>Prerequisite:</i> CADD 100 and 105 (formerly DFT 131 and 133). A basic course in customizing AutoCAD software. By using lecture as well as hands-on exercises, you will learn how to make AutoCAD more efficient and productive on an individual basis (screen appearance, pull-down menus, accelerator keys, tool bar groups and dialog boxes). Formerly DFT 235.		
CADD 256	CAD CUSTOMIZATION II	03.0-04.0
<i>Prerequisite:</i> CADD 100 and 105 (formerly DFT 131 and 133). A basic course in customizing AutoCAD software. By using lecture as well as hands-on exercises, you will learn how to make AutoCAD more efficient and productive on an individual basis (tablet menus, linotypes, multi-line types, hatch patterns, intro to auto lisp and script files). Formerly DFT 236.		
CADD 290B	INTERNSHIP IN CADD	01.0-06.0
<i>Prerequisite:</i> None A course designed wherein students will apply knowledge and skills to real on- the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed most Core and Major requirements and have a 2.5 G.P.A. Contact the instructor for the application, screening and required skills evaluation. Up to 8 semester hour credits may be earned on the basis of 75 hours of internship for 1 credit. May be repeated for up to 6 credits. Formerly DFT 290B.		
CADD 295B	INDEPENDENT STUDY	03.0-06.0
<i>Prerequisite:</i> Instructor's approval. This course is designed for the student who has a particular interest in drafting and wants to concentrate in that area. This is a contractual course. Formerly DFT 225B.		
CADD 299B	CAPSTONE/ASSESSMENT	01.0-03.0
<i>Prerequisite:</i> None This course will be a final assessment of each student and determine their preparedness for job marketability. Each student will write a resume, develop a portfolio, demonstrate growth on the program post-test and apply for graduation. Formerly DFT 299B.		

COMPUTER AND OFFICE TECH

COMPUTER AND OFFICE TECH

COT 101B	COMPUTER KEYBOARDING I	01.0-03.0
<i>Prerequisite:</i> None		
This course involves developing basic skills for touch typing keyboard proficiency on computers. Elementary word processing functions are introduced. Development of speed and accuracy skills are an integral part of this course. Basic computer operations are introduced for using the keyboarding software. Formerly COT 100B and BTO 100B.		
COT 104B	OFFICE SKILLS DEVELOPMENT	03.0
<i>Prerequisite:</i> None		
This program is designed to meet the needs and abilities of individual students. Advanced document formatting, speed and accuracy, 10-key mastery and e-mail are taught during the semester. Students may choose three of the four modules. Word processing skills will be integrated into the document formatting module. Speed and accuracy, 10-key mastery and e-mail are designed for the entry level office worker.		
COT 110B	BUSINESS MACHINES	03.0
<i>Prerequisite:</i> None		
This course develops skills using electronic printing calculators. The skills are applied to business math problems which include: touch addition of whole numbers, multiplication, division, fractions and decimals, percentages, markdown and markup, interest, payrolls, and installment buying. Formerly OA 116B, COT 110B and BTO 118B.		
COT 111B	TRANSCRIBING MACHINES	01.0-03.0
<i>Prerequisite:</i> COT 150 or 151 and 30 wpm minimum typing speed recommended.		
Machine transcription is designed to develop the skill of listening to cassette tapes containing correspondence and directly transcribing the material into correct and accurate documents. Students may use any word processing program provided on the classroom computers to complete documents in the assigned formats. Formerly OA 108, COT 111 and BTO 119B		
COT 114B	GENERAL MEDICAL OFFICE BILLING	03.0
<i>Prerequisite:</i> None		
This course provides business students and medical office staff with the fundamental office procedures for the medical front office. The course includes a comprehensive overview of medical front office skills including office communication, filing, scheduling, health insurance and basic accounting techniques. Formerly COT 125 and BTO 114B		
COT 115B	COMPUTERIZED MEDICAL OFFICE BILLING	03.0
<i>Prerequisite:</i> COT 150 or COT 151		
This course provides business students and medical office staff with the more advanced procedures required in the medical office setting. Introduction to computerized scheduling, coding principles required to bill third party carriers including State and Federal Programs. Also, tracking non-paid claims, producing monthly reports and various other technical components. This course is competency based and students will be graded on demonstrated skills. Formerly COT 213 and BTO 115B		
COT 122B	MEDICAL TYPING AND TRANSCRIPTION	01.0-04.0
<i>Prerequisite:</i> COT 150 or COT 151, NURS 140 and typing speed of 45 wpm		
Medical transcription is a hands-on course designed to develop the skill of listening to cassette tapes containing physician dictation of medical reports and transcribing the material directly into correct and accurate medical record formats. The word processing program preferred by most medical transcriptionists is WordPerfect, but Microsoft Word is also available on the classroom computers. Formerly COT 121 and BTO 116B		
COT 123B	LEGAL TYPING AND TRANSCRIPTION	01.0-03.0
<i>Prerequisite:</i> COT 150 or COT 151 and 40 WPM Minimum typing speed.		
The Legal Terminology and Transcription course is designed to develop the skill of listening to attorney dictated cassette tapes containing correspondence and legal documents and directly transcribing the material into correct and accurate documents. The word processing program preferred by most legal offices is WordPerfect. Microsoft Word is also available on the classroom computers. Formerly COT 123 and BTO 123B		
COT 130	LEGAL SECRETARIAL TRAINING I	03.0
<i>Prerequisite:</i> None		
This course includes a variety of work relating to the duties and responsibilities of a legal secretary. Topics include: legal office procedures, written communication, document preparation (both litigation and non-litigation), general litigation, and introduction to the law library. Formerly OA 147		

COMPUTER AND OFFICE TECH

COT 150	INTRODUCTION TO WordPerfect	01.0-03.0
<i>Prerequisite:</i> None		
A hands-on computer course designed to teach students the basic functions of WordPerfect. Topics include: creating, editing, saving, and printing documents. Covering these topics includes special features such as blocking, search-and-replace, headers and footers, footnotes, spell and thesaurus utilities, merging, and macros. Variable credit based on current course schedule. Recommend 40 WPM minimum typing speed. Formerly WP 215		
COT 151	INTRO TO MICROSOFT WORD	03.0
<i>Prerequisite:</i> Recommended typing speed of 40 wpm.		
Microsoft Word for Windows is a powerful word processing package that produces documents and handles a large number of routine tasks with ease. This beginning course is designed for people who are at a basic entry level and want to learn a general overview of the program as well as be productive with simple tasks. Document creation, editing, saving and retrieving files, printing, spell checking, formatting, search and replace, thesaurus, and special effects will be covered.		
COT 157B	QUICKEN I	01.0
<i>Prerequisite:</i> None		
An introductory course covering the use of Quicken in personal finance, in business, and in on-line Internet financial services.		
COT 198B	SPECIAL TOPICS IN COT	00.5-06.0
<i>Prerequisite:</i> Various skills recommended depending on the course content		
Various short courses and experimental classes covering a variety of subjects. The course will be variable credit of one-half to six depending on the course content and number of hours required. This course may be repeated for up to six credits. Formerly CIS/OA/WP 198B		
COT 201B	INTRODUCTION TO COMPUTING	03.0
<i>Prerequisite:</i> None		
This introduction to computing covers many of the basics of using a computer. Using a mouse, keyboard, Windows, surfing the Internet and file management. The course also includes a brief introduction to word processing, spreadsheets, purchasing a computer and basic care of computers and software. Formerly CIS 201.		
COT 202B	INTRODUCTION TO COMPUTER APPLICATIONS	03.0
<i>Prerequisite:</i> None		
This course introduces students to current integrated office productivity applications. It helps students build important skills in word processing, spreadsheets, databases, and presentation applications. Students will also be introduced to the basic functions of a personal computer operating system. Added "B" effective fall 2002.		
COT 204	USING WINDOWS	01.0-03.0
<i>Prerequisite:</i> None		
This course will cover how the Windows Graphic User Interface is used, how to customize Windows and how to use the various accessories and parts of the Windows program. Formerly CIS 204B		
COT 206	INTRODUCTION TO INTERNET COMMUNICATIONS	03.0
<i>Prerequisite:</i> None		
This class will take you beyond simple surfing and teach you about browser configuration, plug-ins, and Internet utilities and services.		
COT 207B	BUSINESS APPLICATIONS ON THE INTERNET	03.0
<i>Prerequisite:</i> IS 101 or the equivalent.		
This course will cover the use of the internet for business and entrepreneurial purposes. Topics include integration of the Microsoft Office Suite with the World Wide Web, daily basic business practices online, and intranet/internet site development.		
COT 208B	COMPUTER BUSINESS APPLICATIONS	03.0
<i>Prerequisite:</i> COT 202B or IS 101 (formerly CIT 101 AND IS 150) or equivalent.		
This is an intermediate/advanced course that builds current skills for using Microsoft Excel in the business world.		
COT 216	INTERMEDIATE WORD PROCESSING	01.0-03.0
<i>Prerequisite:</i> COT 202B or the equivalent and 40 wpm minimum typing speed.		
Advance beyond the beginner level. COT 216 builds upon word processing skills taught in COT 202B. Topics include envelopes, labels, sorting, style sheets, outlines, table of content, indexes, and lists. Other advanced topics will cover tables, columns, mail merge, and macros.		

COMPUTER AND OFFICE TECH

COT 217	OFFICE PUBLICATIONS	01.0-03.0
<i>Prerequisite:</i> IS 101 or equivalent.		
This course introduces students to basic techniques of desktop publishing and Web page publishing in an office. Students will learn how to plan and design a publication, format text, work with art, use styles, and work with multiple pages. The course will also cover the creation and maintenance of simple Web sites, including using links, tables, frames, and forms.		
COT 221B	LEGAL SECRETARIAL TRAINING II	03.0
<i>Prerequisite:</i> None		
This course is a continuation of Legal Office Secretarial I with a review of duties and responsibilities. Topics include: criminal law, contracts, family law, corporations and partnerships, real estate, wills and trusts, estates, guardianships and bankruptcy. Formerly OA 148B		
COT 262	INTERMEDIATE SPREADSHEET CONCEPTS	01.0-03.0
<i>Prerequisite:</i> COT 202B and IS 201 (formerly COT 203 and IS 203).		
Concepts, capabilities, and development of computer spreadsheet systems. The application of spreadsheet software to solve typical business problems. Includes macro generation, template development, and advanced graphics. Formerly CIS 270		
COT 290B	INTERNSHIP IN COMPUTER/OFFICE TECHNOLOGY	01.0-06.0
<i>Prerequisite:</i> None		
A course designed wherein students will apply knowledge and skills to real on- the-job situations in A program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed most Core and Major requirements and have A 2.5 G.P.A. Contact the instructor for the application, screening, and required skills evaluation. Up to six semester hour credits may be earned on the basis of 75 hours of internship for one credit. This course may be repeated for up to six credits.		
COT 299B	INDEPENDENT STUDY	01.0-06.0
<i>Prerequisite:</i> Written permission of a full time instructor.		
The student will do a special project involving the analysis and design of a computer system and/or special projects in programming. This course may be used to satisfy Computer Office Technology major requirements, for a second semester of programming language or for COT 284 Theory of System Analysis and Design or a special project or study in the area of office administration, depending upon the nature of the special projects chosen by the students. This course may be repeated for up to six credits. Formerly CIS/OA 299B		

COMPUTER INFORMATION TECH

CIT 110	A+ Hardware	03.0
<i>Prerequisite:</i> None		
This course prepares students to troubleshoot and repair microcomputer systems and their peripherals. It also provides the knowledge and skills required to pass the Computing Technology Industry Association (CompTIA) A+ Core Exam and become a certified computer service technician. Formerly CIT 111.		
CIT 111	A+ SOFTWARE	03.0
<i>Prerequisite:</i> None		
A comprehensive overview of the primary operating systems used on PCs, including DOS and Windows. Defines utilities, memory management, file organization and management, troubleshooting, diagnosis and system maintenance using the operating system. This course prepares the student to take and pass the Comp-TIA A+ certification DOS/Windows module test. Formerly COT 205 and CIT 112.		
CIT 125	NOVELL NETWARE ADMINISTRATION	05.0
<i>Prerequisite:</i> CIT 111* (formerly CIT 112).		
This course is designed to provide students with the necessary knowledge and skills to perform competently in the role of network administrator or system manager for the current version of Novell NetWare. Students completing this course will be able to accomplish fundamental network management tasks on a NetWare network. This course may be repeated for up to ten credits. Formerly COT 274B and CIT 274B.		
CIT 130	BEGINNING JAVA	03.0
<i>Prerequisite:</i> IS 115 or previous programming and instructor approval.		
Java is a general-purpose, object-oriented programming language best known for, but not limited to, creating applets to run on the Internet. This course will include applet creation, but the primary emphasis will be on general purpose object-oriented programming. Formerly CIT 152.		

COMPUTER INFORMATION TECH

CIT 131	BEGINNING C PROGRAMMING	03.0
<i>Prerequisite:</i> IS 115 (formerly CIT 115).		
This is an introductory course designed for students interested in pursuing a scientific or engineering degree. Students will study the C Programming language. Topics covered include computer organization, language and data structures, and technical computer applications. Formerly COT 243 AND CIT 133.		
CIT 132	BEGINNING VISUAL BASIC	03.0
<i>Prerequisite:</i> IS 115.		
In-depth study of the Visual BASIC computer programming language as used for writing business oriented applications. Current development environments will be used to write and debug programs. Formerly COT 245 AND CIT 121.		
CIT 133	BEGINNING C++	03.0
<i>Prerequisite:</i> IS 115. Prior programming experience in C is helpful, prior programming experience is highly recommended.		
This course is designed to provide students with a basic introduction to object-oriented programming using the C++ language as a platform. Topics covered include an introduction to the C++ language and the concepts for object-oriented programming such as classes, objects, data abstraction, data hiding, instantiation, inheritance, polymorphism and overloading. The object-oriented approach will also be compared and contrasted with the more traditional procedure-oriented approach to programming. Formerly COT 255 and CIT 131.		
CIT 151	BEGINNING WEB DEVELOPMENT	03.0
<i>Prerequisite:</i> IS 101 or Instructor's approval.		
This course introduces students to HTML code and Web page design. Topics cover creating and managing a Web site and designing Web pages, including tables, frames and forms. Students will also learn to enhance Web pages with Cascading Style Sheets, JavaScript and multimedia. No prior HTML experience is necessary.		
CIT 152	WEB SCRIPT LANGUAGE PROGRAMMING	03.0
<i>Prerequisite:</i> CIT 151.		
This course concentrates on client-side scripting. Client-side technologies are used to validate form data, as well as to provide ways of interacting with visitors. This class builds upon the information presented in CIT 151-Beginning Web Development (HTML and JavaScript), and will also provide an introduction to server-side scripting. Formerly CIT 152B *		
CIT 153	BEGINNING PERL	03.0
<i>Prerequisite:</i> IS 115.		
Perl is an interpreted language optimized for scanning arbitrary text files, extracting information from those text files and printing reports based on that information. Perl is the de facto programming language for dynamic HTML web pages, Common Gateway Interface (CGI) programming, system administration and text processing. This course will introduce programming in Perl.		
CIT 171	INTRODUCTION TO THE UNIX OPERATING SYSTEM	03.0
<i>Prerequisite:</i> None		
Fundamentals of UNIX teaches you how to use the UNIX operating system and introduces you to the Common Desktop Environment (CDE). The class is for new users of the UNIX environment and CDE. You will learn fundamental command-line features of the UNIX environment including file system navigation, file permissions, the vi text editor, command shells, and basic network use.		
CIT 172	UNIX SYSTEMS ADMINISTRATION	03.0
<i>Prerequisite:</i> CIT 171.		
The UNIX Operating Environment System Administration I course provides students with the necessary knowledge and skills to perform essential system administration tasks in the UNIX Operating Environment. This class uses the Solaris UNIX Operating Environment.		
CIT 173	LINUX INSTALLATION AND CONFIGURATION	03.0
<i>Prerequisite:</i> CIT 171.		
This class prepares the student for the vendor neutral Sair/GNU Linux Level I, Installation and Configuration exam (3x0-101). This first level concentrates on the areas of expertise that must be mastered to become a Linux Certified Administrator.		
CIT 174	LINUX SYSTEM ADMINISTRATION	03.0
<i>Prerequisite:</i> CIT 171.		
This is the second course in the Sair Linux Certification program that prepares the student for the vendor neutral Sair/GNU Linux System Administration exam (3x0-102). This level concentrates on the areas of expertise that must be mastered to administer Linux systems and networks. Passing either Installation & Configuration exam or the System Administration exam will earn the student a LCP certificate. Passing all four tests will earn the LCA certificate.		

COMPUTER INFORMATION TECH

CIT 181	INTRODUCTION TO ORACLE	03.0
<i>Prerequisite:</i> Suggested prerequisite: IS 201 strongly recommended.		
This course introduces students to developing a relational database using the Oracle database management system. Students will learn syntax or Structured Query Language (SQL) and use it to interact with a client/server database system. Topics include creating and modifying tables, retrieving and maintaining data, calculations, subqueries, user management, and PL/SQL blocks. Students should have a basic understanding of database design before enrolling in this course.		
CIT 198B	SPECIAL TOPICS IN CIT	01.0-06.0
<i>Prerequisite:</i> Various skills will be recommended, depending upon course content.		
Various short courses and experimental classes covering a variety of subjects in the general Computer and Information Technology area. This class will have variable credit of 1 to 6 depending on the course content and number of contact hours required. This course may be repeated for up to six credits.		
CIT 200	COMPUTER TROUBLESHOOTING FOR TEACHERS	01.0
<i>Prerequisite:</i> None		
This course covers the basic concepts of upgrading and troubleshooting computer systems in a classroom environment. Students will work in a hands-on lab environment to gain the ability to diagnose computer problems that typically occur in a classroom and perform basic repairs and upgrades to computer hardware and software. Formerly CIT 210		
CIT 201	WORD CERTIFICATION PREPARATION	01.0-03.0
<i>Prerequisite:</i> None		
This course is a Microsoft-approved study guide for the Microsoft Office Specialist certification program for Microsoft Word. Students will move from introductory concepts; such as creating, editing and formatting a document; to advanced topics including generating form letters, designing newsletters and developing Web pages. Repeatable for 3 credits. Formerly COT 161B.		
CIT 202	EXCEL CERTIFICATION PREPARATION	01.0-03.0
<i>Prerequisite:</i> None		
This course is a Microsoft-approved study guide for the Microsoft Office User Specialist (MOUS) certification program for Excel 2002. Students will move from introductory concepts; such as cell references, formulas, functions and formatting to advanced topics including three-dimensional references, pivot tables, sharing workbooks, and exporting worksheets to the Internet. Repeatable for 3 credits. Formerly COT 162B.		
CIT 203	ACCESS CERTIFICATION PREPARATION	01.0-03.0
<i>Prerequisite:</i> None		
This course is a Microsoft-approved study guide for the Microsoft Office Specialist certification program for Microsoft Access. Students will move from introductory concepts; such as creating tables, inserting records and building queries, to advanced topics including data validation, referential integrity, query filters, and action queries. Repeatable for 3 credits. Formerly COT 164B.		
CIT 204	POWERPOINT CERTIFICATION PREPARATION	02.0
<i>Prerequisite:</i> None		
This course is a Microsoft-approved study guide for the Microsoft Office Specialist certification program for Microsoft PowerPoint. Students will move from introductory concepts; such as creating, editing and formatting presentations; to advanced topics including animating content, incorporating multimedia and deploying presentations as Web pages. Formerly COT 163B.		
CIT 209	USER SUPPORT SKILLS AND TECHNOLOGY	03.0
<i>Prerequisite:</i> CIT 110 and CIT 111*.		
This course introduces students to the broad topics that user support specialists need in the computer-support industry. Topics include troubleshooting and problem solving, user needs assessment, documentation, training, system installation, and application support. Formerly CIT 209B.		
CIT 211	MCSE I	03.0-05.0
<i>Prerequisite:</i> Recommended: CIT 111* and CSCO 120.		
This course provides students with the knowledge and skills necessary to perform administration tasks in a peer to peer network or a workstation based system using Microsoft Windows. This course is suitable for people with no prior experience in system administration. Formerly CIT 161		

COMPUTER INFORMATION TECH

CIT 212	MCSE II	03.0-05.0
<i>Prerequisite:</i> Recommended prerequisite: CIT 211.		
This course is intended for new-to-product support professionals who will be responsible for installing and configuring Microsoft Windows Server products and for those who are on the Microsoft Certified Systems Administrator (MCSA) or Microsoft Certified Systems Engineer (MCSE) certification tracks. It provides the knowledge and skills necessary to install and configure Windows Server products to create file, print and terminal servers.		
CIT 213	MCSE III	03.0-05.0
<i>Prerequisite:</i> Recommended prerequisite: CIT 211.		
This course is designed to provide support professionals with the infrastructure knowledge and skills necessary to install and configure the Microsoft Windows Server and Microsoft Windows workstation operating system products. Formerly CIT 162.		
CIT 214	MCSE IV	03.0-05.0
<i>Prerequisite:</i> Recommended corequisites: CIT 211 and 213*.		
This course is designed to provide students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows server services. The course also focuses on implementing Group Policies and understanding the Group Policy tasks required to centrally manage users and computers. This course may be repeated. Formerly CIT 163.		
CIT 215	MCSE ELECTIVES	03.0-05.0
<i>Prerequisite:</i> Recommended prerequisite: CIT 213*.		
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. Course has variable titles.		
CIT 225	NOVELL NETWARE INSTALL AND DESIGN	05.0
<i>Prerequisite:</i> CIT 125		
This course is Novell's Netware advanced administration course for the current version of Novell Netware. It prepares students for the CNE exam. The course is also intended for NetWare network administrators who are preparing to upgrade to the current version of Novell NetWare. Formerly COT 275 and CIT 275B.		
CIT 227	NOVELL NETWARE ELECTIVE	03.0
<i>Prerequisite:</i> CIT 125 and 225		
This course introduces an advanced networking topic that is of use in the administration of computer networks. Topics will be selected based on current standards in computer networking. Topics will include, but not be limited to: upgrading or changing network operating systems, inter-networking, Directory Services Design and implementation of new protocols. Formerly COT 277 and CIT 277.		
CIT 230	ADVANCED JAVA	03.0
<i>Prerequisite:</i> CIT 130		
This course builds upon the foundation constructed in Beginning JAVA. Since JAVA works behind the scenes to power Internet applications, this class will focus more heavily upon application development with an emphasis on client-side and server-side techniques. Example topics include, but are not limited to, Swing, Collections, Multimedia, Networking, JDBC, Servlets and JSP, JavaBean and XML. Formerly CIT 252.		
CIT 231	ADVANCED C PROGRAMMING	03.0
<i>Prerequisite:</i> CIT 131* (formerly CIT 133)		
This is an advanced course in C programming. The course will involve both lecture and hands-on programming assignments. The course will cover advanced data types, structures, and applications. Programming assignments will utilize the DOS operating system interface computer applications. Formerly COT 244 and CIT 233		
CIT 232	ADVANCED VISUAL BASIC	03.0
<i>Prerequisite:</i> CIT 132 or approval of the instructor.		
In-depth study of the advanced BASIC programming language concepts as used for writing business-oriented programs. Use of computers to enter, debug, and execute programs. Formerly COT 246 AND CIT 222.		
CIT 233	ADVANCED C++	03.0
<i>Prerequisite:</i> CIT 133*.		
An advanced programming course using the C++ Programming language. This course covers advanced data structures and data types, advanced I/O, recursive functions/procedures, advanced functions and parameters, and object-oriented techniques and properties. Formerly COT 256 and CIT 231.		

COMPUTER INFORMATION TECH

CIT 251	ADVANCED WEB DEVELOPMENT	03.0
<i>Prerequisite:</i> CIT 151 or strong working knowledge of HTML and JavaScript. This course prepares students to use server-side web technologies. The course covers the concepts, design and basic coding of advanced web applications.		
CIT 255	WEB SERVER ADMINISTRATION I	03.0
<i>Prerequisite:</i> Strong working knowledge of a network operating system. This course prepares students to deal with web server administration tasks including security, performance, access and connectivity. Students will learn about the key issues involved in web server administration and effective strategies for dealing with those issues.		
CIT 257	WEB LANGUAGES	03.0
<i>Prerequisite:</i> CIT 152, 153, or instructor permission. This course explores a variety of emerging technologies that are used in sophisticated Web sites. Students will explore advanced Internet topics that may include dynamic Web site content, database integration, e-commerce, security, server-side configurations, scripting, common gateway interfaces and Web application development. This course may be repeated for a maximum of 9 credit hours. Repeatable to 9 credits. Variable titles.		
CIT 260	SYSTEMS ANALYSIS AND DESIGN I	03.0
<i>Prerequisite:</i> CIT 111* and IS 115. Two semesters of programming languages recommended. Theory of information systems and their elements including system flow charts. Input/output specifications, program system testing, and other facets of a system analyst's responsibilities. Formerly COT 284 and CIT 250.		
CIT 290B	INTERNSHIP IN COMPUTER AND INFORMATION TECHNOLOGY	01.0-06.0
<i>Prerequisite:</i> Available to students who have completed most Core and Emphasis requirements and have a 2.5 GPA. Work and study in participating and approved business organizations. Department approval required before acceptance of student into course. Department review of student's activities and development on the job required. This class will have variable credit of one to six depending on the work hours required. This course may be repeated.		
CIT 298B	SPECIAL TOPICS IN CIT II	01.0-06.0
<i>Prerequisite:</i> Various skills will be recommended, depending upon course content. Various short courses and workshops covering a variety of subjects in the advanced general Computer and Information Technology area. This class will have variable credit of one to six depending on the course content and number of contact hours required. This course may be repeated for up to six credits.		
CIT 299B	INDEPENDENT STUDY IN CIT	01.0-06.0
<i>Prerequisite:</i> Available to students who have completed most Core and Emphasis requirements and have a 2.5 GPA. Written permission of a full-time instructor is required. The student will do a special project involving a subject or skill related to the CIT curriculum. The project will be designed with a faculty advisor. This class will have variable credit of one to six depending on the course content and number of contact hours required. This course may be repeated. It may be substitute for another course with special permission of the Division. This course may repeated for up to six credits.		

CONSTRUCTION

CONS 101B	FUNDAMENTALS OF CONSTRUCTION TECHNOLOGY	01.0-06.0
<i>Prerequisite:</i> None This course is designed to give students with the ambition of careers in the construction industry the foundation required to be successful in further study in all areas of the industry. Topics include: basic safety, basic math, introduction to hand tools, introduction to power tools, introduction to blueprints, basic rigging. This course may be repeated for up to six credits.		
CONS 103	INTRO TO THE UNIFORM BUILDING CODE	03.0
<i>Prerequisite:</i> None A basic course designed to introduce the uniform building code, with emphasis placed on the development and proper use of the code. Students will learn the format of the building code and develop an understanding of the provisions contained therein.		
CONS 104B	BASIC COST ESTIMATING IN THE CONSTRUCTION INDUSTRY	01.0-04.0
<i>Prerequisite:</i> None This course is designed to give students, with career ambition in the construction industry, the foundational skills for estimating in the Construction Trades. More specific estimating in the specific trades will necessarily follow. This course may be repeated for up to four credits.		

CONSTRUCTION

CONS 105	HOME MAINTENANCE	03.0
<i>Prerequisite:</i> None		
This course will emphasize discussion and application of basic concepts involved in the design and use of materials and tools for home maintenance and repair. Opportunities for practicing repair will be prioritized.		
CONS 106	BUILDING CODE II	03.0
<i>Prerequisite:</i> CONS 103.		
A comprehensive nonstructural problem solving course based upon the Uniform Building Code. Emphasis is placed upon mixed occupancy classifications, allowable area increases, types of construction, exiting criteria and fire-resistive standards.		
CONS 110B	SURVEYING I	04.0
<i>Prerequisite:</i> Proficiency in advanced math or instructor's approval.		
To acquire a basic understanding of the principles of surveying. To become acquainted with and develop some skills in the use of field surveying equipment. This will include the 100 ft. tape, engineer's level and the transit.		
CONS 111B	SURVEYING II	04.0
<i>Prerequisite:</i> CONS 110B.		
Increases the skills acquired from the first semester course in the use of field surveying equipment; develop map-making skills from field notes. To learn and use new engineering and surveying concepts which will include staid surveying, horizontal and vertical control, setting grade stakes and topography.		
CONS 121B	CONSTRUCTION ELECTRICITY	03.0
<i>Prerequisite:</i> None		
A basic course in electrical theory and application with emphasis on alternating current. Areas of instruction include: basic principles; Ohm's Law; Kirchoff's Law; symbols and abbreviations; series and parallel circuits; wiring techniques for commercial and residential structures with emphasis on wire size, grounding, connecting, fusing, load analysis, conduits and raceways and explosion proofing.		
CONS 123B	BLUEPRINT READING-CONSTRUCTION TRADE	03.0
<i>Prerequisite:</i> None		
A study of the fundamental language utilized in industrial drawing. Stresses the reading and interpretations of representative industrial blueprints.		
CONS 133	UNIFORM PLUMBING CODE	03.0
<i>Prerequisite:</i> None		
A basic course designed as an overview of the principles of plumbing sizing and code requirements for water distribution, sewer waste and vent, fixtures, special wastes, gas piping, fittings and water heaters.		
CONS 198B	SPECIAL TOPICS IN CONSTRUCTION	00.5-06.0
<i>Prerequisite:</i> None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		
CONS 205B	ON-SITE SAFETY TECHNICIAN	01.0-08.0
<i>Prerequisite:</i> None		
Safety Technician curriculum is designed for people experienced in the construction field, but who have little or no formal training. The attendees will have either been hired or are seeking an entry-level position as a Construction Safety Technician.		
CONS 210B	ON-SITE CONSTRUCTION SUPERVISION	01.0-04.0
<i>Prerequisite:</i> None		
On-Site Supervision provides the basis for that education. It is a comprehensive, competency-based program that gives both veteran and new field managers a step by step approach to honing natural abilities, developing essential skills, and generally improving their performances as leaders. This course may be repeated for up to four credits.		
CONS 211B	CONS SUPERINTENDENT: COST AWARENESS/PROD CONTROL	02.0
<i>Prerequisite:</i> None		
This course is one of a series prepared for professional construction supervisors to help them become better supervisors. The instructor acts as a discussion stimulator and program guide in exposing the students to a variety of resources: workbooks with exercises, role-playing, case studies, critical incident studies, simulation, audio-tape presentation and testing. Topics include: the construction cycle, estimates, work and cost analysis, reporting and cost comparison, short interval production scheduling and production control.		

CONSTRUCTION

- CONS 212B CONSTRUCTION LAW 02.0**
Prerequisite: None
This course is one of a series prepared for professional construction supervisors to help them become better supervisors. The instructor acts as a discussion stimulator and program guide in exposing the students to a variety of resources: workbooks with exercises, role-playing, case studies, critical incident studies, simulation, audio-tape presentation and testing. Topics include: contracts, contract risk, changes and differing site conditions clauses, how to read a construction contract, negotiation, documentation, liens, bonds and closing out the job and case histories.
- CONS 213B CONSTRUCTION SUPERINTENDENT: CONTRACT DOCUMENTS 02.0**
Prerequisite: None
This course is one of a series prepared for professional construction supervisors to help them become better supervisors. The instructor acts as a discussion stimulator and program guide in exposing the students to a variety of resources: workbooks with exercises, role-playing, case studies, critical incident studies, simulation, audio-tape presentation and testing. Topics include: using contract documents and drawings, integrating specifications and drawings, secondary documents, regulation and design standard documents, document information and construction decisions, the supervisor as agent of the contractor and peripheral documents.
- CONS 290B INTERNSHIP IN CONSTRUCTION 01.0-08.0**
Prerequisite: None
A course designed wherein students will apply knowledge to real on the job situations in a program designed by a company official and faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to 8 hour credits may be earned on the basis of 100 hours of internship for 1 credit. May be repeated for up to 8 credits.

COOPERATIVE EDUCATION

- CE 090 TMCC TECHNICAL INSTITUTE ORIENTATION 01.0-03.0**
Prerequisite: None
Basic preparation for new students interested in technical programs offered at TMCC Technical Institute, Edison Campus, e.g., automotive, diesel, HVAC, welding, construction, electronics and manufacturing. This elective will be offered as an open-entry/open-exit class, one to three credits, depending on the needs of the student. This is an online class which involves at least ten hours of lab at the Nell J. Redfield Learning Resource Center, located at the Edison Campus. Topics include WebCT orientation, study skills, information literacy, and developing a personal education plan for a specific trade.
- CE 091 APPLIED TECH PRE-INTERNSHIP 01.0-06.0**
Prerequisite: None
Pre-internship courses offer students the opportunity to explore applied technologies in a closely supervised, hands-on environment. Integrating classroom study with extensive lab and/or field experience, pre-internship provides a greater understanding of skills required in a chosen technology. Students earn one credit per 75 hours working in a position. Faculty advisors develop learning outcomes for individual pre-internships and evaluate the student's understanding of the requirements for success in the technology.
- CE 195B EMPLOYABILITY SKILLS 03.0**
Prerequisite: None
Provides instruction in and opportunity to master the skills necessary to find, apply for, and get promoted on the job. Instruction includes communication theory, values and ethics, interpersonal relationships, resume and employment letter writing, and interviewing. This course satisfies the Human Relations requirement in many AAS degree programs.
- CE 196B WORK EXPERIENCE I 01.0-09.0**
Prerequisite: CE 195B completion of department specified number of credits in major area and/or departmental approval.
The purpose of this course is to provide a student with the opportunity to supplement course work with practical work experience related to the student's educational program and occupational objectives. The course is an extension to and application of classroom instruction through work experience under immediate supervision of experienced personnel at the business or agency involved. A qualified faculty member directly supervises the student's internship experience by working closely with the student and the employer through telephone contacts, site visitations, student reports and reports from the student's supervisor. Credit is awarded for the accomplishment of specific occupational learning objectives, maintenance of time sheets, and a final project. Student grades will be assigned as a cooperative effort between the faculty member and the job supervisor.
- CE 198B SPECIAL TOPICS IN COOPERATIVE EDUC 00.5-06.0**
Prerequisite: None
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.

COSMETOLOGY

COS 101B	MANICURE I	03.0
<i>Prerequisite:</i> None		
This class is designed to provide students with the fundamental knowledge and technical skills required to perform manicuring, pedicuring, and nail extension services. Upon successfully completing this class, students will master basic terminology, and use of professional equipment, supplies and materials.		
COS 102B	MANICURE II	04.0
<i>Prerequisite:</i> COS 101B, and or the discretion of the Director.		
This class is designed for students who have mastered the fundamental knowledge and technical skills required to perform manicuring, pedicuring, and nail extension services. Upon successfully completing this class, students will master intermediate terminology, and use of professional equipment, supplies and materials.		
COS 103B	MANICURE III	03.0
<i>Prerequisite:</i> COS 101B, COS 102B, and or the discretion of the Director.		
This class is for students who have completed the fundamental and intermediate classes in the beautification of the nails of the hands and feet. Students will be expected to perform at an advanced level, and work independently under the general supervision of the Instructor. The curriculum is designed to assist the student as they strive for mastery of all theoretical principles, and technical skills. Upon successfully completing the class, the student will be fully qualified for employment.		
COS 110B	ESTHETICS I	03.0
<i>Prerequisite:</i> None		
This class is designed to provide students with the fundamental knowledge and technical skills required to perform facial, makeup and skin care services. Upon successfully completing this class, students will master basic terminology, and use of professional equipment, supplies, and materials.		
COS 111B	ESTHETICS II	04.0
<i>Prerequisite:</i> COS 110B and or the discretion of the Director.		
This class is designed for students who have mastered the fundamental knowledge and technical skills required to perform facial, makeup and skin care services. Upon successfully completing this class, students will master intermediate terminology, and use of professional equipment, supplies and materials.		
COS 112B	ESTHETICS III	05.0
<i>Prerequisite:</i> COS 110B, 111B, and or discretion of the Director.		
This class is for students who have completed the fundamental and intermediate classes on the beautification of the face and skin. Students will be expected to perform at an advanced level, and work independently under the general supervision of the Instructor. The curriculum is designed to assist the student as they strive for mastery of all theoretical principles, and technical skills. Upon successfully completing the class, the student will be fully qualified for employment.		
COS 120B	HAIR DESIGN I	12.0
<i>Prerequisite:</i> None		
This class is designed to provide students with the fundamental knowledge and technical skills required to perform haircutting, hair coloring, permanent waving, and hairstyling services. Upon successfully completing this class, students will master basic terminology, and use of professional equipment, supplies, and materials. Formerly COSM 110B.		
COS 121B	HAIR DESIGN II	12.0
<i>Prerequisite:</i> COS 120B, and or discretion of the Director.		
This class is designed for students who have mastered the fundamental knowledge and technical skills required to perform haircutting, hair coloring, permanent waving, and hairstyling services. Upon successfully completing this class, students will master intermediate terminology, and use of professional equipment, supplies and materials. Formerly COSM 111B.		
COS 122B	HAIR DESIGN III	10.0
<i>Prerequisite:</i> COS 120B, 121B and/or discretion of the Director.		
This class is for students who have completed the fundamental and intermediate classes on the beautification of the hair. Students will be expected to perform at an advanced level, and work independently under the general supervision of the Instructor. The curriculum is designed to assist the student as they strive for mastery of all theoretical principles, and technical skills. Upon successfully completing the class, the student will be fully qualified for employment. Formerly COSM 112B.		

COSMETOLOGY

COS 200B	SALON MANAGEMENT	01.0
<i>Prerequisite:</i> Prior applicable classes and or the discretion of the Director. This class is designed for students who have completed the prerequisite classes. The purpose of this class is to educate the student in all aspects of professional and ethical business practices. Upon successful completion, the student will understand how to develop and revise a business plan best suited to their individual needs.		
COS 201B	EXAM PREP/NAILS	01.0
<i>Prerequisite:</i> COS 101B, 102B, 103B, and or the discretion of the Director. This class is for students who have completed the prerequisite course of Nail Technology. The class curriculum is designed as a preparatory examination. The student will be expected to perform at an advanced level, and will be instructed and evaluated accordingly. At the conclusion of this class the student will possess the ability and confidence to successfully obtain licensing from The Nevada State Board Of Cosmetology.		
COS 210B	EXAM PREP/ESTHETICS	01.0
<i>Prerequisite:</i> COS 110B, 111B, 112B, or directors approval. This class is for students who have completed the prerequisite course of Esthetics. The class curriculum is designed as a preparatory examination. The student will be expected to perform at an advanced level, and will be instructed and evaluated accordingly. At the conclusion of this class the student will possess the ability and confidence to successfully obtain licensing from The Nevada State Board Of Cosmetology.		
COS 220B	EXAM PREP/HAIR DESIGN	01.0
<i>Prerequisite:</i> COS 120B, 121B, 122B, and or the discretion of the director. This class is for students who have completed the prerequisite courses of Hair Design. The class curriculum is designed as a preparatory examination. The student will be expected to perform at an advanced level, and will be instructed and evaluated accordingly. At the conclusion of this class the student will possess the ability and confidence to successfully obtain licensing from The Nevada State Board Of Cosmetology.		
COS 221B	COSMETOLOGY I	03.0
<i>Prerequisite:</i> None This class is designed to provide Cosmetology students with the fundamental knowledge and technical skills required to perform manicuring, pedicuring and nail extension services. Upon successfully completing this class, students will master basic terminology and use of professional equipment, supplies and materials.		
COS 222B	COSMETOLOGY II	04.0
<i>Prerequisite:</i> COS 221B and/or the discretion of the Director. This class is designed for Cosmetology students who have mastered the fundamental knowledge and technical skills required to perform manicuring, pedicuring and nail extension services. Upon successfully completing this class, students will master intermediate terminology and use of professional equipment, supplies and materials.		
COS 223B	COSMETOLOGY III	03.0
<i>Prerequisite:</i> COS 221B, COS 222B and/or the discretion of the Director. This class is for Cosmetology students who have completed the fundamental and intermediate classes in the beautification of the nails of the hands and feet. Students will be expected to perform at an advanced level and work independently under the general supervision of the Instructor. The curriculum is designed to assist the student as they strive for mastery of all theoretical principles and technical skills.		
COS 224B	COSMETOLOGY IV	03.0
<i>Prerequisite:</i> COS 221B, COS 222B, COS 223B and/or the discretion of the Director. This class is designed to provide Cosmetology students with the fundamental knowledge and technical skills required to perform facial, makeup and skin care services. Upon successfully completing this class, students will master basic terminology and use of professional equipment, supplies and materials.		
COS 230B	EXAM PREPARATION/COSMETOLOGY	01.0
<i>Prerequisite:</i> COS 120B, 121B, 122B, and or the discretion of the director. This class is for students who have completed the prerequisite courses of Cosmetology. The class curriculum is designed as a preparatory examination. The student will be expected to perform at an advanced level, and will be instructed and evaluated accordingly. At the conclusion of this class the student will possess the ability and confidence to successfully obtain licensing from The Nevada State Board Of Cosmetology.		

COSMETOLOGY

COS 231B	SALON PSYCHOLOGY	01.0
<i>Prerequisite:</i> None		
This class is designed for students who have limited knowledge of human behavior. Upon successfully completing this class, students will obtain an understanding of relating to clients and co-workers.		
COS 232B	SALON MANAGEMENT-COSMETOLOGY	01.0
<i>Prerequisite:</i> COS 221B, COS 222B, COS 223B, COS 224B and/or the discretion of the Director.		
This class is designed for Cosmetology students who have completed the prerequisite classes. The purpose of this class is to educate the student in all aspects of professional and ethical business practices. Upon successful completion, the student will understand how to develop and revise a business plan best suited to their individual needs.		

COUNSELING AND PERSONAL DEV.

CEP 254	BIOPSYCHO-SOCIAL FACTORS IN ADDICTION	03.0
<i>Prerequisite:</i> CPD116 or permission of instructor		
Theories of alcohol and other drug addictions with emphasis on the signs and symptoms of problematic use, as well as methods of assessment and intervention.		
CEP 255	DEVELOPMENTAL THEORIES-PREVENTION/EDU STRATEGIES	03.0
<i>Prerequisite:</i> CPD116		
Impact of addiction on development in children and families, prenatal addiction and fetal alcohol syndrome, and current prevention and education models and services.		
CPD 101B	INTRODUCTION TO HUMAN AND COMMUNITY SCIENCES	03.0
<i>Prerequisite:</i> None		
This course provides a multidisciplinary survey of current issues related to individuals, families and communities. 45 hours of community work is required.		
CPD 105B	INDIVIDUALIZED BASIC LEARNING SKILLS	01.0-03.0
<i>Prerequisite:</i> None		
This course is designed to supplement many courses in the curriculum. Students have access to a wide variety of instructional support materials. Tutoring is offered in a number of disciplines. Supplemental Instruction (SI) is also available.		
CPD 116	SUBSTANCE ABUSE-FUND FACTS AND INSIGHTS	03.0
<i>Prerequisite:</i> None		
This course covers the following topics related to substance abuse in our society: identification of substances, reasons for abuse of alcohol and of drugs, signs and symptoms of substance abuse, and approaches and techniques recognized as effective in substance abuse counseling. It is recommended that students take the BADA workshop Classification Of Alcohol in addition to this course for BADA certification. College credit can be given for the workshop.		
CPD 117	INTRODUCTION TO COUNSELING	03.0
<i>Prerequisite:</i> PSY 101 or instructor approval.		
This course is designed to provide each student with a working knowledge and understanding of basic clinical interviewing skills used in for use in communication and counseling. Discusses confidentiality and ethics issues. Includes experiential role play.		
CPD 118B	COMMUNITY RESOURCES IN SUBSTANCE ABUSE	02.0
<i>Prerequisite:</i> None		
A course designed to acquaint the student with resources available for substance abuse programs and clients. Includes funding sources, volunteer help, federal work programs, public relations and referral agencies. Discusses when and how to make appropriate referrals, ethics and confidentiality issues. The course also discusses the interrelationships of service providing agencies.		
CPD 120	TREATMENT PLANNING AND CASE MANAGEMENT	02.0
<i>Prerequisite:</i> CPD 116.		
This course is structured to provide each student with a working knowledge and understanding of treatment planning from intake to aftercare. Discusses data acquisition, the importance of maintaining up-to-date counseling goals and objectives, documentation of the therapeutic process, and federal and state requirements. It is recommended that students take the BADA workshop Confidentiality in addition to this course for BADA certification. College credit can be given for the workshop.		

COUNSELING AND PERSONAL DEV.

CPD 122	SUCCESS SKILLS IN COLLEGE	01.0-03.0
<i>Prerequisite:</i> None		
A course designed to help students adjust to the college environment and the learning process; the development of personal and academic skills necessary for educational success will be stressed.		
CPD 123	CAREER CHOICES AND CHANGES	01.0-02.0
<i>Prerequisite:</i> None		
A course in life and career planning, offered to help students make informed occupational choices. The course includes self-assessment (personal values, abilities, and interests), opportunities for research into different careers, and training in proper decision-making and goal-setting procedures. Repeatable up to 4 credits.		
CPD 124B	DEVELOPING YOUR OWN POTENTIAL	01.0-03.0
<i>Prerequisite:</i> None		
A structured small group experience through which students are helped to become more self-directed, self-motivated, and self-confident while becoming more empathic toward other persons. The focus is on identifying personal resources and potentialities.		
CPD 125B	JOB SEARCH TECHNIQUES	01.0-03.0
<i>Prerequisite:</i> None		
The goal of this course is to present techniques and strategies for use in the job hunting process. Students will be given the opportunity to identify skills, abilities and interests, research a specific career area, write a resume, practice interview techniques, and practice realistic decision making strategies.		
CPD 126B	PARENTING SKILLS	01.0-03.0
<i>Prerequisite:</i> None		
This course provides parents the opportunity to identify, learn and practice some basic skills which will help them reach their goals as parents.		
CPD 129B	ASSERTIVENESS TECHNIQUES I	01.0-03.0
<i>Prerequisite:</i> None		
This training is based on the assumption that persons are responsible for their own lives. Participants learn direct methods of expressing feelings, needs and opinions without fear and without violating the rights of others.		
CPD 130B	STRESS MANAGEMENT TECHNIQUES I	01.0-03.0
<i>Prerequisite:</i> None		
Students will be introduced to methods of identifying and handling stress and tension that occur in daily life; also covered will be techniques for reducing the amount of tension experienced in anxiety-producing situations.		
CPD 132B	INTERPERSONAL RELATIONS	03.0
<i>Prerequisite:</i> None		
This course is designed to help you improve your ability to communicate with the important people in your life. It is a practical approach to improve relationships, friendships and your ability to speak to other significant people.		
CPD 133B	SMALL GROUP INTERACTION - GROUP COUNSELING	03.0
<i>Prerequisite:</i> PSY 101 and CPD 117.		
This course is designed to provide each student with a working knowledge and understanding of group dynamics and group counseling skills and techniques. Personality theories discussed in terms of their applicability to the change process. Includes skill practice through simulated (role play) situations.		
CPD 134	WOMEN AND SUBSTANCE ABUSE TREATMENT ISSUES	03.0
<i>Prerequisite:</i> None		
This course is designed to provide each student with a working knowledge of the issues involved in counseling substance abusing women. Discusses signs and symptoms particular to women; historical perspective on cultural attitudes about women; family issues; pregnancy and drug-affected children; treatment approaches. Course includes practice in counseling skills.		
CPD 135B	CROSS CULTURAL SUBSTANCE ABUSE COUNSELING	03.0
<i>Prerequisite:</i> PSY 101, CPD 117 or instructor approval.		
This course is designed to provide each student with a working knowledge and understanding of what variables and aspects of the counseling/helping relationship should be considered when working with an individual from another culture. Techniques will be practiced to make cross cultural counseling more effective.		

COUNSELING AND PERSONAL DEV.

CPD 136B	STRESS MANAGEMENT TECHNIQUES II	01.0-03.0
<i>Prerequisite:</i> CPD 130B or instructor approval. A continuation of CPD 130B Stress Management Techniques I. Students will continue the development of stress management techniques as a method to decrease anxiety, tension, and many subsequent physical symptoms which affect the body.		
CPD 139B	ASSERTIVENESS TECHNIQUES II	01.0-03.0
<i>Prerequisite:</i> CPD 129B or instructor approval. A continuation of CPD 129B, Assertiveness Techniques I. Students will be involved in direct interpersonal communication of skill development exercises and experiences.		
CPD 140	INTRODUCTION TO FAMILY AND RESPITE CAREGIVING	03.0
<i>Prerequisite:</i> None A course for homemakers, personal care aides, senior companions, respite care providers, family members and others to assist frail elders in the home to foster independent living. Course covers normal aging, psychosocial concerns, legal issues, communications techniques, problem identification/resolution, coping skills, home environment and basic care techniques. Transfers to UNR as an elective for Gerontology Certificate.		
CPD 198B	SPECIAL TOPICS IN COUNSELING	00.5-06.0
<i>Prerequisite:</i> None Various short courses and experimental classes covering a variety of subjects such as AIDS, child abuse, co-dependency, confidentiality. This class will be a variable credit of one-half to six credits depending on the course content and the number of hours required. The course may be repeated for up to six elective credits.		
CPD 201	CRISIS COMMUNICATION SKILLS	03.0
<i>Prerequisite:</i> Screening and approval by the Crisis Line. This course is designed to give each student an understanding of people in crisis and the stages of crisis intervention. It provides information and hands on training in basic communication skills and referral services. Discusses confidentiality and ethics issues. Includes sharing, anchor group, experiential role play and preparation for internship.		
CPD 202	DOMESTIC VIOLENCE: COUNSELOR TRAINING	01.0
<i>Prerequisite:</i> Screening and approval by the Committee to Aid Abused Women (CAAW). This course is designed to give each student an understanding of victims of domestic violence and the process of crisis intervention. It provides information on legal issues and hands on training in basic communication skills and referral services. Discusses confidentiality, professional behavior and the ethics issues in volunteering. Includes sharing, experiential role play and preparation for internship.		
CPD 203B	PEER ADVISOR TRAINING	02.0
<i>Prerequisite:</i> None This course will provide the basic helping and communication skills necessary for work in student service related areas. Campus resources will be explored to give the student helper adequate knowledge to make referrals.		
CPD 217B	ADVANCED TECHNIQUES FOR SUBSTANCE ABUSE	03.0
<i>Prerequisite:</i> PSY 101 and CPD 117. This course is designed to provide each student with a comprehensive overview and review of the counseling philosophies and services appropriate for the substance abuser. Discusses conceptual models of chemical dependency, theoretical and practical treatment approaches for the substance abuser.		
CPD 218B	FAMILY COUNSELING ISSUES IN SUBSTANCE AB	03.0
<i>Prerequisite:</i> PSY 101 and CPD 117 This course is designed to provide each student with a working knowledge and understanding for identifying and assessing substance abuse situations which are appropriate for family counseling. Discusses co-dependency, enabling and other dysfunctional behaviors and communications. A second major focus of this course is to provide each student with selected theoretical and practical approaches that are used in treating chemically dependent family systems/family members.		
CPD 290	INTERNSHIP IN COUNSELING	01.0-08.0
<i>Prerequisite:</i> Permission of the department Supervised counseling work experience with selected community social agencies. Designed to apply knowledge to real on-the-job situations, to practice and develop communication skills. Contact the Director of Counseling 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 up to eight credits.		

COUNSELING AND PERSONAL DEV.

CPD 291 SUBSTANCE ABUSE COUNSELING PRACTICUM I 03.0

Prerequisite: CPD 116, 117, 118B, 120 and 133B.

To be taken in student's final semester. If taken earlier, permission of the department is required. Substance abuse counseling work experience. The student works in a counseling facility eight hours a week under the supervision of a facility employee to gain practical work experience.

CPD 292 SUBSTANCE ABUSE COUNSELING PRACTICUM II 03.0

Prerequisite: CPD 116, 117, 118B, 120, 133B, 217B and 291.

Designed to provide the student with further supervised substance abuse counseling experience. The student works in a counseling facility under the supervision of a facility employee to gain practical work experience.

COURT REPORTING

CTRP 101B INTRODUCTION TO COURT REPORTING 00.5

Prerequisite: None

Introduction to the court reporting field and the TMCC program: what reporters do, equipment they use, types of reporting, skills needs, earning potential, education needed, employment opportunities and state certification requirements.

CTRP 105B COURT REPORTING SHORTHAND I 02.0

Prerequisite: CTRP 101B.

Introduction to the Court Reporting field and the TMCC program. Students will learn about the field and will learn how to read and write machine shorthand notes on stenograph machines using Herman Miller's Computer Compatible Conflict Free Theory. Students will also learn how to transcribe from book notes and their own machine notes and will be required to read aloud from book notes and their own machine notes. Offered fall semester only.

CTRP 106B COURT REPORTING SHORTHAND II 03.0

Prerequisite: CTRP 101B and 105B.

Students will learn about the field and will learn how to read and write machine shorthand notes on stenography machines using Herman Miller's computer compatible, conflict free theory. Students will also learn how to transcribe from book notes and their own machine notes and will be required to read aloud from book notes and their own machine notes. Offered spring semester only.

CTRP 110B COURT REPORTING SHORTHAND III 03.0

Prerequisite: None

Beginning speed building, concentration on increasing control, developing briefs and skills, learning to write straight copy, 2-voice Q/A (question and answer), some literary and jury charge.

CTRP 111B COURT REPORTING SHORTHAND IV 03.0

Prerequisite: None

Intermediate speed building, concentration on increasing control and speed, developing briefs and phrases, writing straight copy, 2-voice Q/A (question and answer), some literary, 4-voice Q/A and jury charge. 100-140 WPM.

CTRP 112B COURT REPORTING SHORTHAND V 03.0

Prerequisite: None

Continued speed building, concentration on increasing control and speed, developing briefs and phrases, writing, 2-voice Q/A (question and answer), 4-voice Q/A, literary and jury charge. 140-180 WPM.

CTRP 113B COURT REPORTING SHORTHAND VI 03.0

Prerequisite: None

Continued speed building, concentration on increasing control and speed, developing briefs and phrases, writing, 2-voice Q/A (question and answer), 4-voice Q/A, literary material and jury charge. 180-220 WPM.

CTRP 114B COURT REPORTING SHORTHAND VII 03.0

Prerequisite: None

Continued speed building, concentration on increasing control and speed, developing briefs and phrases, writing, 2-voice Q/A (question and answer), 4-voice Q/A, literary material and jury charge.

CTRP 115B COURT REPORTING SHORTHAND VIII 03.0

Prerequisite: None

Scheduling and serving a 40-hour internship with a practicing court reporter (20 hours deposition and 20 hours court). Completing the Court Reporting Procedures textbook and handing in all required lessons, transcripts and summaries.

CRIMINAL JUSTICE

CRJ 101	INTRODUCTION TO CRIMINAL JUSTICE I	03.0
<i>Prerequisite:</i> None History, philosophy and functions of criminal justice system, law enforcement, criminal law and constitutional rights as they affect system functioning.		
CRJ 102	INTRODUCTION TO CRIMINAL JUSTICE II	03.0
<i>Prerequisite:</i> None Ad judicatory process, adult and juvenile corrections functions within the criminal justice system.		
CRJ 105B	CORRECTIONAL OPERATIONS AND JAIL MGT	03.0
<i>Prerequisite:</i> None Investigations will be made into court structures, constructive and punishment oriented prison programs and the present day jailers' roles. Jail life and adjustment will be discussed along with ways in which jail climate can be enhanced.		
CRJ 106	INTRODUCTION TO CORRECTIONS	03.0
<i>Prerequisite:</i> None The history and development of correctional agencies, particularly prisons; designed to raise questions about the organizational and structural forces facilitating and impeding change.		
CRJ 111B	FIREARMS I	01.0-03.0
<i>Prerequisite:</i> Must have own handgun. Course involves 50 hours of classroom and range instruction, including laws of arrest, search and seizure; moral, legal and ethical aspects of the use of deadly force; firearm handling and safety, range nomenclature, marksmanship and qualification. Course covers all of the elements required under California P.C. 832 and exceeds present local law enforcement requirements for security officers in Nevada. Changes may be made as mandated by new legislative requirements. This course is P.O.S.T. certified.		
CRJ 112	ADMINISTRATION	03.0
<i>Prerequisite:</i> None Theory of management and motivation, bureaucracy, labor laws and relations, financial administration and criminal justice agency administration.		
CRJ 114B	FIREARMS II	01.0-03.0
<i>Prerequisite:</i> Must have own handgun. A continuation of CRJ 111B (Firearms I). Course includes: advanced range qualification, precision marksmanship, defensive measures, counter ambush procedures, combat shooting course, robbery in progress, building searches, use of the shotgun, etc.		
CRJ 120	COMMUNITY RELATIONS	03.0
<i>Prerequisite:</i> None Current issues and theories in relationships between the criminal justice system and the community. Transfers as an elective to UNR .		
CRJ 121B	PUBLIC SAFETY DISPATCHING	03.0
<i>Prerequisite:</i> None A general introduction to the history and development of Public Safety Dispatching. The course will include: Interpersonal Communications, Organization and Function of Dispatch, Telephone Techniques, Local, State and National Crime Computer Systems, and Telephone Call/Report Processing Procedures for Law Enforcement and Fire Rescue Operations. This course is certified by A.P.C.O., a nationally recognized association of Public Safety Communicators and is approved by Nevada Peace Officer Standards (P.O.S.T.)		
CRJ 125	LEGAL CAREERS AND LAW SCHOOLS	01.0
<i>Prerequisite:</i> None Introduction to careers in law; preparing and applying for law school.		
CRJ 126	LEGAL RESEARCH AND METHODS	01.0
<i>Prerequisite:</i> None Exposure to American legal thought, methods of reasoning, and research with a focus on identifying legal issues and developing basic legal research skills.		
CRJ 127	LEGAL WRITING	01.0
<i>Prerequisite:</i> CRJ 126. Introduction to the process, structure and forms of legal argument and writing and citation skills.		

CRIMINAL JUSTICE

CRJ 150B	PRINCIPLES OF DRUG ABUSE	03.0
<i>Prerequisite:</i> None		
Drug types and their effects; drug use as a contributing factor in crime; narcotics enforcement programs; drug use as a problem in correctional institutions.		
CRJ 155	JUVENILE JUSTICE	03.0
<i>Prerequisite:</i> None		
Decision-making processes, theories of delinquent behavior, court decisions and problems affecting the administration of justice during childhood and adolescence. Transfers as an elective to UNR.		
CRJ 160B	PRINCIPLES OF PRIVATE INVESTIGATION	03.0
<i>Prerequisite:</i> None		
Fundamentals of private investigation, sources of information, witness and suspect interviewing, surveillance, undercover, report preparation, court room testifying, personal injury, asset, background, divorce and custody investigation covered in detail.		
CRJ 162B	BASIC INVESTIGATIVE PHOTOGRAPHY	03.0
<i>Prerequisite:</i> None		
A course covering the photographic processes and their use in police, fire and security services. An elemental knowledge of photography is required.		
CRJ 163	INVESTIGATIVE PHOTOGRAPHY II	03.0
<i>Prerequisite:</i> CRJ 162B.		
A course covering advanced investigative photographic techniques and the use of digital photography.		
CRJ 164	PRINCIPLES OF INVESTIGATION	03.0
<i>Prerequisite:</i> None		
Fundamentals of investigation, crime scene search and recording; collection and presentation of physical evidence, scientific aids, sources of information, case preparation, interviews and interrogations; follow-up.		
CRJ 168B	CRIME SCENE INVESTIGATION AND EVIDENCE	01.0-03.0
<i>Prerequisite:</i> None		
A study of the nature, collection and preservation of physical evidence. The student is acquainted with effective methods of searching, sketching, photographing, collecting, identifying and packaging physical evidence through actual practice at simulated crime scenes and field exercises. This course is P.O.S.T. certified.		
CRJ 180	INTRODUCTION TO SECURITY SERVICES	03.0
<i>Prerequisite:</i> None		
History and development of the security services function, interrelationship to the legal process, career roles and operational processes in various types of security organizations.		
CRJ 198B	SPECIAL TOPICS IN CRIMINAL JUSTICE	00.5-06.0
<i>Prerequisite:</i> None		
Various short courses and experimental classes covering a variety of subjects. The class will be a variable credit of one-half to six credits depending on the course content and number of hours required. The class may be repeated for up to six hours of credits.		
CRJ 201	WOMEN IN THE CRIMINAL JUSTICE SYSTEM	03.0
<i>Prerequisite:</i> None		
Overall view of both sides and the roles women participate in the Criminal Justice System. The main concentration of the course will be in the following areas: theories of female criminality, extent of female crime, women as victims, women as offenders, women as defendant and prisoners, women as practitioners and professionals - I.e. Police, Courts and Corrections.		
CRJ 205B	LE/POST INSTR DEV	03.0
<i>Prerequisite:</i> None		
Course covers the fundamental skills needed for effective instruction in the law enforcement field. Learning methods, establishing training needs and objectives, overcoming stage-fright, non-verbal communication, and methods of instruction will be presented. This course is primarily offered to police instructors, managers of law enforcement training and other personnel involved with any aspect of the training effort.		
CRJ 211	POLICE IN AMERICA: AN INTRODUCTION	03.0
<i>Prerequisite:</i> None		
Historical development, roles, socialization and problems of police work. Transfers to UNR as CJ 211 Police in America.		

CRIMINAL JUSTICE

CRJ 214	PRINCIPLES OF POLICE PATROL TECHNIQUES	03.0
<i>Prerequisite:</i> None		
Identification of community problems which require prevention, suppression or control through the basic methods and techniques of police patrol. Special attention to the responsibilities of officers in varying patrol situations such as foot beats, one-person cars, K-9 corps, and/or tactical units. Techniques of observation and perception. Recognition of police hazards; their evaluation and proper police patrol action.		
CRJ 215	PROBATION AND PAROLE	03.0
<i>Prerequisite:</i> None		
Survey of the probation and parole system of the United States through development of the present system. Shows different systems within the United States, executive clemency, parole, rights of prisoners, probationers and parolees, treatment strategies, administrative aspects, and correctional and professional aspects of the parole and probation officer.		
CRJ 218B	EXPLOSIVES AND CLANDESTINE DRUG LABS	03.0
<i>Prerequisite:</i> None		
This class will address the problems and hazards involved in dealing with improvised explosive and improvised incendiary devices. It will also contain a section on the hazards involved in dealing with clandestine drug labs.		
CRJ 220	CRIMINAL PROCEDURES	03.0
<i>Prerequisite:</i> CRJ 101.		
Origin, development, and rationale of the structural and procedural aspects of America's criminal justice system; emphasis on arrests, search-seizure, confessions and related legal issues.		
CRJ 222	CRIMINAL LAW AND PROCEDURE	03.0
<i>Prerequisite:</i> CRJ 101 and 102.		
Integrated overview of the elements of substantive criminal law and the fundamentals concepts of due process and fairness underlying American criminal procedures.		
CRJ 225	CRIMINAL EVIDENCE	03.0
<i>Prerequisite:</i> None		
Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds of degrees of evidence and rules governing admissibility; judicial decisions interpreting rights and case studies.		
CRJ 226	PREVENTIONS AND CONTROL OF DELINQUENCY	03.0
<i>Prerequisite:</i> None		
Survey and evaluation of police programs designed to prevent juvenile delinquency. Techniques of enforcement relative to the control of delinquency; investigation procedures in individual cases of delinquency and methods of referral to related agencies.		
CRJ 228B	FIREARMS ID INVESTIGATION AND EVIDENCE	01.0-03.0
<i>Prerequisite:</i> None		
The history and development of gunpowder, firearms, modern high explosives and propellants, their use and high explosives and propellants, their use and impact in regard to crime and criminalistics. The course is designed for police, firemen, lawyers, etc., who need occasional, comprehensive information on firearms, ballistics and ammunition, but have no need to become experts in the field.		
CRJ 229	RESEARCH METHODS IN CRIMINAL JUSTICE	03.0
<i>Prerequisite:</i> CRJ 101 and CRJ 102.		
Must take APST 207 prior to or concurrently. Techniques commonly utilized in criminal justice research, emphasis on research design, methods of data collection, measurement of variables, and validity and reliability.		
CRJ 229B	DEFENSIVE TACTICS	01.0-03.0
<i>Prerequisite:</i> None		
Protection against persons armed with dangerous and/or deadly weapons; demonstration and drill in a limited number of holds and come alongs; restraint of prisoners and the mentally ill; fundamental use of baton.		
CRJ 230	CRIMINAL LAW	03.0
<i>Prerequisite:</i> None		
General introduction to the substantive law of crimes, emphasizing historical development, type and elements of crime, criminal responsibility, justification and defense and anticipatory offenses. Transfers to UNR as CJ 120 .		

CRIMINAL JUSTICE

CRJ 232	PRINCIPLES OF CORRECTIONAL ADMN	03.0
<i>Prerequisite:</i> None		
Principles of staff operations within the correction process; administration setting, budgeting and financial control, recruitment and development of staff, public relations and decision making; information concerning the offender, why they classify in a certain manner, varied treatment strategies available.		
CRJ 235B	JUVENILE COURTS AND PROCEDURES	03.0
<i>Prerequisite:</i> None		
Jurisdiction, function and organization of agencies dealing with juvenile law and court procedures.		
CRJ 239B	POLICE SUPERVISION	03.0
<i>Prerequisite:</i> None		
The fundamentals and principles of Law Enforcement supervision and leadership with particular emphasis on middle management of personnel and resources in accord with administrative policy.		
CRJ 265	INTRODUCTION TO PHYSICAL EVIDENCE	03.0-04.0
<i>Prerequisite:</i> None		
An overview of the forensic sciences. The role of science in the utilization of physical evidence in matters of criminal and civil law. Emphasis is placed on the value and assistance of modern scientific knowledge to the investigation. Includes laboratory demonstrations and direct experience examining physical evidence. Three hours lecture and three hours lab per week.		
CRJ 270	INTRODUCTION TO CRIMINOLOGY	03.0
<i>Prerequisite:</i> None		
The course includes a brief history of the theories of criminology, the police, and the offender, with particular emphasis given to criminal career perspectives, detailing from a sociological standpoint, types of offenders who commit specific offenses.		
CRJ 285B	SELECTED TOPICS IN CRIMINAL JUSTICE	01.0-06.0
<i>Prerequisite:</i> None		
Selected topics in criminal justice. A course intended to provide flexibility in the criminal justice/correction program. Course subject will vary and cover critical and current issues in criminal justice.		
CRJ 289	LAW AND JUSTICE	03.0
<i>Prerequisite:</i> None		
Survey of law and justice from a multi-disciplinary perspective with special emphasis on comparative justice systems, race, ethnicity, and gender.		
CRJ 290B	INTERNSHIP IN CRIMINAL JUSTICE	01.0-08.0
<i>Prerequisite:</i> None		
Work with selected law enforcement agencies, correctional agencies, or security organizations; scheduling to occur during the final semester for the student in the program.		
CRJ 298	SPECIAL TOPICS IN CRJ	03.0
<i>Prerequisite:</i> CRJ 101 and 102 or instructor permission.		
Introduction to a selected major topic or issue of importance for students in law enforcement, courts or corrections.		

CULINARY ARTS

CUL 100	SANITATION/HACCP	02.0
<i>Prerequisite:</i> None		
Course covers all aspects of food service sanitation, but focuses on causes and prevention of food-borne illness and the implementation of HACCP quality assurance systems. Instruction includes lecture, demonstrations and special projects. Each student takes the National Registry Food Service Manager Certification exam. Passing this confers both NRA (Nevada Restaurant Association) and Washoe County Food Service Manager certification. Formerly FST 218B and CUL 118.		
CUL 101	SANITATION/HACCP (CFPM)	01.0
<i>Prerequisite:</i> None		
Passing this course confers both NRA (Nevada Restaurant Association) and Washoe County Health Department requirements to acquire a certification of Certified Food Protection Manager (CFPM). Course covers all aspects of food service sanitation, but focuses on causes and prevention of food-borne illness and the implementation of HACCP quality assurance systems. Instruction includes lecture, demonstrations, and special projects. At the conclusion of the course the instructor will proctor a national certification exam from the National Registry.		

CULINARY ARTS

CUL 105	BASIC SKILLS DEVELOPMENT	03.0
<i>Prerequisite:</i> BUS 106, ENG 090, MATH 093 or equivalent or qualifying Accuplacer, ACT/SAT test results.		
Entry level course provides students with basic culinary skills to enroll in kitchen or baking production classes. Competencies include culinary history, professionalism, basic safety and sanitation, standardized recipe use and costing, basic nutrition and menu planning, introduction to ingredients, use of commercial kitchen equipment and hand tools, basic knife cuts and raw ingredient preparation. Students with previous culinary skills or training may challenge prior to the start of the semester. Formerly FST104B and CUL 104B.		
CUL 106	UNDERSTANDING CULINARY TECHNIQUES I	06.0
<i>Prerequisite:</i> CUL 105 (formerly CUL104B).		
Course teaches introductory hot food cookery with emphasis on product utilization, cost effectiveness, timing and presentation. Students practice traditional and modern cooking techniques and good nutrition. Much hands-on practice utilizing moist and dry heat cooking methods. They prepare sauces, soups, starches, vegetables and center of the plate entrees. Some menus include practical baking of quick breads and home baked desserts. Chef instructors make frequent demonstrations to reinforce and amplify recipes and lectures. Formerly FST 106B.		
CUL 108	UNDERSTANDING CULINARY TECHNIQUES II	06.0
<i>Prerequisite:</i> CUL106 or permission of instructor.		
Continuation of CUL 106 covering the remainder of the portions of text not covered in CUL 105 (formerly CUL 104B) or CUL 106. Instruction and kitchen expectations become more intense as students hone their skills on more difficult techniques and recipes. They will expand their repertoire in the preparation of sauces, proteins, starches, vegetables and fruits. Students receive a hands-on practical introduction to Garde Manger and the Bakeshop. Techniques and lectures augmented and reinforced by chef demonstrations. Formerly FST 108B.		
CUL 114	BUFFET CATERING	03.0
<i>Prerequisite:</i> CUL 106 or permission of the instructor.		
An introduction to on and off premise catering. Students learn professional techniques used by caterers to developing and market services. They develop menus, practice writing proposals and contracts, plan and execute functions. In the kitchen students prepare typical caterer foods such as fruit and vegetable mirrors, canapés, hors d'oeuvres, tea sandwiches and buffet sweets. Students gain experience as they work with phyla dough, puff pastry, éclair paste, pie and tart dough, savory butters and fillings. Formerly FST 114.		
CUL 125	PRINCIPLES OF BAKING	03.0
<i>Prerequisite:</i> CUL 106 or permission of the instructor.		
Students learn fundamentals of bread and pastry making, with the emphasis on American products. Included are: baking ingredient properties, function and use of equipment, understanding bakery procedures, recipe conversion, proper storage and sanitation. Students produce home style products including pies, cookies, quick breads, yeast leavened goods, cakes and icings. Elementary cake decoration techniques are introduced, however, emphasis is on production of quality hand-crafted products. Formerly FST 163B and CUL 163.		
CUL 130	GARDE MANAGER	03.0
<i>Prerequisite:</i> CUL 106 or 108 and the permission of the instructor.		
Course introduces students to the three main items of the cold kitchen; reception foods, canapés and hors d' oeuvres and buffet arrangements. Students gain hands-on experience in the production of pate, galantines, terrines, salads and other foods that enhance buffets. Students will also be introduced to the use of aspic, techniques of food sculpture and ice carving, plus modern ways of decorating and arranging platters. Formerly FST 273B and CUL 273.		
CUL 170	RETAIL DELI AND BAKERY	03.0
<i>Prerequisite:</i> CUL 105 (formerly CUL 104B), CUL 106 or satisfactory grade on the challenge exam.		
Course designed to teach professional food preparation and bake-off techniques applicable in a variety of food service environments - supermarket bakery and deli departments, convenience stores, cafeterias, fast food outlets and contract management companies. Structured to develop culinary skills while utilizing convenience foods and frozen bakery products. Emphasis on equipment use, proper handling and proofing of frozen dough, finishing and packing products, assembling sandwiches and platters and product display. Most of the course oriented toward working with convenience foods and bake-off techniques. Formerly CUL 172B.		
CUL 195	SELECTED TOPICS IN CULINARY ARTS	01.0-06.0
<i>Prerequisite:</i> None		
Course designed to bring students current topical information on problems and/or issues, skills and/or techniques in various areas of food service. This course may be repeated for up to six credits. Formerly FST 285B and CUL 285B.		
CUL 198	SPEC TOPICS IN CULINARY ARTS	00.5-06.0
<i>Prerequisite:</i> None		
Various short courses and workshops covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. Formerly FST 198B and CUL 198B.		

CULINARY ARTS

- CUL 200 AROMATICS/RESTAURANT EXPERIENCE 04.0**
Prerequisite: CUL 106, 108 or permission of the instructor.
Feed the folks who visit the Golden Frog, TMCC's student run restaurant. Students develop team skills as they plan and implement menus, develop and cost recipes, cook and serve the food and wash the dishes. Enhance dishes by discovering seasonings and their characteristics. This is a realistic experience in running a restaurant, meeting time deadlines and satisfying customers. It gives students a look at running a successful restaurant while developing speed in the kitchen. Formerly FST 219B and CUL 219.
- CUL 210 AMERICAN REGIONAL CUISINE 03.0**
Prerequisite: CUL108 or permission of the instructor.
Through lecture and hands-on cooking, students explore seven American regional cuisine's and their local food specialties - New England, Middle Atlantic, Deep South, Texas and Southwest, Midwest and Mountain States, Pacific Northwest, California and Hawaii. Authentic recipes and ingredients will be utilized. Correct cooking techniques and authentic traditional seasonings are emphasized. Formerly FST 120 AND CUL 120B.
- CUL 220 INTERNATIONAL CUISINE 03.0**
Prerequisite: CUL 106, CUL 108 or permission of instructor.
Through lecture and hands-on cooking, students explore seven important classical and trendy cuisine's and some of their food specialties - French, German, Italian, Mexican, Japanese, Chinese and Caribbean. Authentic recipes and ingredients will be utilized. Correct cooking techniques and authentic traditional seasoning are emphasized.
- CUL 225 ADVANCED BAKING 03.0**
Prerequisite: CUL106, CUL 125 (formerly CUL 163) and permission of the instructor.
An advanced course, utilizing CUL 125 (formerly CUL 163) principles with emphasis on more sophisticated American and European goods such as layered dough, baked custards, gelatinization, and restaurant type desserts. Students are expected to continue development of skills for producing quality products. Formerly FST 164B and CUL 164.
- CUL 230 PASTRY ARTS 03.0**
Prerequisite: CUL 106, CUL 125 (formerly CUL163) or permission of the instructor.
Course focus is on European style pastries, tortes and multi-portion desserts. Students gain experience making sponge cakes, butter creams, puff pastry, glazes and fillings, meringue, marzipan, chocolate and éclair dough. The emphasis on the production of fine pastry such as tea cookies, petit fours, chocolates and truffles, individual French pastries and tortes and gateau. Formerly FST 171B and CUL 171B.
- CUL 245 THE BUSINESS CHEF 03.0**
Prerequisite: MATH 093 or equivalent or qualifying Accuplacer, ACT/SAT test results.
Course intended to give the student the tools needed in today's tight labor market for advancement in the food service industry. Today, chefs, sous chefs and food managers, as well as owners, must know and understand food service math and importance of the bottom line to an operations success. You will be exposed to such topics as organizing a business's food, labor and overhead costs, purchasing, equipment selection, basic facilities design and scheduling staff. Students exposed to completing spreadsheets and will demonstrate how to control costs, calculate cost percentages, and breakeven points. Students should bring a calculator to the first class. Formerly FST 245B.
- CUL 250 SAUCIER 03.0**
Prerequisite: CUL 106, 108 or permission of the instructor.
Course teaches that sauces are created through patience, diligence and study while using top quality ingredients. Students learn both classical and modern methods of sauce making. Each student will be able to use each sauce in at least one dish and will understand other uses for the same sauce. Formerly FST 274B and CUL 274.
- CUL 295 WORK EXPERIENCE IN CULINARY ARTS 01.0-06.0**
Prerequisite: None
A course designed wherein students will apply knowledge and skills to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed most core and major requirements and have a 2.5 G.P.A. Contact the placement specialist in RDMT 315-X or at (775) 674-7661 for the application, screening and required skills evaluation. Up to six credit hours may be earned on the basis of 75 hours of internship for one credit. Formerly FST 290B and CUL 290B.
- FAB 224 BEER AND WINES OF THE WORLD 03.0**
Prerequisite: Must be 21 years old.
Course organized so students develop a basic understanding of familiar wines and beers. Lectures and actual tasting help understand brewing, enology, common tasting techniques, buying and serving these popular beverages. As students become familiar with various types and styles of beers and wines they will become more adept at communicating about them. Formerly FST 224B and CUL 224B.

DANCE

DANCE

DAN 132	JAZZ DANCE (BEGINNING)	01.0
<i>Prerequisite:</i> None Beginning techniques of jazz dance. May be repeated to a maximum of four credits. Formerly RPED 105.		
DAN 133	JAZZ DANCE (BEGINNING/INTERMEDIATE)	01.0
<i>Prerequisite:</i> DAN 132. Technique class for students who have acquired beginning techniques but need additional training before entering the intermediate level. May be repeated to a maximum of four credits.		
DAN 135	BALLET, BEGINNING	01.0
<i>Prerequisite:</i> None Beginning techniques of ballet. May be repeated to a maximum of four credits. Formerly RPED 156.		
DAN 136	BALLET, BEGINNING/INTERMEDIATE	01.0
<i>Prerequisite:</i> DAN 135. Techniques class for students who have acquired beginning techniques but need additional training before entering the intermediate level. May be repeated to a maximum of our credits.		
DAN 138	MODERN DANCE, BEGINNING	01.0
<i>Prerequisite:</i> None Beginning techniques of modern dance. May be repeated to a maximum of four credits. Formerly RPED 110.		
DAN 139	MODERN DANCE, (BEGINNING/INTERMEDIATE)	01.0
<i>Prerequisite:</i> DAN 138. Techniques class for students who have acquired beginning techniques but need additional training before entering the intermediate level. May be repeated to a maximum of four credits.		
DAN 232	INTERMEDIATE JAZZ DANCE	01.0
<i>Prerequisite:</i> DAN 133 or equivalent experience. Intermediate techniques of jazz dance.		
DAN 235	BALLET, INTERMEDIATE	01.0
<i>Prerequisite:</i> DAN 135 or DAN 136. Intermediate techniques of ballet. May be repeated to a maximum of four credits. Formerly RPED 157.		
DAN 236	BALLET (INTERMEDIATE/ADVANCED)	01.0
<i>Prerequisite:</i> DAN 235. Techniques class for students who are beyond the intermediate level but need additional training before entering the advanced level. May be repeated to a maximum of four credits.		
DAN 238	MODERN DANCE INTERMEDIATE	01.0
<i>Prerequisite:</i> DAN 138. Intermediate techniques of modern dance. May be repeated to a maximum of four credits. Formerly RPED 212.		
DAN 239	MODERN DANCE (INTERMEDIATE/ADVANCED)	01.0
<i>Prerequisite:</i> DAN 238. Techniques class for students who are beyond the intermediate level but need additional training before entering the advanced level. May be repeated to a maximum of four credits.		
DAN 281	DANCE PERFORMANCE	01.0
<i>Prerequisite:</i> None Learning of repertory and new choreography leading to formal and informal performance opportunities.		

DENTAL ASSISTING

DA 110B	ORIENTATION TO DENTAL ASSISTING	01.0-03.0
<i>Prerequisite:</i> None The legal, ethical, moral and professional responsibilities of dental personnel in the practice of dentistry. Personal requirements, professional conduct, interpersonal relationships, methods of acquiring and training certification of the dental assistant, recognition of dental forms, and an introduction to dental and medical terminology. One (1) hour of class time per week.		
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DENTAL ASSISTING

DA 111B	INTRODUCTION TO DENTAL RADIOGRAPHY	03.0
<i>Prerequisite:</i> None		
Production, characteristics and biologic effects of radiation; function, components and operation of the X-ray unit; radiation protection and monitoring; components and care of X-ray film; chemistry and techniques associated with X-ray film and the developing solutions. Review of anatomical landmarks, X-ray placement, identification and correction of radiographic errors; recording pertinent data; specialized procedures and techniques for pediatric dentistry. The bisecting technique adapted to an adult, pediatric manikins and human patients.		
DA 112B	DENTAL/HEAD AND NECK ANATOMY	03.0
<i>Prerequisite:</i> None		
The anatomy and physiology of the head and neck are included. Embryology, histology, tooth morphology, occlusion, and periodontal tissues are studied with special emphasis on tooth forms. Developmental and structural defects involving the oral cavity and teeth. Three (3) hours lecture are required per week.		
DA 115B	DENTAL HEALTH EDUCATION	01.0
<i>Prerequisite:</i> None		
Principles of preventive dentistry to include: nutritional physiology, essentials and counseling effect of nutrition on dental health; epidemiology, etiology and prevention of dental disease; design and management of a plaque control program and additional preventive measures, i.e., fluoride and sealant utilization. One (1) hour of class time per week is required.		
DA 116B	PRECLINICAL DENTAL SCIENCE	01.5
<i>Prerequisite:</i> None		
Principles of microbiology, disease transmission, the universal numbering system, dental clinical charting with geometric and anatomical representations, periodontal charting, local anesthetic, vital signs and emergency prevention are discussed in depth. An introduction to body systems; respiratory and circulatory as they impact dental care delivery are presented.		
DA 117B	DENTAL MATERIALS AND TECHNIQUES I	02.0
<i>Prerequisite:</i> None		
An in-depth, comprehensive course of the properties, techniques and manipulation of dental materials used in operative dentistry. The dental materials discussed are bases and varnishes, amalgam and components, aesthetic and posterior composites, cements and impression materials. One two-hour lecture each week.		
DA 119B	DENTAL CHAIRSIDE PROCEDURES	04.0
<i>Prerequisite:</i> None		
A course designed for the development of dexterity and professional competencies needed to assist in four and six handed dentistry procedures utilized in general dentistry are taught to laboratory proficiency. Demonstration of proper posture and form at chair side, positive communication, sterilization and disinfecting, adherence to infection control protocols and OSHA requirements of instrument names, use and care are stressed. Two hours of lecture and eight (8) hours laboratory are required each week.		
DA 121B	DENTAL RADIOGRAPHY	02.0-03.0
<i>Prerequisite:</i> None		
The intraoral paralleling technique with its variables; evaluation of film quality; recognition of anomalies with differential tissue densities; preliminary film interpretation for charting and tray setup; specialized procedures for endodontia, the edentulous and geriatric patient; panoramic radiography lateral jaw and skull surveys; also legal considerations.		
DA 122B	CLINICAL DENTAL SCIENCE	02.0
<i>Prerequisite:</i> None		
A continuation of DA112B including the study of oral pathology, pharmacology, medical emergencies. Also included is an introduction of body systems: muscular, skeletal, endocrine, exocrine and reproductive systems.		
DA 123B	PRACTICE MANAGEMENT AND PROCEDURES	01.0-03.0
<i>Prerequisite:</i> None		
Principles of dental office routine, management of dental office supplies, team responsibilities, receptionist and secretarial duties, dental bookkeeping, appointment control, laboratory prescriptions, letter writing, collections, telephone technique and filing. Employment interview techniques, employee rights and benefits, and an introduction to computer application in a dental office.		
DA 125B	SUPERVISED CLINICAL I	04.0
<i>Prerequisite:</i> None		
A continuation of DA119B elevating laboratory proficiency to clinical proficiency in accordance with the State Dental Practice Act during two (2) rotations in selected private dental practices. One hour lecture and sixteen (16) clinical experience hours per week are required.		

DENTAL ASSISTING

DA	127B	DENTAL MATERIALS AND LAB TECHNIQUES II	02.0
		<i>Prerequisite:</i> None A practical, hands-on study of dental laboratory equipment safety and utilization of materials such as plaster/stone/die, model trimming, custom tray acrylic, aluminum and acrylic temporaries, simple orthodontic appliances and prosthodontic cleaning and polishing.	
DA	135B	SUPERVISED CLINICAL II	05.0
		<i>Prerequisite:</i> None A continuation of DA125B with clinical training in dental specialties, i.e., endodontics, oral surgery, orthodontics, pediatric dentistry, periodontics, prosthodontics and an overview of oral pathology and dental public health. Thirty (30) hours of lecture and 128 hours of clinical experience are required.	
DA	137B	SPECIALIZED DENTAL ASSISTING	01.0
		<i>Prerequisite:</i> None An introduction to dental assisting as it relates to the specialties in dentistry, orthodontics, pedodontics, oral surgery, periodontics, endodontics, and prosthodontics. A survey of the role of the dental assistant in public health dentistry is included.	
DA	285B	SELECTED TOPICS IN DENTAL ASSISTING	01.0-06.0
		<i>Prerequisite:</i> None A course designed to assist the working dental assistant in updating, reviewing and increasing proficiency in a variety of dental assisting areas. One (1) hour class time per week for each credit is required.	

DENTAL HYGIENE

DH	102B	ORAL BIOLOGY	04.0
		<i>Prerequisite:</i> Acceptance to Dental Hygiene Program. Histology and embryology of oral structure formation. Clinical recognition of normal oral structures, study of physiological and structural functions of the teeth, head and neck and supporting tissues.	
DH	103	HEAD AND NECK ANATOMY	02.0
		<i>Prerequisite:</i> Acceptance to Dental Hygiene Program. Anatomy of the head and neck with emphasis on structure and physiology of the oral cavity. Formerly DH 103B.	
DH	104B	DENTAL HYGIENE I	03.0
		<i>Prerequisite:</i> Acceptance to Dental Hygiene Program. Must be taken in sequence in dental hygiene curriculum. Introduction to dental hygiene practice. Use and care of instruments, medical and dental histories, appointment procedures and clinical operations. (2 hours lecture/discussion)	
DH	105B	INTRO TO CLINICAL PRACTICE	02.0
		<i>Prerequisite:</i> Acceptance to Dental Hygiene program Must be taken concurrently with DH 104B. Clinical application of diagnostic, preventive and therapeutic procedures utilized in patient care by a dental hygienist.	
DH	106B	DENTAL SCIENCE CORE	06.0
		<i>Prerequisite:</i> Acceptance to Dental Hygiene Program. Introduction to dental sciences including embryology, histology, dental anatomy, oral microbiology and head and neck anatomy. (4 hours lecture, 6 hours lab/clinical)	
DH	107B	LEGAL AND ETHICAL IMPLICATIONS IN DENTAL HYGIENE	01.0
		<i>Prerequisite:</i> Acceptance to Dental Hygiene Program. Introduction to professional, legal and ethical concepts in Dental Hygiene. (1 hour lecture/discussion)	
DH	108B	CONCEPTS OF PREVENTION	02.0
		<i>Prerequisite:</i> Acceptance to Dental Hygiene Program. This course will cover basic concepts of oral hygiene care, adjunctive aids and foundations of preventive oral health services. Topics will include introduction to deposits, stains, and fluorides. (2 hours lecture)	
DH	110B	CONCEPTS OF ORAL HEALTH	02.0
		<i>Prerequisite:</i> Acceptance to Dental Hygiene Program. Basic concepts of oral health care, adjunctive aids and foundation of preventive strategies. Introduction to product evaluation, disease process, needs assessment, behavior modification, learning principles, deposits, stains and fluoride.	

DENTAL HYGIENE

DH 112B	ORAL RADIOLOGY	03.0
<i>Prerequisite:</i> Acceptance to Dental Hygiene Program.		
A study of the theory of radiology, the techniques of film exposure, processing, mounting and interpreting. Radiation dosage and hazards as well as protection services for patient and operator are stressed. (2 lecture hours, 3 Clinic hours)		
DH 113	GENERAL AND ORAL PATHOLOGY	03.0
<i>Prerequisite:</i> Acceptance to Dental Hygiene Program.		
The fundamentals of microscopic and gross pathology disease, repair, healing and regression. Recognition of the normal and abnormal in the oral cavity and human body. (3 lecture hours) Formerly DH 113B.		
DH 115B	CLINICAL PRACTICE I	03.0
<i>Prerequisite:</i> DH104B and 105B.		
Practice in performing oral prophylaxis, equipment maintenance and sterilization, patient management, patient education, use of fluorides, charting and inspection of teeth, patient scheduling and follow up care systems. 12 hours clinic.		
DH 116B	SUPERVISED CLINICAL PRACTICE	01.0-03.0
<i>Prerequisite:</i> Acceptance to Dental Hygiene Program.		
This course is designed to provide continuity of clinical practice from DH 115. The student will continue to improve clinical skills. Graded pass/withdrawal only.		
DH 117B	PERIODONTICS I	02.0
<i>Prerequisite:</i> Acceptance to Dental Hygiene Program.		
Advanced instrumentation, ultrasonic devices, root planing, curettage, subgingival irrigation, and hypersensitivity. Application of sealant materials, instrument sharpening, dental implants, oral mycology and study of occlusion. (1 hour lecture, 3 hours lab).		
DH 120	FUNDAMENTALS OF NUTRITION IN DENTISTRY	03.0
<i>Prerequisite:</i> Acceptance to Dental Hygiene Program.		
Introduction to principles of basic biochemistry. Application of nutritional education to dental hygiene practice. (3 hours lecture). Formerly DH 120B.		
DH 198B	SPECIAL TOPICS IN DENTAL HYGIENE	0.5-06.0
<i>Prerequisite:</i> None		
Various short courses, workshops and clinics covering a variety of subjects. This course is for variable credit of one-half to six credits depending upon the course content and the number of hours required.		
DH 202B	PHARMACOLOGY	02.0
<i>Prerequisite:</i> Acceptance to Dental Hygiene Program.		
A study of drugs by groups with special emphasis on those used in dentistry including their physical and chemical properties, dosage and therapeutic effects. (2 lecture hours).		
DH 203B	SPECIAL PATIENTS	02.0
<i>Prerequisite:</i> Acceptance to Dental Hygiene Program.		
Considerations in the treatment of patients with specific physical and mental challenges with a special emphasis on the management of the geriatric patient. (2 lecture hours)		
DH 205	CLINICAL PRACTICE II	05.0
<i>Prerequisite:</i> Acceptance to Dental Hygiene Program.		
Clinical application of diagnostic, preventive, and therapeutic procedures utilized in patient care by a dental hygienist, with increased levels of achievement in all dental hygiene skills. 1 hour seminar, 16 hours clinic. Formerly DH 205B.		
DH 206B	DENTAL MATERIALS	03.0
<i>Prerequisite:</i> Acceptance to Dental Hygiene Program.		
Introduction to the physical properties of dental materials in the laboratory. Experience in the manipulation and preparation of those dental materials commonly used in dental practice. (2 lecture hours, 3 lab hours.)		
DH 207	PERIODONTICS II	02.0
<i>Prerequisite:</i> Acceptance to Dental Hygiene Program.		
A study of the causes and classification of disease with the principles of treatment. (2 lecture hours) Formerly DH 207B.		

DENTAL HYGIENE

DH 208B	COMMUNITY DENTAL HEALTH I	02.0
<i>Prerequisite:</i> Acceptance to Dental Hygiene Program. Functions of health care agencies, literature, epidemiology of dental diseases, community preventive measures, program planning, the geriatric population and dental health educational methods. (2 lecture hours)		
DH 209B	PAIN AND ANXIETY CONTROL	03.0
<i>Prerequisite:</i> Acceptance to Dental Hygiene Program. Administration of local anesthetics and nitrous oxide/oxygen analgesia. Pharmacological agents, physical and emotional evaluation of patients, anatomy and neurophysiology. Management of related medical emergencies. (2 hours lecture, 3 hours laboratory.)		
DH 211B	DENTAL MATERIALS & TECHNIQUES FOR DENTAL HYGIENIST	02.0
<i>Prerequisite:</i> Acceptance to Dental Hygiene Program. Study of dental materials including physical and chemical properties, manipulation, utilization, and application in dental and dental hygiene procedures.		
DH 215	CLINICAL PRACTICE III	05.0
<i>Prerequisite:</i> DH 205. A continuation of Clinical Practice II. 1 hour seminar, 16 hours clinic. Formerly DH 215B.		
DH 216B	PRINCIPLES OF DENTAL PRACTICE	01.0
<i>Prerequisite:</i> Acceptance to Dental Hygiene Program. Concepts of dental office management, productivity, marketing, interviewing and responsibilities of professionals. (1 lecture hour.)		
DH 217B	PERIODONTICS III	01.0
<i>Prerequisite:</i> Acceptance to Dental Hygiene Program. Advanced study of periodontology with special emphasis on new surgical modalities and equipment. Orientation to all aspects of periodontal practice. (1 lecture hour.)		
DH 218	COMMUNITY DENTAL HEALTH II	02.0
<i>Prerequisite:</i> DH 208B. Designed to prepare the students to function as an effective oral health practitioner, educator and resource person in a variety of community health settings. Includes field experience. Implement a program designed to change the health status of a target group. (1hour lecture, 3 hours clinic/lab). Formerly DH 218B.		

DIESEL TECH EDUCATIONAL COOP

DTEC 101B	BASIC DIESEL MECHANICS	01.0-06.0
<i>Prerequisite:</i> None This course introduces the student to basics of diesel fundamentals through the use of lectures, films, visual inspection and demonstrations. The course objective is to build an educational foundation that will support advanced learning in diesel repair, troubleshooting and preventive maintenance. Formerly HEM/AITD 101B		
DTEC 108B	HEAVY DUTY TRANSMISSIONS AND POWER TRAINS	01.0-06.0
<i>Prerequisite:</i> None This course is designed to expose the student to the theory, operation and service techniques used in maintaining and repairing manual and automatic transmissions. Drive trains, clutches, differentials, power dividers, reduction gears and power takeoffs will be covered. Formerly HEM/AITD 108B		
DTEC 110B	HEAVY DUTY ELECTRICAL SYSTEMS	01.0-06.0
<i>Prerequisite:</i> None This course provides the student with theory, knowledge, information and basic skills for the understanding of electricity and how it pertains to diesel powered equipment. Topics will include starters, charging, electrical controls, power generation and electrical systems. Formerly HEM/AITD 110B		
DTEC 111B	ADVANCED DIESEL ELECTRICITY	01.0-06.0
<i>Prerequisite:</i> None This course will focus on the equipment associated with power generation using diesel engines. Motors, switch gear, transformers and power transmission will be covered. AC and DC power generation and controls will be covered. A major portion of this course will concentrate on safety. Formerly HEM/AITD 111B		

DIESEL TECH EDUCATIONAL COOP

DTEC 112B	BATTERIES AND CHARGING SYSTEMS	01.0-06.0
<i>Prerequisite:</i> None		
This course will focus on the theoretical and practical topics relating to heavy equipment batteries and charging systems. The various types of test equipment and testing procedures used in trouble shooting will be covered. The course will cover safety and the preventive maintenance that applies to batteries and charging systems. Formerly HEM/AITD 112B		
DTEC 113B	HEAVY EQUIPMENT STARTING MOTORS	01.0-06.0
<i>Prerequisite:</i> None		
This course will focus on the various types of electrical starter motors commonly found in heavy equipment. The course will cover safety and the preventive maintenance that applies to starters. The students will perform on and off vehicle treating and inspection of starters. A major portion of this course will be in trouble shooting. Formerly HEM/AITD 113B		
DTEC 114B	HEAVY DUTY CHASSIS WIRING	01.0-06.0
<i>Prerequisite:</i> None		
This course will focus on the wiring harnesses and subsystems found in heavy equipment cabs and chassis. This course will cover the wiring and component diagnosis associated with heavy equipment. A major portion of this course will be in trouble shooting. Formerly HEM/AITD 114B		
DTEC 115B	ENGINE SENSORS AND GAUGES	01.0-06.0
<i>Prerequisite:</i> None		
This course will focus on the various instruments and sensors used in the operation of heavy equipment. This course will cover the operation of meters and gauges in heavy equipment performance. The component diagnosis associated with heavy equipment will also be covered. A major portion of this course will be in trouble shooting. Formerly HEM/AITD 115B		
DTEC 130B	INDUSTRIAL HYDRAULICS	01.0-06.0
<i>Prerequisite:</i> None		
This course provides the necessary foundation in the principles of hydraulics and how they apply to industrial applications. Hydraulic application in diesel equipment, manufacturing, aviation, power plants and ski resorts will be discussed. Formerly HEM/AITD 130B		
DTEC 131B	ADVANCED FLUID POWER TRANSMISSIONS	01.0-06.0
<i>Prerequisite:</i> None		
This course will offer advanced topics in hydraulic and applications in diesel powered equipment. The emphasis will be on power shift transmissions and associated hydraulic valve operation and circuit design. Trouble shooting and preventive maintenance will be included in this course. Formerly HEM/AITD 131B		
DTEC 136B	HEAVY DUTY AIR SYSTEMS	01.0-06.0
<i>Prerequisite:</i> None		
This course provides the student with the knowledge and skill required for maintenance, repair, and troubleshooting of diesel powered equipment air systems. Formerly HEM/AITD 136B		
DTEC 150B	AIR COND. AND TRANSPORT REFRIGERATION	01.0-06.0
<i>Prerequisite:</i> None		
This course covers the theory and operation of refrigeration systems. The repair and preventive maintenance of commercial over-the-road air conditioning and transport refrigeration systems will be covered. This course will focus on hands-on trouble shooting and repairs of vehicle refrigeration. Formerly HEM/AITD 150B		
DTEC 198B	SPECIAL TOPICS IN DTEC	00.5-06.0
<i>Prerequisite:</i> None		
Various short courses and experimental classes covering a variety of subjects. The course will be variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. Formerly HEM/AITD 198B		
DTEC 200B	DIESEL ENGINES	01.0-14.0
<i>Prerequisite:</i> None		
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.		

DIESEL TECH EDUCATIONAL COOP

DTEC 205B	ELECTRICAL/ELECTRONIC SYSTEMS	01.0-14.0
<i>Prerequisite:</i> None		
This course provides students with introductory level basics on DC electricity, electrical/electronic systems, lighting 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 Electrical/Electronic Systems which assures the learner's ability to succeed as an entry-level medium/heavy duty truck technician specialist. This course may be repeated for up to fourteen credits.		
DTEC 210B	DIESEL INJECTION TROUBLE SHOOTING	01.0-06.0
<i>Prerequisite:</i> None		
This course provides training in overhauling procedures, engine operations, tune-up, diagnostics, failure analysis, use of testing equipment and special tool applications. Formerly HEM/AITD 210B		
DTEC 211B	LIGHT DUTY PERFORMANCE	01.0-06.0
<i>Prerequisite:</i> None		
Course will familiarize the student with specific makes of diesel fuel injection equipment used in a worldwide market. Upon completion of the course, students will be able to troubleshoot and service a variety of diesel powered equipment. Formerly HEM/AITD 211B		
DTEC 212B	ON/OFF HIGHWAY SUSPENSIONS	01.0-06.0
<i>Prerequisite:</i> None		
This course covers the general components, maintenance and adjustment of heavy equipment front ends. Steering axis inclination and geometry will be covered along with wheel alignment. The principles of power assist steering and associated hydraulics will be covered. Formerly HEM/AITD 212B		
DTEC 213B	CONVENTIONAL STEERING SYSTEMS	01.0-06.0
<i>Prerequisite:</i> None		
This course covers the specific components, maintenance and adjustment of standard heavy equipment steering systems. Steering system controls will be covered along with complete wheel alignment. Power assist steering and associated hydraulics will be covered combined with trouble shooting. Formerly HEM/AITD 213B		
DTEC 225B	HEATING, VENTILATION AND AIR CONDITIONING	01.0-05.0
<i>Prerequisite:</i> None		
This course provides students with introductory level basics on HVAC 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 Heating, Ventilation and Air Conditioning Systems which assures the learner's ability to succeed as an entry-level truck HVAC technician specialist. This course is repeatable for up to five credits.		
DTEC 230B	DIESEL ENGINE REBUILDING	01.0-06.0
<i>Prerequisite:</i> None		
Diesel engine rebuilding will enable the student to receive valuable hands-on experience in disassembly, inspection, reassembly and adjustment of diesel engines. Formerly HEM/AITD 230B		
DTEC 231B	ELECTRONIC FUEL INJECTION/A	01.0-06.0
<i>Prerequisite:</i> None		
This course will cover advanced topics in Caterpillar diesel powered equipment. Specific topics in preventive maintenance, trouble shooting and repair of computer controlled fuel injection systems will be covered. Formerly HEM/AITD 231B		
DTEC 232B	ELECTRONIC FUEL INJECTION/B	01.0-06.0
<i>Prerequisite:</i> None		
This course will cover advanced topics in Cummins diesel powered equipment. Specific topics in preventive maintenance, trouble shooting and repair of computer controlled fuel injection systems will be covered. Formerly HEM/AITD 232B		
DTEC 235B	STEERING AND SUSPENSION	01.0-05.0
<i>Prerequisite:</i> None		
This course provides students with introductory level basics in Medium/Heavy Duty Truck Steering and suspension including study in components, maintenance, diagnosis and repair. This course exceeds the student contact hours required for NATEF/ASE certification and prepares the learner for the ASE Certification Examination in Light/Heavy Duty Truck Steering and Suspension Systems which assures the learner's ability to succeed as an entry-level medium/heavy duty truck technician specialist. This course is repeatable for up to five credits.		

DIESEL TECH EDUCATIONAL COOP

DTEC 240B	BRAKES	01.0-07.0
<i>Prerequisite:</i> None		
This course provides students with introductory level basics on Medium/Heavy Duty Truck Brake systems including study in components, maintenance, diagnostics and repair. This course exceeds the student contact hours required for NATEF/ASE certification and prepares the learner for the ASE Certification Examination in Brake Systems which assures the learner's ability to succeed as an entry-level medium/heavy duty truck technician specialist. This course is repeatable for up to seven credits.		
DTEC 245B	HEAVY DUTY DRIVE TRAINS	01.0-05.0
<i>Prerequisite:</i> None		
This course provides students with introductory level basics on Heavy Duty Drive Trains including study in components, maintenance, diagnostics and repair. This course exceeds the student contact hours required for NATEF/ASE certification and prepares the learner for the ASE Certification Examination in Medium/Heavy Duty Drive Trains which assures the learner's ability to succeed as an entry-level Heavy Duty Drive Train technician specialist. This course is repeatable for up to five credits.		
DTEC 250B	PREVENTIVE MAINTENANCE	01.0-06.0
<i>Prerequisite:</i> None		
This course provides students with introductory level basics in preventive maintenance including study in components, maintenance, diagnostics and repair. This course exceeds the student contact hours required for NATEF/ASE certification and prepares the learner for the ASE Certification Examination in Preventive Maintenance which assures the learner's ability to succeed as an entry-level medium/heavy duty truck technician specialist. This course may be repeated for up to six credits.		
DTEC 266B	ENGINE TESTING AND ANALYSIS	01.0-06.0
<i>Prerequisite:</i> DTEC 210B.		
This course covers routine engine adjustments and specific performance testing procedures. It includes proper use of engine dynamometer operation and an in-depth study of factors producing optimum engine performance. Formerly HEM/AITD 266B		
DTEC 290B	INTERNSHIP IN DIESEL POWER TECHNOLOGY I	02.0
<i>Prerequisite:</i> DTEC 101B, 210B, 211B, 230B and 266B with 2.0 average and approval of the instructor.		
The purpose of this course is to provide diesel power technology students with the opportunity to supplement course work with practical work experience related to the student's Program Session I classroom and lab experience. The course is an extension to and application of the classroom learning through work experience under immediate supervision of experienced personnel at the industry work site. A qualified faculty member directly supervises the student's internship experience by working closely with the student and the employer through telephone contact, site visitations, student reports and reports from the student's supervisor. Credit is awarded (at a rate of 75 hours of work per credit) for the accomplishment of individualized specific occupational learning objectives written by the employer, student and faculty member; maintenance of time sheets; and final report. Student grades will be assigned as a cooperative effort between the faculty member and the job supervisor. Formerly HEM/AITD 290B		
DTEC 295B	INTERNSHIP IN DIESEL POWER TECHNOLOGY II	02.0
<i>Prerequisite:</i> DTEC 110B, 112B, and 113B with a 2.0 average and approval of the instructor.		
The purpose of this course is to provide diesel power technology students with the opportunity to supplement course work with practical work experience relate to the student's Program Session II 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. Formerly HEM/AITD 295B		
DTEC 296B	INTERNSHIP DIESEL POWER TECHNOLOGY III	02.0
<i>Prerequisite:</i> DTEC 108B, 114B, 130B, 131B, 231B, 232B with at least a 2.0 average and approval of the instructor.		
The purpose of this course is to provide diesel power technology students with the opportunity to supplement course work with practical work experience related to the student's Program Session III 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 a final report. Student grades will be assigned as a cooperative effort between the faculty member and the job supervisor. Formerly HEM/AITD 296B		

DIESEL TECH EDUCATIONAL COOP

DTEC 297B	INTERNSHIP DIESEL POWER TECHNOLOGY IV	03.0
<i>Prerequisite:</i> DTEC 136B, 150B, 212B and 213B with at least a 2.0 average and approval of the instructor.		
The purpose of this course is to provide diesel power technology students with the opportunity to supplement course work with practical work experience related to the student's Program Session IV 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 a final report. Student grades will be assigned as a cooperative effort between the faculty member and the job supervisor. Formerly HEM/AITD 297B		
DTEC 298B	INTERNSHIP IN DIESEL POWER TECHNOLOGY V	01.0-08.0
<i>Prerequisite:</i> DTEC 297B, 2.0 GPA in session V course work and approval of instructor.		
This course provides students with the opportunity to supplement course work with practical work experience related to their Program Session V classroom and lab experience. Credit is awarded (at a rate of 75 hours of work per credit) when individualized specific occupational learning objectives are completed, maintenance of time sheets; and a final report. Grades are assigned as a cooperative effort between the program faculty and the job supervisor. This course is repeatable up to eight credits.		

DRAFTING

DFT 100	BASIC DRAFTING PRINCIPLES	03.0-04.0
<i>Prerequisite:</i> Concurrent recommendation: CADD 100 (formerly DFT 131).		
This entry level drafting course covers use of drafting instruments, lettering, perception theories, geometric and multi-view problem solving, sketching and dimensioning.		
DFT 110B	BLUEPRINT READING FOR INDUSTRY	03.0-04.0
<i>Prerequisite:</i> None		
A course designed to provide the fundamental concepts in reading blueprints required by machine shops, engineering, electrical and welding industries. The course will start with simple prints and proceed to more advanced prints. Formerly DFT 124B.		
DFT 215	INTRODUCTION TO GIS	03.0
<i>Prerequisite:</i> None		
This course serves as an introduction into Geographic Information Systems. The course covers the basic concepts of a GIS to include data acquisition, preprocessing, data management, manipulation and analysis and product generation. Principles of cartography and spatial analysis will also be covered. The intent of this course is to prepare the student for advanced training using specific GIS software packages.		
DFT 216B	INTERMEDIATE GIS/GPS	03.0
<i>Prerequisite:</i> DFT 215		
This course will build on the knowledge and skill learned in the basic GIS class. The student will learn to continue to utilize techniques in creating, analyzing and interpreting data with GIS and GPS. The student will sharpen the skills that were first taught in the basic class and add upon that knowledge, program short cuts and time management techniques used in production of GIS mapping. The class will be taught with lecture and hands-on learning in the computer lab.		
DFT 240	INTRODUCTION TO 3D STUDIO MAX	03.0
<i>Prerequisite:</i> CADD 105 (formerly DFT 131).		
This course is an introduction to 3D StudioMax. Topics covered will include the 3D StudioMax program interface, managing object and project files, creating a basic scene, modeling, lighting, the materials editor, animation techniques, output of images and animations and introduction to the special effects and plug-in capabilities of 3D StudioMax..		

EARLY CHILDHOOD EDUCATION

ECE 101B	INTRODUCTION TO CHILD CARE	01.0-03.0
<i>Prerequisite:</i> None		
This course will focus on introducing the field of Early Childhood Education to those entering into the child care field. Content areas can include the learning environment, safety and health, an overview of infants, toddlers and preschoolers growth and development, families, program management, guidance and professionalism.		

EARLY CHILDHOOD EDUCATION

ECE 121	PARENT CAREGIVER RELATIONSHIPS	01.0
<i>Prerequisite:</i> None		
A course designed for child development students in which they can acquire various communication skills to enhance parent/caregiver relationships. Newsletters, parent conferences, phone conversations, record keeping and student data folders. Formerly HEC/CD 121		
ECE 123	HEALTH AND NUTRITION FOR YOUNG CHILDREN	01.0
<i>Prerequisite:</i> None		
A study of young children concerning physical development, nutrition, health, safety and childhood illnesses and diseases. Skills developed in menu planning, selecting safe equipment and toys, routines to ensure good health and policies on illness. Formerly HEC/CD 123		
ECE 124	SENSORIMOTOR DEV INFANTS AND TODDLERS	01.0-03.0
<i>Prerequisite:</i> None		
Study of the development of sensorimotor skills in infants and toddlers. Emphasis placed on developing materials and activities for use in the home and child care setting which will foster sensory and motor skills in children from birth to two years. Formerly HEC/CD 124		
ECE 125	LANGUAGE DEVELOPMENT INFANT TODDLER	01.0-03.0
<i>Prerequisite:</i> None		
Study of language acquisition in infants and toddlers. Emphasis placed on developing materials and activities for use in the home and child care setting which enhance the development of expressive language in children from birth to three years. Formerly HEC/CD 125		
ECE 126	SOCIAL/EMOTIONAL DEV FOR INFANTS AND TODDLERS	01.0-03.0
<i>Prerequisite:</i> None		
The study of affective development in infancy and toddlerhood. Emphasis on experiences and techniques for use in the home and child care setting which will foster self-concept and social interactions for children from birth to three years old.		
ECE 127	ROLE OF PLAY FOR INFANTS AND TODDLERS	01.0-03.0
<i>Prerequisite:</i> None		
The study of the role of play as it affects the social, emotional, physical and intellectual growth and development of infants and toddlers. Formerly HEC/CD 127		
ECE 128	SELF HELP SKILLS FOR INFANTS AND TODDLERS	01.0-03.0
<i>Prerequisite:</i> None		
The study of exploring the ideas that promote self-help skills in the infant and toddler. Emphasis is placed on developing materials and activities for use in the home and child care setting which enhance the development of self-help skills in children from birth to three years.		
ECE 129	ENVIRONMENTS FOR INFANT AND TODDLER	01.0-03.0
<i>Prerequisite:</i> None		
The study of setting up and maintaining an infant/toddler program-environment with emphasis on health and safety concerns, space utilization, equipment, and material needs and usage. Formerly HEC/CD 129		
ECE 130	INFANCY	03.0
<i>Prerequisite:</i> None		
The course will provide a comprehensive introduction to the principles and basic concepts of the development of the child from conception to age three. Emphasis on the physical, emotional and social growth of the infant as well as understanding of the parenting process and the development of parenting skills.		
ECE 140	ROLE OF THE SPECIAL NEEDS ASSISTANT	01.0
<i>Prerequisite:</i> None		
The student will develop the knowledge and the understanding of the role of the Special Needs Assistant in child care settings serving special needs children from infancy through primary grade levels. Current job descriptions from school districts, day care centers, nonprofit agencies and residential settings will be analyzed.		
ECE 141	BEHAVIOR MGMT IN AN EC SPEC ED CLASSROOM	01.0
<i>Prerequisite:</i> None		
This course will focus on behavior problems relevant to young children with special needs in early childhood special education programs, i.e., Attention Deficit Disorder, Attention Deficit Hyperactivity Disorder and other behavior problems.		

EARLY CHILDHOOD EDUCATION

ECE 142	COMM RESRC FOR YOUNG CHILD W/ SPEC NEEDS	01.0
<i>Prerequisite:</i> None		
This course will focus on community agencies and/or related services regarding the special needs child, his or her family and associated professionals. Community agencies and their services will be explored. Federal government legislation will serve as the foundation for all studies, especially as it focuses on the special needs child from birth through five years old. Presentations from a panel of experts will be presented.		
ECE 143	MEDICAL ASPECTS OF SPECIAL EDUCATION	01.0
<i>Prerequisite:</i> None		
Young children with special needs often have medical problems associated with their disability. This course will focus on many of these medical problems and how to assist children in an early childhood special education classroom.		
ECE 144	FIELD EXP IN EARLY CHILDHOOD SPEC ED	01.0-03.0
<i>Prerequisite:</i> None		
This course will provide students the opportunity to participate in a variety of early childhood special education programs in the local community. These will include Washoe County School District, Happy Program, Special Children's Clinic and the E.L. Cord Foundation Child Care Center.		
ECE 151	MATH IN THE PRESCHOOL CURRICULUM	01.0
<i>Prerequisite:</i> None		
Activities and materials for developing mathematics readiness in the preschool child. Math concepts such as shapes and counting sets will be included. Formerly HEC/CD 151		
ECE 152	SCIENCE IN THE PRESCHOOL CURRICULUM	01.0
<i>Prerequisite:</i> None		
Activities and materials for teaching science in the preschool. Lectures and hands on activities designed to acquaint the child with the world around him/her. Formerly HEC/CD 152		
ECE 154	LITERATURE FOR PRESCHOOL CHILDREN	01.0
<i>Prerequisite:</i> None		
Survey of books for use with preschool children. Included are criteria for selecting and using children's literature, techniques of story telling with and without audiovisual aids such as puppets, flannel graphs, and story rolls. Formerly HEC/CD 154		
ECE 155	LITERACY AND THE YOUNG CHILD	01.0
<i>Prerequisite:</i> None		
Activities and materials for developing auditory and visual perception skills in the preschooler. Included are techniques for the development of language skills through experiences in listening, speaking, prewriting and reading readiness. Formerly HEC/CD 155		
ECE 156	MUSIC IN THE PRESCHOOL CURRICULUM	01.0
<i>Prerequisite:</i> None		
Teaching techniques and music activities for preschool children, including songs, finger plays, dance and rhythm activities. Formerly HEC/CD 156		
ECE 157	ART IN THE PRESCHOOL CURRICULUM	01.0
<i>Prerequisite:</i> None		
Activities and materials for teaching art in the preschool. Emphasis on developing creativity and enjoyment of art through the use of a wide range of materials and activities. Formerly HEC/CD 157		
ECE 158	ACTIVITIES FOR PHYSICAL DEVELOPMENT IN YOUNG CHILD	01.0
<i>Prerequisite:</i> None		
Activities, materials and equipment for development of gross motor coordination in preschool children. Individual, small group and large group activities for both indoor and outdoor use will be included. Formerly HEC/CD 158		
ECE 159	AFTER SCHOOL ACTIVITIES	01.0
<i>Prerequisite:</i> None		
The primary objectives of this workshop are to (1) provide a learning experience in the development of programs for children in after-school programs and (2) develop methods and hands-on training in dealing with groups and individuals in after-school programs. Formerly HEC/CD 159		

EARLY CHILDHOOD EDUCATION

ECE 161	SOCIAL STUDIES IN THE PRESCHOOL CURRICULUM	01.0
<i>Prerequisite:</i> None		
Activities and materials for teaching social studies in the preschool, with specific content appropriate for young children, drawn from anthropology, economics, geography, history, political science, sociology and psychology. Emphasis on methods of teaching children about themselves, their families and their communities. Formerly HEC/CD 161		
ECE 167	CHILD ABUSE AND NEGLECT	01.0
<i>Prerequisite:</i> None		
This course will provide the opportunity for students to learn the legal definition, symptoms, causes and reporting procedures of child abuse and neglect. The course will include discussion of the roles and responsibilities of community agencies such as law enforcement, social services, child care personnel, medical and psychosocial professionals. Formerly HEC/CD 167		
ECE 168	INFECTIOUS DISEASES AND 1ST AID IN CHILDCARE	01.0
<i>Prerequisite:</i> None		
This course will provide information about infectious diseases and first-aid measures in child care settings. Course content will include recognizing communicable and acute illnesses, management of accidents and injuries, preventive measures, health education, current research and community resources. Formerly HEC/CD 168		
ECE 169	BILINGUAL AND MULTICULTURAL EXPERIENCE IN ECE	01.0
<i>Prerequisite:</i> None		
A general introduction to life-styles, values, and socioeconomic conditions of children from bilingual/bicultural families. Students are introduced to strategies, materials and resources designed to help them enhance bilingual/multicultural experiences in the classroom. Formerly HEC/CD 169		
ECE 198B	SPECIAL TOPICS	00.5-06.0
<i>Prerequisite:</i> None		
Various short courses and experimental classes covering a variety of subjects in child development. The course will be of variable one-half to six credits depending on the course content and number of hours required. The course may be repeated up to a total of six credits. Formerly HEC/CD 198B		
ECE 200	THE EXCEPTIONAL CHILD	03.0
<i>Prerequisite:</i> None		
The study of children with physical, social, emotional and/or intellectual disabilities with emphasis on techniques for mainstreaming the children into existing child care programs. Suggested classroom activities for children with disabilities will be included. Formerly HEC/CD 200		
ECE 204	PRINCIPLES OF CHILD GUIDANCE	03.0
<i>Prerequisite:</i> None		
A study of effective communication with children in guiding behavior. Emphasis will be placed on techniques which help children build positive self-concepts and individual strengths within the context of appropriate limits and discipline. The study includes uses of direct and indirect guidance techniques as well as introduction to guidance systems. Formerly HEC/CD 204		
ECE 231	PRESCHOOL PRACTICUM: CHILD DEVELOPMENT LAB	01.0-05.0
<i>Prerequisite:</i> ECE 131, 204, 234 and HDFS 201.		
Working in a preschool setting with young children and their families on three levels of competence: (1) aide, (2) assistant and (3) head teacher. Practicum will normally be taken during the final year of the child development program. Students who receive either the Early Childhood Education Certificate of Achievement or AAS must complete practicum credits through TMCC. Formerly HEC/CD 231		
ECE 233	PRACTICUM IN EARLY CHILD SPEC EDUCATION	02.0-05.0
<i>Prerequisite:</i> All ECE core courses, as well as ECE 140, 141, 142, 143, 144, 234 and 235.		
Students will work in two different early childhood special education programs with young children with special needs. One site will be a self-contained classroom with Washoe County School District and the other an inclusion program at the TMCC campus. Students who receive their AAS in Early Childhood Education with an emphasis in Special Education must complete practicum credits through TMCC.		
ECE 235	ADOPTING CURRICULA FOR YNG CHILDREN/SPECIAL NEEDS	03.0
<i>Prerequisite:</i> ECE 131 or 234.		
The study of educational procedures used to work with young children with special needs and their families. Validated teaching procedures will be introduced to the students. These include identification and referral, program planning, organizing the learning environment, promoting behavior change and curriculum domains. Formerly HEC/CD 235. Became ECE 251.		

EARLY CHILDHOOD EDUCATION

ECE 236	PRACTICUM WITH INFANTS AND TODDLERS	02.0-05.0
<i>Prerequisite:</i> All ECE core courses, as well as ECE 124, 125, 126, 127, 128, 129, 131, 204 and HDFS 201. Working in an infant/toddler setting with young children and their families on three levels of competence: 1) aide, 2) assistant and 3) head teacher. Practicum will normally be taken during the final year of the program. Students who receive their AAS in Early Childhood Education with an emphasis in Infant/Toddler must complete practicum credits through TMCC.		
ECE 240	ADMINISTRATION OF THE PRESCHOOL	03.0
<i>Prerequisite:</i> ECE 131, ECE 251 (formerly ECE 234), HDFS 201 or permission of the instructor. The study of the program management of an early childhood education program. Areas include program planning, implementation, and evaluation, facilities development and maintenance, parent and community interaction, nutrition, health and safety issues and personnel development. Formerly HEC/CD 240		
ECE 250	INTRODUCTION TO EARLY CHILDHOOD EDUCATION	03.0
<i>Prerequisite:</i> None An introduction to early childhood education. A course which includes the history of child care, regulations, types of programs, legal issues, professional opportunities and current trends and issues. Emphasis is placed on the role of the preschool teacher in enhancing the social, emotional, physical and intellectual growth of preschool-aged children. Formerly HEC/CD/ECE 131.		
ECE 251	CURRICULUM IN EARLY CHILDHOOD EDUCATION	03.0
<i>Prerequisite:</i> ECE 131 and HDFS 201 and permission of the instructor. This course will consist of methods of planning and teaching curriculum for children 3-5 years old. Included will be curriculum development, children's play, lesson planning and daily scheduling. Emphasis will be on curriculum development for children 3-5 years old in areas such as art, science, literature, music, language arts, blocks, dramatic play, etc. Formerly ECE 234.		
ECE 290B	INTERNSHIP IN EARLY CHILDHOOD EDUCATION	01.0-08.0
<i>Prerequisite:</i> None A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for an application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 75 hours of internship for one credit. May be repeated for up to eight credits.		

ECONOMICS

ECON 102	PRINCIPLES OF MICROECONOMICS	03.0
<i>Prerequisite:</i> None The study of the allocation of resources to alternative uses in producing the nation's output and the role of relative prices in distributing these goods and services. Topics include: demand and supply, consumer behavior, business decision-making and market structures. This course is offered via telecourse alternate semesters. See class schedule for details. Satisfies UNR Social Science core curriculum.		
ECON 103	PRINCIPLES OF MACROECONOMICS	03.0
<i>Prerequisite:</i> None The study of the determination of output, employment and investment levels and strategies to promote growth, efficiency, equity and stability in the economy. Topics include: demand and supply, measurement of GDP, price fluctuations and the banking system. This course is offered via telecourse alternate semesters. See class schedule for details. Satisfies UNR Social Science core curriculum. Formerly ECON 101		
ECON 104	CURRENT ECONOMIC ISSUES	03.0
<i>Prerequisite:</i> ECON 102 or ECON 103 (formerly ECON 101). Analysis of the economic news of the day and its importance to consumers, business persons and voters. Discussion of the possible future economic effects of current policies and actions. Economic theories and concepts basic to the analysis of current events are reviewed, explained and applied.		
ECON 198B	SPECIAL TOPICS IN ECONOMICS	01.0-03.0
<i>Prerequisite:</i> Prerequisites may be required on a course-by-course basis depending on the course content. Various short courses and experimental classes covering a variety of subjects. The course will be variable credit of one to three credits depending on the course content and number of hours required. The course may be repeated for up to three credits.		
ECON 240	SOCIAL SCIENCE RESEARCH METHODS	03.0
<i>Prerequisite:</i> Statistics recommended. An overview of the methods and analytical techniques used in the research of social phenomena. Emphasis will be on the design and execution of research.		

ECONOMICS

ECON 261	PRINCIPLES OF STATISTICS I	03.0
<i>Prerequisite:</i> MATH126 or equivalent or qualifying Accuplacer, ACT/SAT test results.		
The study of the collection, analysis, presentation and interpretation of data in order to make good decisions. Topics include: descriptive statistics, exploratory data analysis, probability and sampling distributions, indices and decision theory.		
ECON 262	PRINCIPLES OF STATISTICS II	03.0
<i>Prerequisite:</i> ECON 261 or approval of instructor.		
The study of statistical methods, induction and the design of experiments which allow the estimation and testing of claims based on sample information. Topics include estimation and hypothesis testing, analysis of variance, correlation and regression, times series analysis, nonparametric and statistical process control.		
ECON 290B	INTERNSHIP IN ECONOMICS	01.0-08.0
<i>Prerequisite:</i> None		
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to 8 semester hour credits may be earned on the basis of 100 hours of internship for 1 credit. May be repeated for up to 8 credits.		

EDUCATION

EDUC 100B	INTERCULTURAL COMMUNICATION	02.0
<i>Prerequisite:</i> None		
This course provides students with a basic knowledge of the different values, traditions, customs, religions and other differences among major world cultures so that they can communicate effectively and with ease with persons from other cultures. Students taking this course will be required to participate in classroom dramatization, role-playing and other interactive activities to increase their confidence in communicating with people of varying cultural backgrounds.		
EDUC 102B	INTERNATIONAL CAREERS	02.0
<i>Prerequisite:</i> None		
This course teaches the students how to research international career opportunities. The student will also learn how to contact foreign corporations, government agencies and not-for-profit organizations to obtain international job opportunity information. The student will be required to send six or more job applications to foreign countries in which he or she would like to work.		
EDUC 104B	TEACHING ENGLISH AS A SECOND LANGUAGE	03.0
<i>Prerequisite:</i> None		
This course provides basic ESL teaching skills to students who are interested in being ESL tutors or teaching assistants in schools, businesses or colleges. Various basic ESL teaching techniques will be covered in this class. Students will utilize one of these basic ESL teaching/tutoring techniques during their ESL internship practicum and will be required to demonstrate a mastery of a basic technique at the end of the course.		
EDUC 105B	TEACHING BASIC LITERACY	02.0
<i>Prerequisite:</i> None		
This course is designed to introduce students to various techniques of teaching basic literacy to illiterate populations. The techniques that are covered include the Lau Bach Way to Reading Technique, the Literacy Volunteers of America's Tutoring Technique, the Phonics Way of Teaching Literacy and other teaching techniques currently being used nationally to teach or tutor students who want to learn to read and write in English. Students will critique each other on their abilities to utilize the various literacy techniques taught in this class.		
EDUC 110B	COMMUNITY COLLEGE TEACHING-LEARNING	02.0
<i>Prerequisite:</i> None		
This course is specifically designed for practicing part-time community college instructors who wish to gain knowledge, insights and skills in teaching-learning practices advocated by progressive educators and community colleges. Through collaborative learning, students and facilitators will investigate and share student data, teaching-learning strategies and complete projects which will lead to better teaching organization, management, preparation and delivery.		
EDUC 198B	SPECIAL TOPICS IN EDUCATION	00.5-06.0
<i>Prerequisite:</i> None		
Various short courses and experimental classes covering a variety of subjects. This course is for variable credit of one-half to six credits depending upon the course content and number of hours required. This course may be repeated for up to six credits.		

EDUCATION TEACHER PREP

EDUCATION TEACHER PREP

EDU 201	INTRODUCTION TO ELEMENTARY EDUCATION	03.0
<i>Prerequisite:</i> None		
Introduction to historical, philosophical, sociological and psychological foundations of elementary education., overview of curriculum, instruction and issues of diversity. Includes a field experience. Formerly CI 160.		
EDU 202	INTRODUCTION TO SECONDARY EDUCATION	03.0
<i>Prerequisite:</i> None		
Introduces the prospective middle/secondary teacher to the role of thinker/reflective practitioner. Awareness of the historical, political and economic forces influencing schooling in the United States. Includes a field experience. Formerly CI 201		
EDU 203	INTRODUCTION TO SPECIAL EDUCATION	03.0
<i>Prerequisite:</i> None		
Survey of various types of exceptionalities. Emphasis on etiology, physical and educational characteristics. Satisfies TMCC Diversity requirement. Formerly CI 210.		
EDU 204	INFORMATION TECHNOLOGY IN TEACHING	03.0
<i>Prerequisite:</i> None		
This course identifies and illustrates microcomputer applications in education. The hardware/software selection process is presented as well as uses of word processing, spreadsheet and Internet programs. Designed for teachers seeking a practical knowledge of how to operate and utilize microcomputers in the classroom. Special instruction fees. Formerly CEP 210.		
EDU 206	CLASSROOM LEARNING ENVIRONMENTS	03.0
<i>Prerequisite:</i> EDU 201.		
This course is designed to acquaint prospective teachers with the daily business of structuring a learning environment which accommodates a variety of student needs using appropriate teaching strategies and behavior management techniques. Includes a field experience. Formerly CI 260.		
EDU 207	EXPLORATION OF CHILDREN'S LITERATURE	03.0
<i>Prerequisite:</i> None		
Survey of children's literature genres. Censorship, historical background, children's interests, literature programs, and book evaluations. Same as ENG 250.		
EDU 208	STUDENTS WITH DIVERSE ABILITIES AND BACKGROUNDS	03.0
<i>Prerequisite:</i> EDU 203.		
Focus on successful inclusion of students with various disabilities, students from culturally diverse backgrounds, and English language learners in a general education classroom. Formerly CI 211.		
EDU 209	EXPLORING TEACHING AND LEARNING: PRACTICUM	01.0
<i>Prerequisite:</i> Corequisite: EDU 211.		
This practicum experience introduces prospective Dual Elementary/Special Education and Special Education teachers to teaching and learning contexts and developing professional dispositions. Emphasis is placed on differentiated instruction based on learner needs in local classrooms. Formerly CI 212.		
EDU 211	INTRODUCTION TO TEACHING IN AN INCLUSIVE CLASSROOM	03.0
<i>Prerequisite:</i> None		
This introductory teaching methods course emphasizes instructional techniques applicable in all content areas and prepares students to begin to differentiate instruction based on learner needs.		
EDU 212	FAMILY INVLMNT FOR STUDENT WITH/WITHOUT DISABILITY	03.0
<i>Prerequisite:</i> None		
Focus on academic progress and social-emotional development through collaborative and productive professional relationships with families of students with and without disabilities.		
EDU 214	PREPARING TEACHERS TO USE TECHNOLOGY	03.0
<i>Prerequisite:</i> EDU 204 or placement test.		
Lab course on advanced skills and strategies for integrating information technology in to the classroom. Special instructions fees.		
EL 101	EDUCATIONAL EXPERIENCE	03.0
<i>Prerequisite:</i> None		
Introduction to the basic philosophical, sociological, psychological, historical, legal and anthropological foundations of education. Meets state certification requirements in Nevada school law.		

ELECTRONICS

ET	100B	SURVEY OF ELECTRONICS	04.0
		<i>Prerequisite:</i> None	
		An electronic curriculum, prepared by the International Electronics Teachers Association (IETA) and endorsed by the Electronic Industries Association and the Electronic Industries Foundation, provides student-learner technical and applied academic tasks for the creation of this course. Course content is specifically designed for: 1) high school students enrolled in the TMCC/WCSD 2+2 Electronics Technology Program, and 2) as a prerequisite entrance for all students entering TMCC's Electronics Technology Program.	
		This course covers a broad overview of most aspects of knowledge and job skills required in the electronics industry for employment purposes. It is not designed to be a terminal course leading to entry-level technician employment. It is a survey course.	
ET	107B	ELECTRICAL MEASUREMENTS	02.0
		<i>Prerequisite:</i> None	
		A basic course in electrical measurements for electronics and non-electronics majors. This course concentrates on measurement instruments, and procedures common in technical programs. Course topics include meters; oscilloscopes; basic DC and AC circuits; and measurement methods. Knowledge of some mathematics and communication skills is recommended. Instruction is with lecture, laboratory and computer-assisted instruction (CAI).	
ET	111B	THRU-HOLE ASSEMBLY AND REPAIR	02.0
		<i>Prerequisite:</i> None	
		This basic course in soldering provides students with the necessary knowledge and skills to attain proficiency in making high reliability solder connections. With successful completion of all competencies, students receive a PACE Thru-Hole Certification. Instruction is with lecture, laboratory and computer-assisted instruction (CAI).	
ET	112B	DC AND SEMICONDUCTORS	04.0
		<i>Prerequisite:</i> MATH 096 or 190B or approval of instructor.	
		This course covers the theory of DC circuit, Ohm's law and Kirchhoff's law; and Thevenin and other basic theorems that are applicable to DC circuitry and RC networks. Introductory semiconductor theory includes, but not limited to, the analysis of diodes and bipolar transistors with DC biasing. Teaching-learning methodology includes lecture, lab, and computer-assisted instruction. Students may challenge this course by successfully completing the course challenge examination. Instruction is with lecture, laboratory and computer-assisted instruction (CAI).	
ET	113B	SURFACE MOUNT ASSEMBLY AND REPAIR	02.0
		<i>Prerequisite:</i> ET 111B.	
		This soldering course provides student with the knowledge and skills necessary for manual assembly and rework of surface mount components (SMT): chip components; PLCCs; QFPs; SOICs; SOJs; SOTs; TSOPs. Component installation and removal procedures focus on manual conductive (soldering iron), and manual or semi-automated convective (hot air) heating methods. With Successful completion of all competencies, students receive a PACE Surface Mount Certification. Instruction is with lecture, laboratory and computer-assisted instruction (CAI).	
ET	114B	AC AND SEMICONDUCTORS	04.0
		<i>Prerequisite:</i> ET 112B.	
		This course covers the theory of AC circuits and semiconductors. Study includes: basic AC laws and theorems, resistors, capacitors and inductors with RCL circuits, series and parallel resonance, small signal amplifiers with CE, CB and CC circuits, AC load lines, coupling and bypass capacitors, frequency response, voltage gain and power gain, impedance. Teaching-learning methodologies includes lecture, lab and computer-assisted instruction. Student may challenge this course by successfully completing the challenge examination. Instruction is with lecture, laboratory and computer-assisted instruction (CAI).	
ET	115B	CONVECTIVE HEAT SOLDERING	02.0
		<i>Prerequisite:</i> ET 113B.	
		Convective heating (hot air) devices are used for surface mount component (SMT) installation and removal including: chip components; PLCCs; QFPs; SOICs; SOJs; SOTs; TSOPs; BGAs with bottom only terminations. With Successful completion of all competencies, students receive a PACE Surface Mount Certification. Instruction is with lecture, laboratory and computer-assisted instruction (CAI).	
ET	198B	SPECIAL TOPICS IN ELECTRONICS TECHNOLOGY	0.50-06.0
		<i>Prerequisite:</i> None	
		Various short courses and experimental classes covering a variety of subjects. The course is variable credit of one-half to six credits depending on the course content and number of hours required. This course may be repeated for up to six credits.	

ELECTRONICS

ET	220B	SOLID STATE ELECTRONICS	04.0
<i>Prerequisite:</i> ET 114B.			
This course is a study of modern electronic devices including diodes, transistors and associated electronic circuits; also covered is small signal and power amplifiers with CE, CB, CC, feedback principles, electronic power supplies and related circuitry. Teaching-learning methodologies includes lecture, lab and computer-assisted instruction. Instruction is with lecture, laboratory and computer-assisted instruction (CAI).			
ET	222B	OPERATIONAL AMPLIFIERS AND LINEAR ICS	04.0
<i>Prerequisite:</i> ET 220B.			
This course covers the study of operational amplifiers (Op amp), including the theory of differential amplifiers and analog circuitry. Course instruction includes: op amp characteristics, frequency response, voltage and power gain, input and output impedance, inverting and non-inverting amplifiers, negative and positive feedback with amplifiers, active filters, oscillators and other commonly used circuits. Teaching-learning methodologies includes lecture, lab and computer-assisted instruction. Instruction is with lecture, laboratory and computer-assisted instruction (CAI).			
ET	234B	COMMUNICATIONS SYSTEMS	01.0-04.0
<i>Prerequisite:</i> ET 220B and 280B			
This course prepares students to acquire knowledge to pass FCC communications license examinations. The course includes Radio station law and regulations; circuit analysis of amplifiers, oscillators, antennas, transmitters and receivers. Instruction is with lecture, laboratory and computer-assisted instruction (CAI). Repeatable up to 4 credits.			
ET	245B	TRANSDUCERS AND INSTRUMENTATION	04.0
<i>Prerequisite:</i> ET 220B and 280B			
The study of the various classes of transducers including mechanical, thermal, optical, acoustical, magnetic, chemical, biological and nuclear. Applications include convert quantity being measured into corresponding electrical quantity. All transducers are interfaced to a micro computer for process control. Lecture, laboratory and computer assisted instruction.			
ET	270B	ELECTRONIC BENCH SERVICE TECH	04.0
<i>Prerequisite:</i> ET 222B and 280B			
Analysis and servicing techniques for the maintenance of electronics systems. Emphasis is on laboratory and field service test equipment. Troubleshooting, repairing, cleaning, calibration and alignment of meters, oscilloscopes, counters, generators and power supplies. Lecture and laboratory.			
ET	271B	INDUSTRIAL ELECTRONICS	04.0
<i>Prerequisite:</i> ET 222B and 280B			
Major topics of study are industrial control circuits. The many uses of computer simulation for the analysis of Thyristors and other control devices. Programmable micro computer controllers with industrial applications. An introduction to the theory and applications of robotics in manufacturing. Lecture and laboratory.			
ET	280B	DIGITAL ELECTRONICS	04.0
<i>Prerequisite:</i> ET 112B, may be taken concurrently.			
This course introduces digital concepts, microprocessor related topics and computer technology through the analysis of TTL and CMOS logic circuitry. Number systems, postulates, theorems and logic gates are used with counters, shift registers, adders and subtractors. Oscilloscope, logic analyzer and other digital test equipment are extensively used. Teaching-learning methodology includes lecture, lab and computer-assisted instruction.			
ET	282B	MICROPROCESSORS I	04.0
<i>Prerequisite:</i> ET 220B and 280B.			
This course introduces Motorola 6800/68000 microprocessors, instruction sets and family components. Students learn to write 6800/68000 assembly language programs, and use PIA, interrupts, timing and control for interfacing. All programming and I/O to external circuits are performed with a 6800/68000 microcomputer-trainer. Teaching-learning methodologies includes lecture, lab and computer-assisted instruction. Instruction is with lecture, laboratory and computer-assisted instruction (CAI).			
ET	287B	INTRODUCTION TO FIBER OPTICS	04.0
<i>Prerequisite:</i> None			
This course is the study of basic concepts of Fiber Optics systems design, including splicing; terminating; and installing optical fiber cable. Introduction to practical applications; field terminology; and test equipment. Instruction is with lecture, laboratory and computer-assisted instruction (CAI).			

ELECTRONICS

ET	290B	INTERNSHIP IN ELECTRONICS TECHNOLOGY	01.0-08.0
		<i>Prerequisite:</i> None	
		A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits.	
ET	299B	SPECIAL TOPICS IN ELECTRONICS	01.0-03.0
		<i>Prerequisite:</i> Approval from department chairman.	
		Student may enroll in research not included in existing courses. Assignments will provide specialized training in advanced topics.	

EMERGENCY MED TECH/PARAMEDIC

EMTP	100B	PREPARAMEDIC	05.0
		<i>Prerequisite:</i> None	
		This course is a preparatory course strongly recommended for the student planning to enter a paramedic program. The 80 hour course consists of three components: anatomy, physiology, pharmacology and ECG interpretations.	
EMTP	102B	FOUNDATIONS OF PARAMEDIC MEDICINE	05.0
		<i>Prerequisite:</i> Acceptance into the Paramedic Program.	
		This course introduces the student to the roles and responsibilities of the paramedic, applying the concepts of development, pathophysiology and pharmacology to the assessment and management of emergency patients. Concepts of wellness, disease and injury prevention, ethics and legal issues are addressed. Issues of therapeutic communication with patients are covered, including development of rapport, verbal and non-verbal skills, interviewing, cross-cultural considerations, and communication strategies. This course will also include proficiency in intravenous therapy and clinical experiences in the administration of intravenous therapy.	
EMTP	104B	AIRWAY AND VENTILATION MANAGEMENT	02.0
		<i>Prerequisite:</i> Completion of EMTP 102B.	
		This course stresses establishment and maintenance of patient airways, and techniques for proper oxygenation and ventilation. Included are endotracheal, nasotracheal, and esophageal intubation, airway obstruction management, suction, ventilation techniques and devices, airway management challenges, neuromuscular blockade for rapid sequence intubation and cricothyrotomy.	
EMTP	106B	PATIENT ASSESSMENT	02.0
		<i>Prerequisite:</i> Acceptance into the Paramedic Program.	
		The paramedic student will learn to take proper patient history, perform comprehensive physical examination of patients, understand pathophysiological significance of findings, perform clinical decision making and communicate findings to others, verbally and in writing. It consists of 24 lecture hours and 18 lab hours.	
EMTP	108B	ASSESSMENT AND MANAGEMENT OF TRAUMA	03.0
		<i>Prerequisite:</i> EMTP 102B, 104B, 106B, 124B AND 126B.	
		Principles of kinematics, mechanisms of injury, assessment, pathophysiology and management of various types of trauma, including shock, hemorrhage, soft tissue injury, burns, head, spine, thoracic, abdominal and musculoskeletal trauma. It consists of 36 lecture hours and 27 lab hours.	
EMTP	110B	PARAMEDIC OPERATIONS	03.0
		<i>Prerequisite:</i> EMTP 102B, 104B, 106B AND 108B.	
		This course covers the standards and guidelines that help ensure safe and effective ground and air medical transport. It prepares the paramedic in incident management, multiple casualty management, specialized rescue situations, hazardous materials incidents and awareness regarding crime scene and violent situations. It consists of 45 hours of lecture.	
EMTP	112B	CARDIOLOGY I	05.0
		<i>Prerequisite:</i> EMTP 102B, 104B, 106B, 108B, 110B, 124B AND 126B.	
		This course will present cardiac function and rhythm emergencies to the paramedic student. The paramedic student will learn the pathophysiology, history and management of these arrhythmias. This course consists of 56 lecture and 21 lab hours.	
EMTP	113B	CARDIOLOGY II	03.0
		<i>Prerequisite:</i> Acceptance into the Paramedic Program.	
		This course will present cardiac function and rhythm emergencies to the paramedic student. The paramedic student will learn the pathophysiology, history and management of these arrhythmias. This course will also teach the appropriate medication modalities associated with the management of these arrhythmias. This course will consist of 35 lecture and 14 lab hours.	

EMERGENCY MED TECH/PARAMEDIC

EMTP 114B	ADVANCED CARDIAC LIFE SUPPORT	01.0
<i>Prerequisite:</i> EMTP 102B, 104B, 106B, 108B, 110B and 112B or approval of paramedic program instructor.		
Basic life support, the use of adjunctive equipment and special techniques for establishing and maintaining effective ventilation and circulation, electrocardiographic monitoring and dysrhythmia recognition, intravenous access, employment of pharmacological and electrical therapeutic modalities, assessment and management of patients with cardiopulmonary arrest, patient stabilization in the post-arrest phase and treatment of patients with suspected or overt myocardial infarction according to American Heart Association standards.		
EMTP 116B	ASSESSMENT AND MANGEMENT OF MEDICAL EMERGENCIES	06.0
<i>Prerequisite:</i> Acceptance into the Paramedic Program.		
In this class the student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the medical patient. This course consists of 66 lecture and 25 lab hours.		
EMTP 118B	SPECIAL CONSIDERATION OF PATIENT THROUGH LIFE SPAN	03.0
<i>Prerequisite:</i> Acceptance into the Paramedic Program.		
This course integrates pathophysiological principles, assessment findings, and treatment plans for patient across the lifespan, including neonatal, pediatric emergencies, geriatric patients, issues related to abuse and assault, diverse patients with physical, social, mental and financial challenges and acute interventions for chronic care patients. It consists of 40 hours of lecture and 20 hours of lab.		
EMTP 120B	BASIC TRAUMA LIFE SUPPORT	01.0
<i>Prerequisite:</i> EMTP 102B, 104B, 106B, 108B, 110B and 114B or approval of paramedic program instructor.		
This course in advanced emergency care is designed for individuals who must initially evaluate and stabilize the trauma patient. Since this is a critical time in the management of these patients, this course is intended to teach skills necessary for rapid assessment, resuscitation, packaging and transport. This course also stresses those conditions which cannot be stabilized in the field and thus require immediate transport.		
EMTP 122B	PEDIATRIC ADVANCED LIFE SUPPORT	01.0
<i>Prerequisite:</i> EMTP 102B, 104B, 106B, 108B, 110B, 114B and 120B or approval from the paramedic program instructor.		
This course in advanced pediatric emergency care is designed for the individual who provides care for the pediatric patient. Didactic and skill sessions instruct the student in the assessment and management of pediatric patients requiring advanced life support according to American Heart Association standards.		
EMTP 124B	PARAMEDIC HOSPITAL ROTATION I	03.0
<i>Prerequisite:</i> EMTP 102B.		
This course is designed to provide the student in the paramedic program the opportunity to apply the cognitive knowledge and psychomotor skills gained in previous EMTP courses. Course involves supervised clinical experience in the hospital acute care setting with emphasis on patient assessment and management.		
EMTP 125B	PARAMEDIC HOSPITAL ROTATION II	03.0
<i>Prerequisite:</i> EMTP 124B.		
This course is a continuation of EMTP 124B.		
EMTP 126B	PARAMEDIC FIELD ROTATION I	05.0
<i>Prerequisite:</i> EMTP 102B.		
This course is designed to provide the student in the paramedic program the opportunity to apply the cognitive knowledge and psychomotor skills gained in the classroom and hospital settings. Application will be in the prehospital (field) environment supervised by an assigned preceptor. Emphasis will be placed on patient assessment and management in the field.		
EMTP 127B	PARAMEDIC FIELD ROTATION II	05.0
<i>Prerequisite:</i> EMTP 126B.		
This course is a continuation of EMTP 126B.		
EMTP 132B	ASSESSMENT BASED MANAGEMENT	02.0
<i>Prerequisite:</i> Acceptance into the Paramedic Program.		
Prepares the student to be able to integrate pathophysiological principles and assessment findings in order to formulate field impressions and implement treatment plans for patients with common complaints.		
EMTP 198B	SPECIAL TOPICS IN EMERGENCY MEDICAL	00.5-06.0
<i>Prerequisite:</i> None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		

EMERGENCY MEDICAL SERVICE

EMS 100B	1ST AID AND SAFETY FOR DAY CARE PROVIDER	01.0
<i>Prerequisite:</i> None		
This course is designed to teach day care providers skill that will be needed to respond to medical emergencies that may be encountered in the work place. Topics that will be covered include CPR for adults, children and infants, medical and trauma emergencies, first aid supplies, hygiene and communicable diseases as well as ways to prevent accidents. This course can be done on a workshop basis.		
EMS 108B	EMERGENCY MEDICAL TECHNICIAN I BASIC TRAINING	06.0
<i>Prerequisite:</i> Current Healthcare Provider CPR card, proof of health insurance, MMR, TD, Hepatitis B, 2-step TB skin test and 18 years of age.		
This course is designed for individuals who anticipate working with an ambulance service, a hospital emergency department, fire department, police department, mining operation or in other occupational fields where medical emergencies are common. At the successful completion of this course, the student will receive EMT-Basic Certification from the State of Nevada. Student must be 18 years old to enter class.		
EMS 109B	EMERGENCY MEDICAL SERVICE REFRESHER	02.0
<i>Prerequisite:</i> None		
This course is designed to review and update knowledge and skills in the area of emergency medical services for those people who have been certified as Emergency Medical Technicians. Includes CPR recertification.		
EMS 110B	EMERGENCY MEDICAL TECH INSTRUCTOR TRAINING	03.0
<i>Prerequisite:</i> EMT I Basic certification and department approval.		
This course trains instructors to teach the Department of Transportation Basic Training Program for Emergency Medical Technician-Ambulance. The course emphasis is on the development of teaching skills as opposed to emergency care skills. Course includes the following: 1) components of teaching-learning process; 2) methods of teaching (teaching theory and teaching skills); 3) preparation and use of a variety of media and materials; and 4) purposes and methods of evaluation.		
EMS 112B	EMT II - ENHANCED THERAPY	03.0-05.0
<i>Prerequisite:</i> Nevada EMT-B Certification, current Healthcare Provider CPR card (AHA or ARC), proof of health insurance, MMR, Hepatitis B, TD and 2-step TB skin test within 1 year.		
Emergency Medical Technician - Enhanced will allow the student to work in the pre-hospital care environment. The student will build upon skills learned in the EMT-Basic class and learn how to perform invasive skills. This class will teach the student how to orally intubate a non-breathing patient, start an intravenous (IV) line, and administer medications via many different routes. The student will also learn more information on body systems and disease processes in both adults and children.		
EMS 113B	EMS FIRST RESPONDER	03.0
<i>Prerequisite:</i> None		
This course emphasizes development of student skills in patient assessment and emergency medical care procedures including life threatening emergencies, injuries to various body parts, emergency childbirth, techniques of moving patient, etc.		
EMS 114B	FIRST RESPONDER REFRESHER	01.0
<i>Prerequisite:</i> None		
This 16-hour course is designed to review and update knowledge and skills in the First Responder (EMS 113B) course for those persons who have been certified as First Responders.		
EMS 198B	SPECIAL TOPICS IN EMS	00.5-06.0
<i>Prerequisite:</i> None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		
EMS 285B	SELECTED TOPICS IN EMS	00.5-06.0
<i>Prerequisite:</i> None		
Various short courses and workshops covering a variety of subjects. The course will be a variable of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		

ENGLISH

ENGLISH

ENG 051	BRIDGE ESL I	03.0
<i>Prerequisite:</i> None		
This course assists the non-native speaker of English to develop basic writing skills. This course provides instruction and practice in short writing samples that focus on sentence-level issues. Students will focus on structure, syntax, vocabulary, organization and mechanics. Through a variety of activities, such as in-class writing and group revision, students will learn the principles of organization and the vocabulary and structure used in several common rhetorical modes and will practice these strategies in short paragraphs. Attention will be given to errors that are due to differences between the student's native language and English. Grading is pass/withdraw.		
ENG 053	BRIDGE ESL III	03.0
<i>Prerequisite:</i> ENG 081D (formerly ENG 052)		
This course assists the non-native speaker who can demonstrate mastery of the basic grammatical and organizational patterns taught in ENG 081D (formerly ENG 052) to produce a more organized and developed paragraph and essay structure containing longer sentences with more advanced grammatical structure and more sophisticated vocabulary in a variety of rhetorical modes. Attention will be given to integrating reading, writing, grammar and speaking as interrelated and complementary language skills. Grading is pass/withdraw.		
ENG 081	ESL LISTENING AND SPEAKING	03.0
<i>Prerequisite:</i> Accuplacer test scores.		
<i>Prerequisite:</i> Accuplacer test score.		
<i>Prerequisite:</i> Accuplacer test scores.		
This course assists the ESL student to develop basic writing skills, providing practice in developing short, well organized paragraphs in several rhetorical styles. Students learn techniques for revising their own writing with attention to identifying grammar and spelling problems and to expanding vocabulary. Repeatable for 6 credits. Formerly ENG 052.		
ENG 085	SPELLING AND VOCABULARY I	03.0
<i>Prerequisite:</i> None		
Development of basic skills needed to gain understanding and mastery of the problems with spelling and systematic practice in correct spelling. Analysis of word formation and word origin. Students will be able to use these skills to significantly increase their working vocabulary. Pass/Withdraw grading. May be repeated for a maximum of six credits.		
ENG 088	ESL GRAMMER	03.0
<i>Prerequisite:</i> Qualifying Accuplacer test score or completion of ENG 081A, ENG 081C, and ENG 081D		
ENG 088, an intermediate-level English grammar course for non-native speakers, builds understanding of the forms, meanings and uses of key grammar structures --- especially those expected in formal written communications. Application of grammar to the development and editing of the students' own writing and to understanding of written texts is emphasized. This course is especially useful for students taking the ENG 112D, 113 or 114 writing courses. Grading is P/W; the course may be repeated for up to six credits. May be repeated for up to 6 credits.		
ENG 090	BASIC WRITING I	03.0
<i>Prerequisite:</i> Accuplacer testing recommended.		
An intensive course designed to develop writing skills. A step-by-step review of grammatical relationships, sentence patterns, punctuation and usage with concentration on the writing of expository paragraphs and essays. Student writing will primarily be generated from the critical reading of texts taken from across the disciplines. Upon successful completion of the course, the student may move directly into English 101. Pass/Withdraw grading. May be repeated for a maximum of six credits.		
ENG 097	BASIC TECHNICAL COMMUNICATIONS	03.0
<i>Prerequisite:</i> None		
Individualized instruction in reading technical texts and writing short reports similar to those required in business and industry. Designed for students in industrial technology courses.		
ENG 098	ENGLISH GRAMMAR AND USAGE LAB	01.0-03.0
<i>Prerequisite:</i> None		
Individualized attention for students enrolled in ENG 090 or ENG 101. Required hours vary as needed. Pass/Withdrawal grading.		
ENG 101	COMPOSITION I	03.0
<i>Prerequisite:</i> ENG 090 or equivalent or qualifying Accuplacer, SAT/ACT test results.		
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.		

ENGLISH

ENG 102	COMPOSITION II	03.0
<i>Prerequisite:</i> ENG 101 or equivalent or qualifying Accuplacer, SAT/ACT test results. Continuation and extension of English 101 with an exploration of essay forms with particular attention to interpretation, analysis and synthesis, while emphasizing analytical reading and writing, critical thinking and research methodologies.		
ENG 107	TECHNICAL COMMUNICATIONS I	03.0
<i>Prerequisite:</i> ENG 090, 097 or equivalent or qualifying Accuplacer, SAT/ACT test results. Introduction to expository methods with concentration on specific writing forms including memorandums, cover and business letters, formal and informal reports, manuals, and proposals. Suggested for students in occupational fields.		
ENG 108	TECHNICAL COMMUNICATIONS II	03.0
<i>Prerequisite:</i> None A continuation of expository methods. Concentration on developing writing projects required on the job. Lecture and individual instruction. Suggested for students in occupational fields.		
ENG 110B	WRITING LABORATORY	00.5-01.0
<i>Prerequisite:</i> None The writing laboratory in the Writing Center provides writing assistance for all disciplines. Students make appointments to have papers reviewed by a writing consultant in a cooperative learning atmosphere and will receive credit for demonstrated ability in writing, revision and self-assessment of the written word.		
ENG 112	BRIDGE ESL LISTENING	03.0
<i>Prerequisite:</i> Accuplacer test score; or UNR-IELC Bridge test; or 081-level courses (ENG 081-A, 081-C, 081-D). <i>Prerequisite:</i> Accuplacer test score; or UNR-IELC Bridge test; or 081-level courses (ENG 081-A, 081-C, 081-D). <i>Prerequisite:</i> Accuplacer test score; or UNR-IELC Bridge test; or 081-level courses (ENG 081-A, 081-C, 081-D). This course improves the non-native speaker's academic writing skills, including rhetorical style and use of rhetorical patterns, grammar, paragraph and essay development and writing strategies. Attention is given to integrating reading and writing as complementary language skills. Course taught as pass/withdraw only. Repeatable for 6 credits. Formerly ENG 103.		
ENG 113	COMPOSITION I FOR NON-NATIVE ENG SPEAKER	03.0
<i>Prerequisite:</i> Accuplacer test score; or UNR-IELC Bridge test; or 112-level courses (ENG 112-A, 112-C, 112-D). Practice in expository writing, with an emphasis on the application of grammar. Includes essay test writing and the essay. Satisfies UNR core curriculum.		
ENG 114	COMPOSITION II FOR NON-NATIVE ENG SPEAK	03.0
<i>Prerequisite:</i> ENG 113 or equivalent. Continuation and extension of ENG 113. Includes the annotated theme and practice in technological writing. Satisfies the English requirement for non-native English speaking students. Satisfies UNR core curriculum.		
ENG 181	VOCABULARY AND MEANING	03.0
<i>Prerequisite:</i> None Problems of meaning, word derivation and word formation are investigated with a view to enlarging and refining a working English vocabulary. Transfers for two credits to UNLV/UNR.		
ENG 198B	SPECIAL TOPICS IN ENGLISH	00.5-06.0
<i>Prerequisite:</i> None Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		
ENG 205	INTRO TO CREATIVE WRITING: FICTION AND POETRY	03.0
<i>Prerequisite:</i> ENG 102 or equivalent strongly recommended. Beginning writers' workshop in both poetry and fiction.		
ENG 220	WRITING POETRY	03.0
<i>Prerequisite:</i> None The study of poetry writing methods and forms with concentration on the student's creative writing.		
ENG 221	WRITING FICTION	03.0
<i>Prerequisite:</i> None The study of fiction writing methods and forms with concentration on the student's creative writing.		

ENGLISH

ENG 222	ADVANCED FICTION: NOVEL WRITING	03.0
<i>Prerequisite:</i> ENG 221 or permission of instructor. This course is a continuation of ENG 221 with an emphasis on novel writing. The class will be conducted as a writer's workshop.		
ENG 223	THEMES OF LITERATURE	03.0
<i>Prerequisite:</i> None The study of themes and ideas significant in poetry, prose, and film of various literary periods.		
ENG 231	WORLD LITERATURE I	03.0
<i>Prerequisite:</i> None Introduction to aesthetic and ideological trends in the Western world. Reading of literary masterpieces through the year 1650.		
ENG 232	WORLD LITERATURE II	03.0
<i>Prerequisite:</i> None Introduction to aesthetic and ideological trends in the Western world through reading of literary masterpieces from 1650 to present.		
ENG 235	SURVEY OF ENGLISH LITERATURE I	03.0
<i>Prerequisite:</i> None Selected major British writers read and discussed: Anglo-Saxon through 18th century periods. Transfers to UNR as a humanities course.		
ENG 236	SURVEY OF ENGLISH LITERATURE II	03.0
<i>Prerequisite:</i> None Selected major British writers read and discussed: Romantic through Modern periods. Transfers to UNR as a humanities course.		
ENG 241	SURVEY OF AMERICAN LITERATURE	03.0
<i>Prerequisite:</i> None Introduction to major American writers, e.g., Franklin, Whitman, Dickinson, Twain; and other important literary trends. Designed to provide a general knowledge of American literature.		
ENG 243	INTRODUCTION TO THE SHORT STORY	03.0
<i>Prerequisite:</i> None Short story masterpieces read and evaluated.		
ENG 250	CHILDREN'S LITERATURE	03.0
<i>Prerequisite:</i> None A survey of major writers and trends in children's literature from classic to contemporary. Writers studied include Andersen, the Brothers Grimm, Lewis Carroll, A.A. Milne, E.B. White, Beatrix Potter and Shel Silverstein. Students may elect to do a creative project: poetry for children, fairy tales or stories.		
ENG 252	INTRODUCTION TO DRAMA	03.0
<i>Prerequisite:</i> None Reading a variety of plays with attention to special characteristics of drama.		
ENG 258	ASHLAND THEATRE FESTIVAL	01.0
<i>Prerequisite:</i> None Field trip to Ashland, Oregon to see classical, period, modern and Shakespearean plays. Students study plays prior to the field trip, discuss productions and write brief reviews of the plays.		
ENG 264	PSYCHOLOGY AND LITERATURE	03.0
<i>Prerequisite:</i> None An examination of major works of literature to discover the correlation between their universal themes and the theories of psychology as they relate to the human experience.		
ENG 267	WOMEN AND LITERATURE	03.0
<i>Prerequisite:</i> None A consideration of women as writers and as characters in literature. Readings are drawn from poetry, drama, fiction and biography. Satisfies TMCC and UNR Diversity core curriculum.		

ENGLISH

ENG 275	COMTEMPORARY LITERATURE	03.0
<i>Prerequisite:</i> None The reading of recent literature of various types to acquaint students with contemporary writers.		
ENG 281	INTRODUCTION TO LANGUAGE	03.0
<i>Prerequisite:</i> None Nature and function of language, including an introduction to the linguistics subsystem of Modern English and the development of the English language. Transfers to UNR/UNLV as a general elective.		
ENG 282	INTRO TO LANGUAGE AND LITERATURE EXPRESSION	03.0
<i>Prerequisite:</i> None The forms and function of language with special application to literary study.		
ENG 297	READING AND INTERPRETING	03.0
<i>Prerequisite:</i> None Methods for creating personal, critical responses to literature representing a range of time periods and genres. Based on a thematic approach.		
ENG 299	SPECIAL TOPICS IN ENGLISH	01.0-03.0
<i>Prerequisite:</i> None The successful student will be able to initiate one on one dialog between student and tutor, focusing on the degree to which the paper fulfills the requirements of the assignment. Diagnose written communication problems and offer suggestions for improving the writing quality. Help peers to evaluate their own writing in terms of fulfilling requirements of assignment, including the appropriate content, and accurately using grammar.		

ENGLISH AS A SECOND LANGUAGE (COLLEGE PROGRAM)

ESL 011	BASIC ESL I	01.0-06.0
<i>Prerequisite:</i> None This course concentrates on very basic English listening, speaking and writing skills. Classroom instruction is supplemented with audio visual support and language tapes. Formerly ESL 091D		
ESL 021	BASIC ESL II	01.0-06.0
<i>Prerequisite:</i> None This course is a continuation of ESL 011 with more emphasis on grammar, writing skills and oral discussions. Formerly ESL 092D		
ESL 031	BASIC ESL III	01.0-06.0
<i>Prerequisite:</i> None This course is a continuation of ESL 021 with additional practice on pronunciation, grammar and conversational skills. Formerly ESL 093D		
ESL 081	ENGLISH AS A SECOND LANGUAGE I	03.0
<i>Prerequisite:</i> None Designed for students whose primary language is not English, this course focuses on communication in simple spoken and written English. Special emphasis is placed on improving speech. Formerly ESL 101D		
ESL 082	ENGLISH AS A SECOND LANGUAGE II	03.0
<i>Prerequisite:</i> ESL 081 or placement test. Non-native English speakers will continue to gain communicative competence in areas necessary for survival in the American mainstream. ESL 082 will focus on improving students comprehension of natural, spoken English. Formerly ESL 102D		
ESL 083	ENGLISH AS A SECOND LANGUAGE III	03.0
<i>Prerequisite:</i> ESL 082 or placement test. This course introduces the more complex patterns of the English language to limited English proficiency students. ESL 083 continues to foster competence in oral/aural communication. Formerly ESL 103D		

ENGLISH AS A SECOND LANGUAGE (COLLEGE PROGRAM)

ESL 084	ENGLISH AS A SECOND LANGUAGE IV	03.0
<i>Prerequisite:</i> ESL 083 or placement test.		
Students in ESL 084 continue to develop speaking and listening skills but emphasis is on reading English language materials in content areas. Writing assignments will help prepare students with limited English proficiency for entry into the academic mainstream. Formerly ESL 104D		
ESL 085	ENGLISH AS A SECOND LANGUAGE V	03.0
<i>Prerequisite:</i> ESL 084 or placement test.		
Students in ESL 085 work at an advanced level in listening, speaking, reading and writing the English language. Special attention is paid to the development of English composition skills which will be required of students when they engage in other course work. Upon completion of ESL 085, students should have gained confidence in their ability to use oral and written English for both academic and personal situations. Formerly ESL 105D		
ESL 086	ENGLISH AS A SECOND LANGUAGE VI	03.0
<i>Prerequisite:</i> ESL 085 or placement test.		
ESL 086 consists of advanced, integrative course work in all English language skills. Completion of this course should enable students to enter college-level occupational or general education courses. Formerly ESL 106D		
ESL 198B	SPECIAL TOPICS IN ESL	00.5-06.0
<i>Prerequisite:</i> None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		

ENVIRONMENTAL CONTROL TECH

ECT 100B	INTRODUCTION TO REFRIGERATION	03.0
<i>Prerequisite:</i> None		
An introductory course to present the fundamental principles of mechanical refrigeration. The course is designed for persons interested in pursuing a career in servicing, repairing and/or installing refrigeration and air conditioning equipment as well as building maintenance persons. Topics covered: basic physics, thermodynamics, the basic refrigeration cycle and common components used in mechanical refrigeration. This course and ECT 110B, Basic Electricity for Environmental Control Technicians, are prerequisites for all other courses in the Refrigeration and Air Conditioning and Building Maintenance core.		
ECT 101B	BASIC REFRIGERATION SERVICING	06.0
<i>Prerequisite:</i> ECT 100B and 110B.		
This course is designed for persons interested in entering the refrigeration/air conditioning service, installation or building maintenance fields and is intended for the intermediate level student. The course is oriented toward development of basic skills required in troubleshooting, repair and maintenance of refrigeration/air conditioning systems. Topics covered are soldering, silver soldering, service and troubleshooting tools and systems construction.		
ECT 102B	FUNDAMENTALS OF AIR CONDITIONING SYSTEMS	03.0
<i>Prerequisite:</i> None		
A basic course developed to introduce the principles of air conditioning for buildings to new or inexperienced students. The course is designed for personnel in or interested in entering the architectural and engineering profession; the building trades, design and drafting fields; heating and plumbing contracting business; and anyone interested in developing knowledge of air conditioning systems. Topics: factors influencing human comfort; basic principles and components of an air conditioning system; use of the psychometric chart in heating, cooling and dehumidifying processes; estimation of heating and cooling loads for buildings; principles of air distribution; energy conservation; and an introduction to the use of solar energy for air conditioning.		
ECT 103B	REFRIGERATION AND AIR CONDITIONING I	01.0-06.0
<i>Prerequisite:</i> ECT 100B, 100B or approval of instructor.		
This course is designed for persons interested in entering the refrigeration/air conditioning service, installation or building maintenance fields and is intended for the intermediate level student. The course is oriented toward development of basic skills required in troubleshooting, repair and maintenance of refrigeration/air conditioning systems. Topics covered; electrical circuitry, reading wiring diagrams, soldering, silver soldering, service and troubleshooting tools, system construction.		
ECT 105B	COMMERCIAL REFRIGERATION SERVICING	01.0-06.0
<i>Prerequisite:</i> ECT 101B or approval of instructor.		
Application of basic principles and skills in the troubleshooting, repair and installation of commercial refrigeration equipment and built-up systems. Topics covered are consistent with up-to-date designs and practices as applied in the supermarket, convenience store, bar and restaurant and fast food areas of the commercial refrigeration market.		

ENVIRONMENTAL CONTROL TECH

ECT 106B	AIR CONDITIONING SERVICING	06.0
<i>Prerequisite:</i> ECT 101B and 102B. Application of principles and skills in the troubleshooting, repair and maintenance of air conditioning, heating and ventilation equipment. Topics covered are the cooling cycle, gas furnaces, oil furnaces, heat pumps, chilled water systems, hot water systems and cooling towers.		
ECT 110B	BASIC ELECTRICITY FOR ENV CONTROL TECH	03.0
<i>Prerequisite:</i> None This course is designed to introduce the basic principles of electricity and electromechanical devices. Subjects to be covered include the electro-mechanical induction and electrical devices commonly found in the field. This course is specific to all environmental control technologies.		
ECT 198B	SPECIAL TOPICS IN ENVIRONMENT CONTROL TECH	0.50-06.0
<i>Prerequisite:</i> None Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated up to six credits.		
ECT 200B	HEATING VENT/AIR COND SYSTEM	03.0
<i>Prerequisite:</i> ECT 106B or field experience with large H.V.A.C. systems with instructor's approval. 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.		
ECT 201B	BOILER OPERATION AND MAINTENANCE	03.0
<i>Prerequisite:</i> None Subjects to be covered include operation, safety, water treatment, control devices used with hot water boilers, low pressure boilers and power boiler systems.		
ECT 202B	HVAC EQUIPMENT SIZING AND CONTRACT ESTIMATES	03.0
<i>Prerequisite:</i> ECT 102B and MATH 108B (may be taken concurrently). A course designed to familiarize advanced students and others now employed in the H.V.A.C. industry with the basics of contract estimating. Subjects to be covered include: heat load calculation, material take off, sight survey, proposal forms and building codes.		
ECT 203B	FUNDAMENTALS OF REFRIGERATION SYSTEM DESIGN	03.0
<i>Prerequisite:</i> ECT 101B, Math 108B or instructor's approval. A course designed to familiarize the student with the basic criteria used in commercial refrigeration system design. Subjects to be covered include heat load/gain calculation, equipment selection and location, pipe sizing, insulation, installation practices and code requirements.		
ECT 290B	INTERN IN REFRIGERATION AND AIR COND	01.0-08.0
<i>Prerequisite:</i> None A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for an application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 75 hours of internship for one credit. May be repeated for up to eight credits.		
ECT 299B	INDEPENDENT STUDY REFRIDGERATION/AIR CONDITIONING	01.0-03.0
<i>Prerequisite:</i> ECT 101B. This course is for students who desire concentrated lab practice on specific types of refrigeration and/or air conditioning equipment. This is a contractual course. Credits, hours and course objectives to be determined on an individual basis by the student and Refrigeration and Air Conditioning faculty.		

ENVIRONMENTAL CONTROL TECHNOLOGY

HVAC 100B	INTRODUCTION AND BASIC SKILLS IN HVAC/R	14.0
<i>Prerequisite:</i> None This course introduces the new student to the HVAC/R industry and the basic physics, design factors and components of compression cycle refrigeration used in the industry. In addition, basic electrical concepts and components will be explored. Also, hands-on practice and testing of the basic skills required for employment are included. (credits are based on an integrated lab/lecture ratio of 20 hours instruction per credit).		

ENVIRONMENTAL CONTROL TECHNOLOGY

HVAC 150B	RESIDENTIAL HEATING AND AIR CONDITIONING	14.0
<i>Prerequisite:</i> HVAC 100B		
This course introduces equipment, components, accessories and design factors as applied to residential furnaces and air conditioning systems. In addition, heat load, piping and equipment sizing calculations will be explored. The course emphasis is on installation, service and maintenance and includes extensive hands-on practice and testing. (credits are based on an integrated lab/lecture ratio of 20 hours instruction per credit).		
HVAC 200B	COMMERCIAL REFRIGERATION	14.0
<i>Prerequisite:</i> HVAC 100B		
This course introduces components, accessories and design factors as applied to food service and marketing refrigeration. In addition, heat load, piping and equipment sizing calculations will be explored. The course emphasis is on installation, service and maintenance. (credits are based on an integrated lab/lecture ratio of 20 hours instruction per credit).		
HVAC 250B	COMMERCIAL HEATING AND AIR CONDITIONING	14.0
<i>Prerequisite:</i> HVAC 100B		
This course introduces components, accessories and design factors as applied to heating ventilation and cooling commercial buildings. In addition, heat load, piping and equipment sizing calculations will be explored. The course emphasis is on installation, service and maintenance. (credits are based on an integrated lab/lecture ratio of 20 hours instruction per credit).		
HVAC 290B	INTERNSHIP IN HVAC/R	01.0-08.0
<i>Prerequisite:</i> HVAC 100B and 150B or 200B or 250B or approval of the instructor. A G.P.A. of at least 2.0 in the HVAC/R core is also required.		
The purpose of this course is to provide HVAC/R students with the opportunity to supplement the course work with practical work experience related to the student's classroom and laboratory experiences. The course is an extension to and application of classroom learning through work experience under the 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/mentor through telephone contacts, site visitations, student reports and reports for the student's supervisor. Credit is awarded (at the rate of 75 hours of work per credit) for the accomplishment of individualized specific occupational learning objectives written by the employer, student and faculty; maintenance of time sheets; and a final report. Student grades will be assigned as a cooperative effort between the faculty member and the job supervisor. This course can be repeated for up to 8 credits.		

ENVIRONMENTAL SAFETY AND HEALTH

ESH 201B	40 HOUR HAZWOPER CERTIFICATION	03.0
<i>Prerequisite:</i> None		
This 40-hour introduces basic health and safety skills and meets the requirements of OSHA regulation 29CFR1910.120. Upon successful completion of the course, the student will be awarded a 40-hour Hazwoper Certificate. A State of Nevada Certified Environment Manager (CEM) will teach the course.		

ENVIRONMENTAL SCIENCE

ENV 100	HUMANS AND THE ENVIRONMENT	03.0
<i>Prerequisite:</i> None		
Introduction to the relationship of man and his environment. Selected aspects of current thinking and research concerning the impact of industrialization and urbanization on environmental quality, including population explosion; the potential decline of the affluent society by the depletion of natural resources; the pollution of air, land surface and water; and the public agencies and policies designated to solve environmental problems. Four lab experiences. This course meets UNR Science core curriculum requirements.		
ENV 102	MAN AND CLIMATE	03.0
<i>Prerequisite:</i> None		
Man's interaction with climate; how it has affected him and how he affects climate through residential, industrial and agricultural development. Scientific weather modifications are carefully covered.		
ENV 115	WILDERNESS SURVIVAL	03.0
<i>Prerequisite:</i> None		
A course designed to introduce the student to basic survival techniques associated with a variety of environments, i.e., desert, mountain and aquatic, with emphasis on the western United States. Problems of food and water acquisition, exposure and cover are studied. Field trips are required.		

ENVIRONMENTAL SCIENCE

ENV 125B	Introduction to water resources	03.0
<i>Prerequisite:</i> None		
Fundamentals of properties of water, the hydrologic cycle and its various components (evaporation, condensation, precipitation, groundwater and runoff). The influence of human activities on the water cycle will be studied as well as water rights issues and doctrines affecting Western Nevada and Eastern California watersheds. Hydrologic measurement and basic computational techniques will be introduced.		
ENV 130	FUND ENVIRONMENTAL POLLUTION: CONCEPTS AND METHODS	03.0
<i>Prerequisite:</i> CHEM 100, BIOL 100, MATH 126 or CHEM 121.		
Introduction to pollution control methods, beginning with waterborne diseases and sanitation; progressing to mass balance concepts and development of pollution control measures designed to improve air and water quality and minimize risk of exposure to hazardous wastes.		
ENV 135B	HYDROGEOLOGY	03.0
<i>Prerequisite:</i> ENV 125B. GEOL 101 as a co-requisite.		
A study of the basic geological framework and hydrology of aquifers. Geologic factors such as rock type, structure, geomorphology and geologic environments will be studied. Ground water terminology, basic principles of groundwater flow, practical application of geologic maps and aerial photos and basic computational skills will be emphasized. Fulfills the science requirement for general education.		
ENV 198B	SPECIAL TOPICS IN ENVIRONMENT	00.5-06.0
<i>Prerequisite:</i> None		
Covers selected topics of interest to students in environmental science. May be repeated for up to 6 credits.		
ENV 201	ENVIRONMENTAL TOXICOLOGY AND RISK ASSESSMENT	03.0
<i>Prerequisite:</i> CHEM 142 or permission of instructor.		
A study of the basic principles of toxicology, including routes of exposure, dose response and target organ effects using environmental toxicants as primary examples. Toxicology concepts are applied to risk assessment and the development of acceptable exposure limits for toxic substances regulated by EPA and OSHA.		
ENV 202	ENVIRONMENTAL REGULATIONS	03.0
<i>Prerequisite:</i> ENV 201 and CHEM 142 or permission of instructor.		
A study of the federal and state environmental laws covering EPA, DOT and OSHA regulations which apply to hazardous materials, substances and hazardous wastes. The Clean Air and Clean Water Acts are also included.		
ENV 203	SAMPLING, ANALYSIS, TREATMENT AND DISPOSAL	03.0
<i>Prerequisite:</i> ENV 202 and CHEM 142 or permission of instructor.		
A study of the sampling, analytical, treatment and disposal method used for hazardous and toxic substances, materials and waste materials. Formerly ENV 206.		
ENV 210	LAND USE MANAGEMENT	03.0
<i>Prerequisite:</i> ENV 100 or consent of instructor.		
Planning, implementation and evaluation of land use covering both non-urban and urban situations. The emphasis will be on sustainable use energy. Constraints related to individual property rights and distribution of wealth will be treated.		
ENV 220	INTRODUCTION TO ECOLOGICAL PRINCIPLES	03.0
<i>Prerequisite:</i> ENV 100, a 100 level Chemistry and 100 level Geology course.		
An introduction for environmental studies students to the major ecological principles at work in our environment. This course will also focus not only on these principles, but also on understanding the processes that underlie them. Three hours of lecture.		
ENV 290	INTERNSHIP IN ENVIRONMENTAL STUDIES	01.0-08.0
<i>Prerequisite:</i> Written permission of instructor.		
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Department review of student's activities and development on the job required.		
ENV 292	NEVADA ENVIRONMENTAL PROBLEMS	03.0
<i>Prerequisite:</i> None		
Local environmental problems involving their causes, effects and possible solutions. A variety of sensitive environmental issues including water quality, solid waste disposal and air quality will be examined with respect to local geographical, industrial and political influences. Course content may vary from semester to semester.		

ENVIRONMENTAL SCIENCE

ENV 299	SPECIAL TOPICS IN ENVIRONMENTAL SCIENCE	00.5-03.0
<i>Prerequisite:</i> None		
Consideration of selected current problems and conceptual issues in environment. Issues selected will depend upon current interest of staff and students. No prerequisite.		
NRES 100	PRIN OF NATURAL RESOURCES & ENVIRONMENTAL SCIENCES	03.0
<i>Prerequisite:</i> None		
General introduction to issues and topics related to natural resources, hydrology, conservation biology and environmental sciences.		
NRES 210	ENVIRONMENTAL POLLUTION	03.0
<i>Prerequisite:</i> CHEM 121 and MATH 127.		
This course introduces the student to the principles and applications of environmental science through the use of the biological and physical sciences. This course will investigate and discuss local, regional and global issues associated with anthropogenic interactions with biosphere, lithosphere, hydrosphere and atmosphere.		
NRES 211	CONSERVATION, HUMANS AND BIODIVERSITY	03.0
<i>Prerequisite:</i> None		
An examination of the impacts of cultures on biodiversity. Topics include the evolution of biodiversity, human populations, and associated cultural and technological impacts on biodiversity.		

FIRE SCIENCE TECH.

FS 100B	FIRE CIVIL SERVICE PREP	01.0
<i>Prerequisite:</i> None		
A training course to assist the pre-service student who wishes to take the local fire department civil service tests. Test preparation will include: basic math, report writing, personal skills and other related information.		
FS 105B	INTRODUCTION TO FIRE SUPPRESSION	03.0
<i>Prerequisite:</i> None		
Fire suppression organization; fire suppression equipment; characteristics of behavior of fire; fire hazard properties of ordinary materials; building, design and construction; extinguishing agents; basic fire fighting tactics; public relations.		
FS 107B	FIRE SERVICE COMMUNICATION SKILLS	03.0
<i>Prerequisite:</i> None		
Develops interpersonal communication skills of speaking and listening through preparing and presenting both oral and written reports. Studies government structure; covers verbal and non-verbal communication, encoding and decoding. Develops presentation methods and selection of delivery process. Studies how to communicate ideas effectively.		
FS 114B	INCIDENT COMMAND SYSTEM	01.0
<i>Prerequisite:</i> None		
Upon completion the student will understand the function and role of the Incident Management System (IMS) in managing emergency incidents. In addition the student will be able to describe the different functions and positions within ICS and apply this knowledge to simulated incidents.		
FS 122B	FIRE PREVENTION II	03.0
<i>Prerequisite:</i> None		
The course further orients the student to the mission and history of the Fire Prevention Bureau. Upon completion the student will understand the causes and preventative measures that can be taken to prevent fire deaths and injuries. In addition the student will obtain a basic knowledge of fire and building codes, fire protection systems, public education, commercial and residential inspections and related legal concerns.		
FS 150B	PHYSICAL FITNESS AND NUTRITION FOR FIRE SERVICE	03.0
<i>Prerequisite:</i> None		
This course will assist the student in meeting the National Fire Protection Agency Standards related to firefight wellness. This includes, but is not limited to, NFPA 500 (Fire Dept. Occupational Safety and Health Program), NFPA 1001 (Standard for Firefighter Professional Qualifications) and NFPA 1582 (Standard on Medical Requirements for Fire Fighters). This course will also assist the student in preparing for the physical ability portion of Fire Service Testing. The course includes lectures on fitness, nutrition, stress and disease prevention. The course also includes aerobic and muscle development. Students will be required to complete a physical performed by a doctor meeting NFPA standards. This course will be required for those students not taking the Firefighter II program in the Academy format.		

FIRE SCIENCE TECH.

FS	198B	SPECIAL TOPICS IN FIRE SCIENCE	00.5-06.0
		<i>Prerequisite:</i> None	
		Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.	
FS	215B	EMERGENCY SERVICE DELIVERY: HAZ MAT INCIDENT CMND	03.0
		<i>Prerequisite:</i> FS 114B	
		Includes the Incident Command System, estimating potential outcomes, planning a response, approving levels of protective clothing. Covers the attack procedures required for hazardous material emergencies. Focuses on competencies for the NFPA 472, Professional Competence of Responders to Hazardous Materials Incidents.	
FS	220B	INTERMEDIATE FIRE BEHAVIOR	03.0
		<i>Prerequisite:</i> None	
		The course is designed to educate firefighters in recognizing the elements that cause erratic fire behavior and be prepared to deal with fire effectively. To provide a knowledge of fuels, topography and weather factors which effect wild land fire behavior, to apply theory and principles presented and to provide the tools to make better fire management and safety decisions based on his/her predictions.	
FS	230B	FIRE STREAMS AND FIREFIGHTING FOAMS	03.0
		<i>Prerequisite:</i> FS 250B	
		The course further develops the students understanding of water and foam application on class A and B fires. The student will also demonstrate proficiency in the extinguishments of flammable liquid and gas fires. In addition, the student will develop basic fire flow calculations for specified fire ground operations. This course meets and exceeds the applicable requirements for Firefighter I and II.	
FS	241B	FIRE COMPANY ORGANIZATION MANAGEMENT	03.0
		<i>Prerequisite:</i> None	
		Review of fire department organization; personnel administration; communications; related leadership skills.	
FS	254B	FIRE SERVICE INSTRUCTOR II	03.0
		<i>Prerequisite:</i> FT 204B.	
		This course will help the student develop the skills to be an instructor. The course will provide the basics for understanding the learning process in the adult learner. Basic principles of learning, components of instruction, planning for instruction, instructional media, some alternative teaching methods, how to evaluate student performance, the basics of course coordination and how to improve learner success.	
FS	257B	EMERGENCY RESCUE PRACTICES II	03.0
		<i>Prerequisite:</i> FT 160B and 204B.	
		This course further develops the students rescue skills in relation to high and low angle rescue. The student will review the information learned in Emergency Rescue Practices I and build upon that knowledge. The student will understand and demonstrate the safety considerations as applied to high and low angle rescues.	
FS	264B	PLANS CHECKING FOR THE FIRE SERVICE	03.0
		<i>Prerequisite:</i> None	
		The course is designed to give the student the basic skills and understanding necessary to check building plans for fire related concerns. The student will be able to read a basic blue print, identify related components, analyze in relation to fire codes and ordinances and make recommendations for changes.	
FS	265B	PUBLIC EDUCATION	03.0
		<i>Prerequisite:</i> None	
		The student will develop a working knowledge of the fire problem with the USA and how Public Education can be used to reduce fire related deaths, injuries and losses. In addition the student will learn the basics of public education as related to different populations within our society.	
FS	266B	COMPUTERS FOR THE FIRE SERVICE	03.0
		<i>Prerequisite:</i> None	
		Upon completion this course will show the student how to identify basic components of a computer system, demonstrate the use of word programs, the use of an operating system, the use of a data base program, spreadsheet, fire department computer management systems, identify basic uses and types of hazardous material computer programs, presentation program such as PowerPoint and the basic uses of the Internet and how to access it.	

FIRE SCIENCE TECH.

FS	285B	SELECTED TOPICS IN FIRE SCIENCE	00.5-06.0
		<i>Prerequisite:</i> None This course is intended to provide flexibility in the fire science program. Course subject will vary and cover critical and current issues in fire science. Course will be an elective.	
FT	101B	INTRODUCTION TO FIRE PROTECTION	03.0
		<i>Prerequisite:</i> None Philosophy and history of fire protection; history of loss of life and property by fire; review of municipal fire defenses; study of the organization and function of federal, state, county and private fire protection agencies. The student will understand the hiring requirements of different agencies and the current job market in suppression, wild land firefighting, prevention and public education. In addition the student will learn the basic terms related to the fire service. Formerly FS 101B.	
FT	102B	ENTRY LEVEL FIREFIGHTER	03.0
		<i>Prerequisite:</i> None This course will give the student the basic skills and knowledge necessary to combat structure fires under direct supervision. Formerly FS 160B.	
FT	103B	BASIC FIREFIGHTER	03.0
		<i>Prerequisite:</i> FT 102B. This course builds upon the skills learned in Entry Level Firefighter. The student upon completion will have all the basic skills required by OSHA and NFPA to perform basic firefighting functions. Formerly FS 161B.	
FT	104B	NEVADA FIREFIGHTER I	03.0
		<i>Prerequisite:</i> FT 102B and 103B. The Nevada Firefighter I course completes the volunteer firefighter training. The student will have completed all of the requirements for Firefighter I, Nevada Standard: this can easily be upgraded to NFPA Firefighter I. The course finishes most of the academic requirements for Firefighter I not include in Entry Level Firefighter and Basic Firefighter. Formerly FS 162B	
FT	106B	FIREFIGHTER I ACADEMY	12.0
		<i>Prerequisite:</i> FT 101B or department approval. The academy covers all of the National Fire Protection Association and Nevada State Firefighter I requirements. The curriculum covers fire behavior, firefighter safety, personal protective equipment, self-contained breathing apparatus, portable fire extinguishers, water supply, fire hose and appliances, nozzles, fire streams, basic building construction, ladders, ropes and knots, rescue procedures, forcible entry, ventilation, salvage and overhaul, hazardous material mitigation to the operational level, basic terrorism, and wildland firefighting (S-110, 130, 190).	
FT	109B	INTERNSHIP IN FIRE SCIENCE	01.0-06.0
		<i>Prerequisite:</i> None A course designed wherein the students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to 8 semester hour credits may be earned on the basis of 100 hours of internship for 1 credit. May be repeated for up to 8 credits. Formerly FS 290B.	
FT	110B	BASIC WILDLAND FIREFIGHTING	03.0
		<i>Prerequisite:</i> None This course introduces most aspects of wild land fire control including fire prevention, fire preparedness and fire suppression. Students will become familiar with the Incident Command System, fire behavior, maps, map reading and fire suppression with special emphasis on fire line safety. Formerly FS 251B.	
FT	111B	PORTABLE PUMPS, S-211	01.0
		<i>Prerequisite:</i> None Portable Pumps and Water Use is a combined self-paced/field exercise course providing training for a portable water pump operator consisting of three instructional units: (1) Supply of Water, (2) Delivery of Water and (3) Application of Water. Formerly WF 211B.	
FT	112B	POWER SAWS, S-212	01.0
		<i>Prerequisite:</i> None This course is designed to instruct the student on how to use and handle chain saws, identify safe and correct procedures for felling, bucking and slashing and identify correct chain saw troubleshooting and repair procedures. Formerly WF 212B.	

FIRE SCIENCE TECH.

FT	113B	BASIC AIR OPS, S-270	01.0
<i>Prerequisite:</i> None			
Air Base Operations is designed to meet training requirements in the command, operations and planning sections of the Incident Command system (ICS). The trainee is afforded a survey of uses of aircraft in suppression activities and instructed in safe and proper conduct in and around aircraft. Other topics covered are management policy, regulations and procedures governing aircraft operations, tactical and logistical uses of aircraft and specifications for helicopter landing areas. Formerly WF 270B.			
FT	115B	CREW BOSS, S-230	01.0
<i>Prerequisite:</i> Qualification as an advanced firefighter/squad boss.			
Upon completion the student will be able to identify the crew boss' responsibilities prior to and during mobilization, incident activities and demobilization and describe the required training and certification process which must be fulfilled prior to becoming a qualified crew boss (Single Resource). Formerly WF 230B.			
FT	116B	ENGINE BOSS, S-230	01.0
<i>Prerequisite:</i> Qualification as an advanced firefighter/squad boss.			
Engine Boss (Single Resource) is a skill course to produce trainee proficiency in the performance of all duties associated with the Single Resource Engine Boss. Instructional topics cover tactical use and safety precautions required to establish an effective engine operation on a large incident. Formerly WF 231B.			
FT	117B	DOZER BOSS, S-232	01.0
<i>Prerequisite:</i> Qualification as an advanced firefighter/squad boss.			
Dozer Boss (Single resource) is a skill course to produce trainee proficiency in the performance of all duties associated with the single resource Dozer Boss. Primary considerations in this course are tactical use and safety precautions required to establish and maintain an effective dozer operation. Formerly WF 232B.			
FT	118B	FIRING METHODS, S-234	01.0
<i>Prerequisite:</i> Qualification as an advanced firefighter/squad boss and FT 115B.			
Firing Methods and Procedures is designed to train qualified squad and single resource bosses (and higher) with a definite "need to know" regarding firing techniques and related devices used in wildfire suppression. Topics covered in this course are firing boss duties and responsibilities, firing equipment, firing methods and evaluation of the on-going and completed firing operation. Formerly WF 234B.			
FT	120B	PREVENTION, INVESTIGATION I	03.0
<i>Prerequisite:</i> None			
This course meets and exceeds the applicable requirements for Firefighter I and II (NFPA 1001). The course discusses fire department communications, common fire hazards, fire inspection procedures, elements of fire education, basic fire investigation, water supply systems, sprinkler and standpipe systems and fire alarm systems. Formerly FS 244B.			
FT	121B	FIRE PREVENTION I	03.0
<i>Prerequisite:</i> None			
Familiarization with national, state and local laws and ordinances influencing fire prevention and fire underwriting; principles and problems relating to fire prevention. Formerly FS 121B.			
FT	122B	CODES/ORDINANCES I	03.0
<i>Prerequisite:</i> None			
Familiarization with national, state and local laws and ordinances which influence the field of fire protection. Formerly FS 233B.			
FT	125B	BUILD CONSTRUCTION I	03.0
<i>Prerequisite:</i> None			
Fundamentals of building construction and design with emphasis on fire resistance of building materials, assemblies, exposures and related data focused on fire protection. The course will also deal with related codes and statutes and introduce basic blueprint reading. Formerly FS 125B.			
FT	126B	FIRE CAUSE DETERMINATION	03.0
<i>Prerequisite:</i> None			
Introduction to arson and incendiarism, arson laws and types of incendiary fires; methods of determining fire cause; fire loss estimation; recognizing and preserving evidence; interviewing and detaining witnesses; procedures in handling juveniles; court procedures and giving court testimony. Formerly FS 245B.			

FIRE SCIENCE TECH.

FT	131B	HAZARDOUS MATERIALS	03.0
		<i>Prerequisite:</i> None A review of basic properties of solids, liquids and gases and the storage, handling, law, standards and fire fighting practices pertaining to hazardous materials. Formerly FS 131B.	
FT	145B	AVIATION EMERGENCIES	03.0
		<i>Prerequisite:</i> None Introduction to the history and development of aircraft fire protection and rescue procedures. This course will involve firefighting and rescue techniques in an airport or aircraft environment. Formerly FS 248B.	
FT	146B	WILDLAND TACTICS AND STRATEGY I	03.0
		<i>Prerequisite:</i> FT 113B and 115B and strongly recommend any other agency specific prerequisites. This course is designed primarily to instruct experienced single resource bosses and initial attack incident commanders in the tactics necessary at the strike team leader or task force leader level. It is also valuable for operations supervisors qualified at higher management levels who have not received training in wildfire suppression tactics. Course objectives state in broad, yet measurable terms what, how well, when and under what conditions the trainee will perform. Formerly WF 236B.	
FT	150B	APPARATUS AND EQUIPMENT	03.0
		<i>Prerequisite:</i> None Driving laws, driving techniques, construction and operation of engines, ladder trucks, aerial platforms, specialized equipment apparatus maintenance. Formerly FS 237B.	
FT	151B	FIRE SERVICE HYDRAULICS I	03.0
		<i>Prerequisite:</i> MATH 096 or equivalent or Accuplacer, ACT/SAT test results. Review of basic mathematics; hydraulic laws and formulae as applied to fire science; application of formula and mental calculations on hydraulic problems; water distribution systems; water supply problems; underwriter's requirements for pumps. Formerly FS 235B.	
FT	160B	RESCUE AWARENESS	03.0
		<i>Prerequisite:</i> None This course will develop the students awareness of the different types of technical rescue in the fire service. This course will introduce the student to the concepts, theories and definitions applicable to low angle, high angle, confined space, trench collapse, building collapse, swift water and ice rescue. Upon completion the student will be aware of how to recognize the dangers associated with rescue and the applicable regulations as applied to First Responders according to OSHA, NIOSH and NFPA. In addition the student will develop the basic skills required to safely and efficiently extricate victims from vehicle accidents. Formerly FS 247B.	
FT	204B	FIREFIGHTER I	06.0
		<i>Prerequisite:</i> None General rules and regulations, use and explanation of forcible entry, protective breathing apparatus, first aid, ropes, salvage, fire hose, nozzles and appliances, fire streams, ladders, ventilation, inspection, rescue, sprinklers, fire alarms and communications, safety and fire behavior. Formerly FS 250B.	
FT	206B	FIREFIGHTER II ACADEMY	10.0
		<i>Prerequisite:</i> FT 106B or Firefighter I Certification. This academy builds on the Firefighter I Academy and reinforces those basic skills. In addition this academy covers; fire department communications, foams, fireground operations (tactics and strategies), advanced rescue operations, firefighter survival, fire prevention, public education, advanced building construction, pre-planning, equipment operation, equipment maintenance, equipment and hose testing, basic hydraulics, intermediate wildland fire behavior (S-290), basic air operations (S-270), hydrant testing, and basic vehicle extrication.	
FT	208B	FIREFIGHTER SAFETY AND SURVIVAL	01.0
		<i>Prerequisite:</i> None This course intends to increase the students awareness to situations and conditions that compromise firefighter safety both on and off the emergency incident. The student will also learn the importance of firefighter physical and mental fitness and understand the components of Critical Incident Stress. The student will also be able to describe the common denominators associated with wild land firefighting injuries and fatalities. Formerly FS 127B.	
FT	212B	FIRE AND ECOLOGY	03.0
		<i>Prerequisite:</i> None Fire Ecology and Ecosystem Management studies the science of ecosystem management and the effects of fire on ecosystem. In addition the course studies the past and future of fire as a tool in ecosystem management as well as the social, economic, legal and political considerations. Formerly WF 295B.	

FIRE SCIENCE TECH.

FT	218B	INTERMEDIATE FIRE BEHAVIOR, S-290, 390	03.0
		<i>Prerequisite:</i> FT 110B. This is a course in the study of wild land fire pattern change due to the effects of fuels, topography and weather. This includes fire physics, meteorology, extreme fire danger and blow-up conditions. Emphasizes safety throughout. This has been accepted by Boise Interagency Fire Center, B.L.M. and U.S. Forest Service as equivalent to S.390 Intermediate Fire Behavior. Formerly FS 252B.	
FT	224B	FIRE PROTECTION SYSTEMS	03.0
		<i>Prerequisite:</i> None Intensified analysis of fire protection equipment; systems of fire detection and prevention used in modern structures; problems of older structures and systems; visitations to facilities that contain up-to-date equipment and system installations. Formerly FS 249B.	
FT	243B	FIREFIGHTING TACTICS AND STRATEGY	03.0
		<i>Prerequisite:</i> None Review of fire chemistry, equipment and manpower, basic fire fighting tactics and strategy, methods of attack; preplanning fire problems; company fire fighting capability. Formerly FS 243B.	
FT	260B	FIREFIGHTER RESCUE/HAZ MAT ACADEMY	10.0
		<i>Prerequisite:</i> FT 106B or Firefighter I Certification. This academy will refresh on the basic Firefighter I skills. In addition the curriculum will cover: all rescue operations at the awareness level, extrication at the operational level, high and low angle rope rescue at the operational level, hazardous material survival and decision making, hazardous material decon, and terrorism preparedness.	
FT	291B	FIRE ADMINISTRATION	03.0
		<i>Prerequisite:</i> None An in-depth study of the organization and management as related to a fire department, including budget, records and reports, utilization of manpower and equipment, interagency and public relations and leadership from a company officer's position. Formerly FS 111B.	

FRENCH

FREN	101B	FRENCH CONVERSATIONAL I	03.0
		<i>Prerequisite:</i> None A course emphasizing spoken communication. Writing, listening and reading skills will be explored.	
FREN	102B	FRENCH CONVERSATIONAL II	03.0
		<i>Prerequisite:</i> FREN 101B or permission of instructor. A continuation of French 101B.	
FREN	111	FIRST YEAR FRENCH I	04.0
		<i>Prerequisite:</i> None Introduction to the language through the development of language skills and through structural analysis. Includes an introduction to French culture. Transfers to UNR as FREN 101.	
FREN	112	FIRST YEAR FRENCH II	04.0
		<i>Prerequisite:</i> FREN 111 or equivalent. A continuation of French 111. This course transfers to UNR as FREN 102.	
FREN	198B	SPECIAL TOPICS IN FRENCH	01.0-06.0
		<i>Prerequisite:</i> None Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.	
FREN	211	SECOND YEAR FRENCH I	03.0
		<i>Prerequisite:</i> FREN 112 or equivalent. Structural review, conversation, writing and readings in modern literature. This course transfers to UNR as FREN 211. Formerly FREN 203	
FREN	212	SECOND YEAR FRENCH II	03.0
		<i>Prerequisite:</i> FREN 211 or equivalent. A continuation of French 211. Structural review, conversation, writing and readings in modern literature. This course transfers to UNR as FREN 212. Formerly FREN 204	

GEOGRAPHY

GEOG 103	PHYSICAL GEOGRAPHY	05.0
<i>Prerequisite:</i> None		
Physical elements of geography. Earth and its representation. Nature and distribution of climate, land forms, natural vegetation and soils. Three hours lecture and three hours lab per week. Transfers for four credits to UNR/UNLV. Satisfies UNR science core curriculum.		
GEOG 106	INTRODUCTION TO CULTURAL GEOGRAPHY	03.0
<i>Prerequisite:</i> None		
Systematic consideration of the spatial aspects of human culture. Major thesis: spatial history and morphology, society-land relations and economic development and resource utilization. Satisfies UNR social science core curriculum.		
GEOG 109	ECONOMIC GEOGRAPHY	03.0
<i>Prerequisite:</i> None		
Emphasizes worldwide patterns of economic activity. World population, food and development problems; natural and economic factors related to economic activity; study of selected agricultural and industrial commodities.		
GEOG 198B	SPECIAL TOPICS IN GEOGRAPHY	00.5-06.0
<i>Prerequisite:</i> None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		
GEOG 290B	INTERNSHIP IN GEOGRAPHY	01.0-08.0
<i>Prerequisite:</i> None		
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for an application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits.		

GEOLOGY

GEOL 100	GEOLOGY: PRICIPLES AND APPLICATIONS	03.0
<i>Prerequisite:</i> MATH 120 or equivalent or qualifying Accuplacer, SAT/ACT test results.		
Principles of Geology and applications to earth science, environmental, climate change, natural hazards, waste disposal. and development and use of natural resources, with special reference to Nevada. Three hours lecture and four mandatory three to five hour laboratory exercises.		
GEOL 101	PHYSICAL GEOLOGY	05.0
<i>Prerequisite:</i> None		
A laboratory course covering geologic concepts, features and processes. The laboratory experience includes reading of topographic and geologic maps and the study and identification of common rocks and minerals and study of geologic phenomena. Three hours lecture, three hours lab per week. Transfers for four credits to UNR/UNLV. Satisfies UNR science core curriculum.		
GEOL 102	HISTORICAL GEOLOGY	04.0
<i>Prerequisite:</i> GEOL 101 or permission of instructor.		
A laboratory course studying in detail the historical evolution of the earth. Identification of fossils and their use in establishing time sequence and paleoenvironment.		
GEOL 105	INTRODUCTION TO CULTURAL GEOLOGY	01.0
<i>Prerequisite:</i> None		
Brief survey of physical and historical geology, with emphasis on the structure of the earth, origin of the past and present landscapes and evolution of life as told in the fossil records.		
GEOL 198B	SPECIAL TOPICS IN GEOLOGY	00.5-06.0
<i>Prerequisite:</i> None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		
GEOL 201	GEOLOGY OF NEVADA	03.0
<i>Prerequisite:</i> GEOL 100, 101 or approval of instructor.		
A study of the geologic development of Nevada. Identification of rock types and terrains resulting from geologic processes. Emphasis on the evolution of landscapes culminating in their present appearance.		

GEOLOGY

GEOL 205	GEOLOGICAL ASPECTS OF LAND USE	03.0
<i>Prerequisite:</i> None		
The course is directed to the individual interested in the planning aspect of land use. The material presented is intended to create an awareness of the importance of the geological substratum in human activities. It provides an introduction into geological processes which should lead to more practical approaches to land-use planning.		
GEOL 290B	INTERNSHIP IN GEOLOGY	01.0-08.0
<i>Prerequisite:</i> None		
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for an application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 75 hours of internship for one credit. May be repeated for up to eight credits.		

GERMAN

GER 101B	GERMAN CONVERSATIONAL I	03.0
<i>Prerequisite:</i> None		
A course emphasizing spoken communication. Writing, listening and reading skills will be explored in the course.		
GER 102B	CONVERSATIONAL GERMAN II	03.0
<i>Prerequisite:</i> None		
A continuation of GER 101B.		
GER 111	FIRST YEAR GERMAN I	04.0
<i>Prerequisite:</i> None		
Introduction to patterns of German through development of language skills and structural analysis. Includes an introduction to German culture. This course transfers to UNR as GER 101.		
GER 112	FIRST YEAR GERMAN II	04.0
<i>Prerequisite:</i> GER 111 or equivalent.		
A continuation of GER 111. This course transfers to UNR as GER 102.		
GER 198B	SPECIAL TOPICS IN GERMAN	00.5-06.0
<i>Prerequisite:</i> None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		
GER 211	SECOND YEAR GERMAN I	03.0
<i>Prerequisite:</i> GER 112		
Structural review, conversation and writing, reading in modern literature. Formerly GER 203		
GER 212	SECOND YEAR GERMAN II	03.0
<i>Prerequisite:</i> GER 211		
A continuation of GER 211. Structural review, conversation and writing, reading in modern literature. Formerly GER 204		
GER 290B	INTERNSHIP IN GERMAN	01.0-08.0
<i>Prerequisite:</i> None		
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to 8 semester hour credits may be earned on the basis of 100 hours of internship for 1 credit. May be repeated for up to 8 credits.		

GRANT WRITING

GRNT 101B	GRANT WRITING BASICS	02.0
<i>Prerequisite:</i> Approved program application		
This beginning-level course focuses on the basics of writing a successful grant proposal. Topics include how to illustrate ideas for funding, where to find funding sources, the key components of a successful grant proposal, the most-widely used grant writing format in the world and how to evaluate grant proposals. Students critique sample proposals and write a mock or real grant proposal applying the skills learned in class.		

GRANT WRITING

GRNT 102B	REFINING GRANT WRITING SKILLS	02.0
<i>Prerequisite:</i> GRNT 101B		
This course focuses on refinement of skills to increase grant performance and make grant writing and management more efficient. Topics include development of programmatic missions of organizations; fine-tuning problem/needs statements, needs assessments, objectives/outcomes; evaluations/monitoring; reports; budget projecting; project management; data management; infrastructure building; and grant implementation. Real life grant proposals will be written, and actual approved grants will be monitored and evaluated.		
GRNT 103B	SOCIAL ARTISTRY FOR GRANT WRITING	02.0
<i>Prerequisite:</i> GRNT 101B		
This course focuses on social issues and relevant topics to grant writers and makers. These topics include vehicles to effect change, non-profit and for-profit paradigms, cultural perspectives, timing, paradigm shifting, managing as a performing art, research models, timely social issues, philanthropy--grant making and giving, manifesting dreams, fulfilling programmatic missions of social institutions and life-long learning models.		
GRNT 198B	SPECIAL TOPICS IN GRANT WRITING	00.5-06.0
<i>Prerequisite:</i> Instructor's approval		
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.		
GRNT 225B	INDEPENDENT STUDY	01.0-06.0
<i>Prerequisite:</i> Instructor's approval		
This course is designed for the individual who has a particular interest in grants (I.e., grant research, writing, budgets, management, making, data management, etc.) and who wants to conduct an independent study in that area. Students must submit a written proposal on their focus, which becomes a contract for the independent study. Student must meet with a faculty advisor on a regular basis. The course may be repeated for up to six credits.		
GRNT 290B	INTERNSHIP IN GRANT WRITING	01.0-08.0
<i>Prerequisite:</i> GRNT 101B or instructor's approval		
A course designed wherein students will apply knowledge and skills of grant writing and management to real on-the-job situations in an individualized program designed by an agency official and a faculty advisor to maximize learning experiences. Contact the instructor for an application, screening and required skills evaluation. Up to eight semester hour credits may be earned on a basis of 75 hours of internship for one credit. The course may be repeated for up to eight credits.		

GRAPHIC COMMUNICATIONS

GRC 101	INTRODUCTION TO GRAPHIC COMMUNICATIONS	02.0-03.0
<i>Prerequisite:</i> Challenge exam is available.		
An introduction to systems and technologies involved in the reproduction of art into various media. Graphic communications history, theory, processes, industry makeup, current and future technologies and job opportunities.		
GRC 103	INTRODUCTION TO COMPUTER GRAPHICS	02.0-03.0
<i>Prerequisite:</i> Challenge exam is available.		
Introduction to computer systems as they relate to graphic communications and digital media. Hardware, operating systems, networking, the Internet, computer graphics software and industry applications.		
GRC 107	DESIGN FUNDAMENTALS	03.0
<i>Prerequisite:</i> Challenge exam by portfolio is available.		
An introductory course in the application and appreciation of the basic principles and elements of design, including form, shape, value, spatial relationships and color. Emphasis will be placed on developing creative skills and working with the design process.		
GRC 109	COLOR AND DESIGN	03.0
<i>Prerequisite:</i> GRC 107/ART 107 or approval of instructor. GRC 103 recommended. Challenge exam by portfolio is available.		
Color theories, color technologies and the applications of color in art and design. Intermediate, two-dimensional design problems focusing on the compositional, optical and psychological aspects of visual communication. Formerly GRC 108B.		
GRC 110B	RENDERING AND ILLUSTRATION	03.0
<i>Prerequisite:</i> GRC 107/ART 107 or approval of instructor. GRC 103 recommended.		
Introductory studio class in developing techniques for visualizing and rendering images in 2D and 3D presentations using a variety of manual techniques, and application of these renderings in the electronic environment.		

GRAPHIC COMMUNICATIONS

GRC 111B	HISTORY OF VISUAL COMMUNICATIONS	03.0
<i>Prerequisite:</i> None		
Lecture course on the history of visual communications from European cave paintings to the present. Special emphasis will be placed on the Roman Empire, the Renaissance, the Industrial Revolution and the 20th century. The class will focus on the impact of communication and technology on society and its influences on the shaping of civilization.		
GRC 118	COMPUTER GRAPHICS/PRINT MEDIA	02.0-03.0
<i>Prerequisite:</i> Basic computer skills or approval of instructor. Students with computer graphics skills should check with the department about challenge exam. GRC 103 recommended.		
Introduction to computer systems and applications as they relate to graphic communications for print media. Class will present a hands-on overview of QuarkXPress, Illustrator, Photoshop and Acrobat.		
GRC 119	COMPUTER GRAPHICS/DIGITAL MEDIA	02.0-03.0
<i>Prerequisite:</i> Basic computer skills or approval of instructor. Students with computer graphics skills should check with the department about challenge exam. GRC 103 recommended.		
Introduction to computer systems and applications as they relate to graphic communications for print media. Class will present a hands-on overview of Dreamweaver, Fireworks, Flash, Director and Premier.		
GRC 125B	GRAPHICS SOFTWARE	00.5-01.0
<i>Prerequisite:</i> Variable based on level of software.		
A variety of short courses in software packages specific to graphic communications and digital media applications. Classes will include current software packages and upgrade-specific training. Verify type of software and level of instruction in current schedule of classes. Grading is pass/withdraw. This course may be repeated for up to eight credits.		
GRC 144B	ELECTRONIC LAYOUT AND TYPOGRAPHY	03.0
<i>Prerequisite:</i> GRC 101, 103 and GRC/ART 107 or approval of instructor.		
Introduction to typography and page layout software. Typographic theory, copy acquisition, proofreading and fundamentals of typographical layout and design for publications and collateral pieces.		
GRC 151B	ELECTRONIC IMAGE CAPTURE AND PRODUCTION	03.0
<i>Prerequisite:</i> GRC 101 and GRC 103 or approval of instructor.		
Introduction to electronic image capture, scanner operation, image evaluation and preparation of files for print, CD-ROM and the Internet. Production workflow, preflight requirements, image editing using Adobe Photoshop and graphic optimizing using Adobe ImageReady.		
GRC 153B	ELECTRONIC PREPRESS/IMAGING TECHNOLOGIES I	03.0
<i>Prerequisite:</i> GRC 101 and GRC 103 or approval of instructor.		
Systems and technologies of image reproduction, including traditional and electronic applications. Class will focus on the various methods of electronic prepress, analog and digital printing systems, traditional and electronic distribution methods. Formerly GRC 150B		
GRC 156	COMPUTER ILLUSTRATION	03.0
<i>Prerequisite:</i> GRC 101, 103 and GRC 107/ART 107 or approval of instructor.		
An introductory/intermediate class in the creation and execution of designs and illustrations in the electronic environment. Class will focus on Adobe Illustrator vector-draw software, including the tools and techniques required to produce professional-level artwork.		
GRC 170	DESIGN FOR PRINT MEDIA	03.0
<i>Prerequisite:</i> GRC 101 and GRC 107/ART 107 or approval of instructor. GRC 118 recommended.		
Applications of creativity and the creative process for traditional and electronic print media. Course will cover creative briefs, thumbnails and roughs, symbology, text/image interactions, graphic identity/branding systems and collateral materials.		
GRC 175	WEB DESIGN AND PUBLISHING I	03.0
<i>Prerequisite:</i> GRC 103 and GRC/ART 107 or approval of instructor.		
Introduction to web page design using Macromedia Dreamweaver and Fireworks. The course focuses on planning, design and production. Topics covered include target audiences, information architecture, navigational systems, web aesthetics, web file formats, creating and optimizing content and navigation, cascading style sheets (CSS), interactivity, web hosting and site management. Formerly DGM 145B.		
GRC 179	MULTIMEDIA DESIGN AND PRODUCTION	03.0
<i>Prerequisite:</i> GRC 103 and GRC/ART 107 or approval of instructor.		
Introduction to design and production of multimedia presentations for CD-ROM and Internet-based delivery. Class will focus on content development, storyboarding, scripting, editing, video and sound and animating graphics using Macromedia Director and Adobe Premier. Formerly DGM 150B.		

GRAPHIC COMMUNICATIONS

GRC 181B	DIGITAL VIDEO I	03.0
<i>Prerequisite:</i> GRC 103 or approval of the instructor. GRC 107 recommended.		
An introduction to the basic principles and practices of electronic video creation and production. The course covers the creative applications of video presentations, the use of digital video cameras and editing in a digital environment. Production techniques include importing and managing clips, editing source clips, creating a program, editing in a timeline, developing titles and editing/merging sound.		
GRC 183	ELECTRONIC IMAGING	03.0
<i>Prerequisite:</i> GRC 101, 103 and GRC/ART 107 or approval of instructor.		
An introductory/intermediate class in the use of Adobe Photoshop raster software as a design tool. Class will focus on the use of photographic imaging, image manipulation and the integration of graphics and images to produce professional-level artwork.		
GRC 185	COMPUTER ANIMATION I	03.0
<i>Prerequisite:</i> GRC 103 and GRC 107/ART 107 or approval of instructor.		
Introduction to systems and applications as they relate to electronic 3D design using 3D StudioMax. Class will focus on transforming 2D shapes into 3D objects, coordinate systems, spline objects, cross section modeling, texture mapping and lighting. Formerly DGM 155B.		
GRC 188	WEB ANIMATION AND INTERACTIVITY I	03.0
<i>Prerequisite:</i> GRC 103 and GRC/ART 107 or approval of instructor.		
Introduction to animation and interactivity for the Web and CD-ROM using Macromedia Flash. The course focuses on planning, design and production. Topics covered include information architecture, navigational systems, tweens, audio, video, ActionScript, object properties, components, conditional actions and publishing options. DGM 251B changed to DGM 149B, which then changed to GRC 188.		
GRC 198B	SPECIAL TOPICS IN GRAPHIC COMMUNICATIONS	0.50-06.0
<i>Prerequisite:</i> Dependent upon class offering.		
Various short courses and experimental classes covering a variety of subjects. The class will be a variable credit of one-half to six credits depending upon class content and number of hours required. The course may be repeated for up to six credits.		
GRC 204B	ELECTRONIC PREPRESS/IMAGING TECHNOLOGIES II	04.0
<i>Prerequisite:</i> GRC 151B and 153B or approval of instructor.		
Advanced lab in image reproduction, including image capture and manipulation, color management, formatting and optimizing graphics, preflight, prepress terminologies, proofing, traditional and digital printing processes and output requirements for print and electronic publishing.		
GRC 221B	VISUAL COMMUNICATIONS STUDIO I	03.0
<i>Prerequisite:</i> GRC 144B, GRC 156 and GRC 183 or approval of instructor.		
Advanced studio covering typography, graphic design and advertising theories and techniques for print, motion graphics and the Internet. Class will focus on creativity and the creative process and how these principles affect the communication of ideas. Integration of creative concepts with electronic applications will be emphasized.		
GRC 222B	VISUAL COMMUNICATIONS STUDIO II	03.0
<i>Prerequisite:</i> GRC 221B or approval of instructor.		
A continuation of GRC 221B covering advanced visual communications theories and techniques for print, motion graphics and the Internet. Class will continue to focus on creativity and the creative process and the integration of creative concepts with electronic applications.		
GRC 275B	WEB DESIGN AND PUBLISHING II	03.0
<i>Prerequisite:</i> CIT 151, GRC 175 and GRC 188 and or approval of instructor.		
Advanced web page design using Macromedia Dreamweaver and Fireworks. The course extends skills acquired in GRC 175. Advanced topics include planning and design, HTML, interactivity, behaviors, animation, page weighting, meta tags, databases, web hosting and site management. Formerly DGM 245B.		
GRC 279B	MULTIMEDIA DESIGN AND PRODUCTION II	02.0
<i>Prerequisite:</i> GRC 175 (formerly DGM 145B) and GRC 188 (formerly DGM 149B) or approval of instructor.		
Advanced studio covering multimedia applications. The course will expand on applications of multimedia design and production, including animation, advanced audio and video techniques, interactivity and applications on the Internet. Formerly DGM 250B.		
GRC 285B	COMPUTER ANIMATION II	03.0
<i>Prerequisite:</i> GRC 185 (formerly DGM 155B) or DFT 240 or approval of instructor.		
An advanced studio covering more in-depth techniques of modeling and animation using 3D StudioMax. Course will include object characteristics, lighting, rendering, camera movement special effects and 3D animation production. Formerly DGM 255B.		

GRAPHIC COMMUNICATIONS

GRC 288B	WEB ANIMATION AND INTERACTIVITY II	03.0
<i>Prerequisite:</i> GRC 188 or approval of instructor. Advanced animation and interactivity for the Web and CD-ROM using Macromedia Flash. The course extends the skills acquired in GRC 188: Web Animation and Interactivity I, and emphasizes methodology and problem solving.		
GRC 290B	INTERNSHIP IN GRAPHIC COMMUNICATIONS	01.0-08.0
<i>Prerequisite:</i> None Supervised work experience with a selected graphic communications business, dependent upon students selected major emphasis. Course is designed to apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor. Available to students entering their last semester of instruction for the GRC associates degree. Contact the department advisor for application, screening and required skills evaluation. 75 hours on the job per credit.		
GRC 294B	PROFESSIONAL PORTFOLIO	01.0-03.0
<i>Prerequisite:</i> Minimum 21 credits of GRC/DGM classes or approval of instructor. Development of a portfolio for employment in the graphic communications or digital media or transfer to a four-year program. Class will deal with the professional and legal requirements of working in the graphic communications or digital media industry.		
GRC 298B	SPECIAL PROBLEMS IN GRAPHIC COMMUNICATIONS	00.5-06.0
<i>Prerequisite:</i> Dependent upon class offering. Selected advanced topics and workshops relating to specific areas of graphic communications. The class will be a variable credit of one-half to six credits depending upon class content and number of hours required.		
GRC 299B	INDEPENDENT STUDY	01.0-02.0
<i>Prerequisite:</i> Approval of instructor. This course is designed for advanced students to pursue work in a specific area of graphic communications. Students must submit a written proposal which becomes a contract for the course of study. Students must meet with a faculty advisor on a regular basis.		

HEALTH

HLTH 110B	HEALTH OCCUPATIONS	02.0-03.0
<i>Prerequisite:</i> None This course is designed to provide the student with a survey of the various health careers. The clinical experience offers exposure to health careers and will provide the opportunity for observation and the performance of basic skills.		
HLTH 198B	SPECIAL TOPICS IN HEALTH OCCUPATIONS	00.5-06.0
<i>Prerequisite:</i> None Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		

HEAVY COMMERCIAL TRANSPORTATION

HCT 205B	COMMERCIAL DRIVER LICENSE TRAINING	06.0
<i>Prerequisite:</i> State of Nevada approved drug screen test, physical exam and driver record printout This course covers the fundamentals of tractor-trailer driving. The course is designed for individuals who wish to enter the trucking industry as tractor-trailer drivers. It provides a sound foundation of entry-level knowledge and skills. Successful students leave class with the achievement of receiving a CDL (commercial driver license). This is a three week full-day course (8:00a.m. to 5:00p.m. Monday through Friday)		
HCT 290B	INTERNSHIP IN HEAVY COMMERCIAL TRANSPORTATION	01.0-08.0
<i>Prerequisite:</i> A valid CDL (commercial driver license) This course provides the student with the opportunity to acquire real-world driving 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. The course may be repeated for up to eight credits.		

HEBREW

HEB 113	HEBREW I	04.0
<i>Prerequisite:</i> None Development of language skills in listening, speaking, reading, writing and structural analysis. Emphasis placed on speaking.		

HEBREW

HEB 114	HEBREW II	04.0
<i>Prerequisite:</i> HEB 113. The object of this course is to develop a basic proficiency in Hebrew through practice in the use of basic language skills and acquisition of vocabulary.		
HEB 198B	SPECIAL TOPICS IN HEBREW	00.5-06.0
<i>Prerequisite:</i> None Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		
HEB 221	INTERMEDIATE HEBREW I	03.0
<i>Prerequisite:</i> HEB 114 or consent of instructor. Structural review, conversation, reading, and writing in Modern Hebrew.		

HISTORY

HIST 101	US HISTORY I (TO 1865)	03.0
<i>Prerequisite:</i> None Survey of U.S. political, social, economic, diplomatic and cultural development from colonial times to 1865. Satisfies the United States Constitution requirement.		
HIST 102	UNITED STATES HISTORY II (SINCE 1865)	03.0
<i>Prerequisite:</i> None Survey of U.S. political, social, economic, diplomatic and cultural development from 1865 to the present. Includes examination of the Nevada Constitution and satisfies the Nevada Constitution requirement.		
HIST 105	EUROPEAN CIVILIZATION I	03.0
<i>Prerequisite:</i> None Survey of the development of Western civilization up to 1648. Will fulfill the Western Traditions requirement for TMCC students who have not yet matriculated at the University of Nevada, Reno. Matriculation is defined as formal admission and enrollment of one credit or more at the university. Part-time students with nondegree status at UNR are not considered to have matriculated and are eligible to take the equivalency courses. Please direct your questions to the Transfer Center at UNR, 784-6230.		
HIST 106	EUROPEAN CIVILIZATION II	03.0
<i>Prerequisite:</i> None Survey of the development of Western civilization up to 1648. Will fulfill the Western Traditions requirement for TMCC students who have not yet matriculated at the University of Nevada, Reno. Matriculation is defined as formal admission and enrollment of one credit or more at the university. Part-time students with nondegree status at UNR are not considered to have matriculated and are eligible to take the equivalency courses. Please direct your questions to the Transfer Center at UNR, 784-6230.		
HIST 198B	SPECIAL TOPICS IN HISTORY	00.5-06.0
<i>Prerequisite:</i> None Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		
HIST 208	WORLD HISTORY I	03.0
<i>Prerequisite:</i> None A survey of the societies and cultures of Asia, Africa, the Middle East, Europe, the Americas and Oceania to 1600. Satisfies TMCC and UNR Diversity core curriculum.		
HIST 209	WORLD HISTORY II	03.0
<i>Prerequisite:</i> None A review of the principle developments in world history since 1600, including scientific and technological revolutions, social revolutions, nationalism, immigration, colonialism, world wars, decolonization, modernization, democracy and dictatorships. Satisfies TMCC and UNR Diversity core curriculum.		
HIST 211	HISTORY OF EAST ASIA I	03.0
<i>Prerequisite:</i> None An examination of the philosophical, religious, political and social traditions of East Asia from ancient times to the nineteenth century. Satisfies TMCC and UNR Diversity core curriculum.		

HISTORY

HIST 212	HISTORY OF EAST ASIA II	03.0
<i>Prerequisite:</i> None		
The impact of colonialism and imperialism upon East Asia. How Asians responded to and eventually triumphed over foreign rule. The struggles and achievements of Asian peoples and nations since independence. Satisfies TMCC and UNR Diversity core curriculum.		
HIST 217	NEVADA HISTORY	03.0
<i>Prerequisite:</i> None		
Nevada history from exploration to the present. Includes examination of the Nevada Constitution and satisfies the Nevada Constitution general education requirement.		
HIST 225	INTRODUCTION TO THE VIETNAM WAR	03.0
<i>Prerequisite:</i> None		
The United States involvement in Vietnam beginning during WW II. Decisions made by seven U.S. presidents and their impact and retrospective views of the disastrous ending of the war will be examined.		
HIST 227	INTRODUCTION TO LATIN AMERICAN HISTORY & CULTURE I	03.0
<i>Prerequisite:</i> None		
An overview of Hispanic history including language, literature, geography, religion, music and politics from the pre-Columbian era to 1826. Satisfies TMCC and UNR Diversity core curriculum.		
HIST 228	INTRO TO LATIN AMERICAN HISTORY AND CULTURE II	03.0
<i>Prerequisite:</i> None		
An overview of Hispanic history including language, literature, geography, religion, music and politics from 1826 to the present. Satisfies UNR diversity core curriculum.		
HIST 247	INTRODUCTION TO THE HISTORY OF MEXICO	03.0
<i>Prerequisite:</i> None		
A brief review of Pre-Colombian and Colonial Mexico; Mexican national history beginning with the War of Independence in 1810; political history, geographical, economical and social review. Will satisfy three credits of humanities requirements. Satisfies TMCC and UNR Diversity core curriculum.		
HIST 248	INTRODUCTION TO THE AMERICAN CIVIL WAR	03.0
<i>Prerequisite:</i> None		
Era of the Civil War from the events immediately preceding the national conflict to its conclusion. Topics covered include: strategy, tactics, battles, generals, politics, economics, why the North won, why the South lost, technology and European diplomatic relations.		
HIST 288	HITLER & STALIN: STUDIES IN TYRANNY	03.0
<i>Prerequisite:</i> None		
This class explores the dramatic impact both Hitler and Stalin had on the shaping of the 20th Century. This class will analyze the Empires of Continental Europe and connect the weaknesses and collapse of these empires with the emergence of Fascism and Communism. The rise to power of Hitler and Stalin will be analyzed, as will be their ability to consolidate and maintain power. The class will explore uneasy alliances, military decisions and their outcomes, persecution of populations and the Cold War.		
HIST 289	INTRODUCTION TO THE HISTORY OF THE MIDDLE EAST	03.0
<i>Prerequisite:</i> None		
History of the Middle East from antiquity through the fifteenth centuries with special emphasis on Islam in both the religious and cultural senses and upon its institutional, political, and economic development; from the sixteenth to the twentieth century with emphasis upon the Ottoman system, the economic, cultural, and political impact of imperialism and the emergence of the modern state systems. Includes cross-cultural comparisons across the region and places Middle Eastern culture within the context of the world community. Satisfies TMCC and UNR Diversity requirements.		
HIST 290B	INTERNSHIP IN HISTORY	01.0-08.0
<i>Prerequisite:</i> None		
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to 8 semester hour credits may be earned on the basis of 100 hours of internship for 1 credit. May be repeated for up to 8 credits.		

HISTORY

- HIST 291 INTRO TO WOMEN'S HISTORY AND LITERATURE IN THE US 03.0**
Prerequisite: None
This interdisciplinary survey course examines women's history and gender relations in the United States from the colonial period to the present. It explores the dynamics and cultural construction of race, ethnicity, class, and gender in women's historical experience. In addition, it examines the portrayal of women in literature and, to a lesser extent, in art, music and film. Multi-cultural perspectives will be included through examination of African American, Native American and Latina writers. Fulfills TMCC and UNR Diversity Requirement.
- HIST 293 INTRODUCTION TO AFRICAN AMERICAN HISTORY I 03.0**
Prerequisite: None
A survey of African American history from the time of European settlement of North America to emancipation. Topics include the impact of Africa on African American life; the origins and evolution of American slavery; the rise of a distinctive African American culture; the formation of free black society after the Revolution; the black struggle against slavery; and the turbulence of the Civil War era. Satisfies TMCC and UNR Diversity core curriculum.
- HIST 294 INTRODUCTION TO AFRICAN AMERICAN HISTORY II 03.0**
Prerequisite: None
A survey of African American history from emancipation to the present. Topics include the meaning of emancipation; the emergence of legal racial segregation; strategies of accommodation and resistance in the early 20th century; the emergence and decline of the modern civil rights movement; and contemporary issues in African American studies. Satisfies TMCC and UNR Diversity core curriculum.

HUMAN DEV. AND FAMILY STUDIES

- HDFS 201 LIFESPAN HUMAN DEVELOPMENT 03.0**
Prerequisite: None
Overview of growth and development from prenatal period through adulthood. Formerly HEC 274
- HDFS 202 INTRODUCTION TO FAMILIES 03.0**
Prerequisite: None
Dynamics of development, interaction and intimacy of primary relationships in contextual and theoretical frameworks. Societal issues and choices facing diverse family systems.
- HDFS 232 DIVERSITY IN YOUNG CHILDREN 03.0**
Prerequisite: None
This course will focus on the development of young children birth through eight years old. It will examine the physical, social, emotional, language and cognitive development of children of diverse cultural backgrounds around the world. It will focus on typical and atypical development, gender differences and cultural differences among children. Satisfies TMCC Diversity requirement.

HUMANITIES

- HUM 101 INTRODUCTION TO HUMANITIES I 03.0**
Prerequisite: None
A survey of the major humanizing influences from ancient Egypt through the Renaissance in western civilization: music, art, literature, film and philosophy. Course considers important movements and figures. Satisfies UNR core curriculum.
- HUM 102 INTRODUCTION TO HUMANITIES II 03.0**
Prerequisite: None
A continuation of Humanities 101 from the Baroque to the modern era. Satisfies UNR core curriculum.
- HUM 105 ART OF FILM 03.0**
Prerequisite: None
This course will teach students to appreciate, interpret and respond to selected films from particular genres (for example, the science fiction film), directors (for example, the films of Alfred Hitchcock) or stars (for example, the films of Katherine Hepburn) and to recognize the human values these films depict. It will also introduce students to some of the techniques of filmmaking in general. Same as SPTH 180. Repeatable to 9 credits. Repeatable for 9 credits. Variable titles.

HUMANITIES

HUM 106	INTRO TO THE AMERICAN MOTION PICTURE	03.0
<i>Prerequisite:</i> None		
This course is intended to give the student insight into the development of the one truly new artistic medium of the 20th century. It will mainly concern itself with the motion picture from the time of D.W. Griffith and his silent epics ca. 1915 to the demise of the Hollywood studio system by the end of the 1950's. This will be organized chronologically and by selected genres. Outstanding directors and producers will be discussed. Satisfies UNR core curriculum.		
HUM 114	CITIES AND BUILDINGS OF THE WORLD	03.0
<i>Prerequisite:</i> None		
This course discusses the history of architecture and city design in the western civilization. The time periods to be covered will be from classical Greek, Hellenistic and Roman, through to the present. The influences these architecture and design philosophies have had on the shaping of civilization. What civilization reflects through its architecture during these periods. Same as AAD 114. Satisfies TMCC Diversity requirement.		
HUM 198B	SPECIAL TOPICS IN HUMANITIES	00.5-06.0
<i>Prerequisite:</i> None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		
HUM 214	SURVEY OF MIDDLE EAST CULTURE	03.0
<i>Prerequisite:</i> None		
Survey of Middle East Culture introduces student to the many peoples, cultures, and religions of the Middle East. A fundamental focus of the course is the understanding and analysis of interrelations between diverse cultures. The course explores the unique trends and forms of literature, architecture, paintings, and music that have spread throughout the Middle East region. It also analyzes how thinkers, writers and artists in these societies have expressed the religious, political and gender divisions within their own cultures. Finally, the course includes an examination of the complex relationships between the Middle East and the West. The class fulfills UNR's diversity requirement.		
HUM 225	A CULTURAL PERSPECTIVE: SPAIN...NEW MEXICO	03.0
<i>Prerequisite:</i> None		
A PERSPECTIVE OF CULTURAL DIVERSITY IN SPAIN AND THE AMERICAN SOUTHWEST. This course will introduce the differing cultures of Spain within a historical context. Students will look closely at the intertwining of art, religion and history during the Middle Ages, focusing on the Camino de Santiago, the St. James pilgrimage route across northern Spain that is still traveled today. The course will include a study of the influence of the Moors upon the language, art and philosophy of Spain. It will trace the first Spanish explorers as they brought the traditions of the Old World into New Mexico, before the founding of Jamestown. This blending of the Spanish and Pueblo cultures has resulted in the uniqueness of the Southwest today. The course will be taught in English and is the same as Spanish 225. Satisfies TMCC Diversity requirement.		
HUM 260	AMERICAN INDIAN LITERATURE AND CULTURE	03.0
<i>Prerequisite:</i> None		
This course explores the continuity between oral traditions of American Indian culture and literary works of contemporary American Indian authors. Participants will gain knowledge of tribal creation accounts, trickster cycles, and traditions of illness and curing. Satisfies TMCC Diversity requirement.		
HUM 270B	OPERA AND LITERATURE	03.0
<i>Prerequisite:</i> None		
Opera and Literature introduces the fundamentals of opera and it's historical background. It also introduces the study and interpretation of literary masterpieces used as the foundation of opera librettos as a perspective for a better understanding of opera plots and characters and allows the students to experience the combination of music and literature through opera in the video medium.		
HUM 271	FILM AND LITERATURE	03.0
<i>Prerequisite:</i> None		
This course introduces students to the world's greatest literature through study and analysis of the written text and the experience of viewing the rendering of the text in the film medium. Students will not only gain a historical perspective and aesthetic understanding of classic literary works, they will experience the visual interpretation of the work in another medium.		
HUM 272	SHAKESPEARE THROUGH FILM	03.0
<i>Prerequisite:</i> None		
This course introduces students to the plays of Shakespeare through reading the plays, viewing film versions of the plays and exploring Shakespeare's art through discussion and writing. The critical emphasis will evaluate the film presentations as an interpretation of Shakespeare's text.		

HUMANITIES

HUM 295 ISSUES IN HUMANITIES 01.0-09.0
Prerequisite: None
Explores ideas, issues, and movements worthy of special focus for their significant impact on the cultural, social, political, or spiritual values of human civilization.

INDUSTRIAL MAINTENANCE

IMT 110B INDUSTRIAL MAINTENANCE TECHNOLOGY 01.0-06.0
Prerequisite: None
An introductory course in electricity as applied to industry, particularly manufacturing. The course will present electrical principals, symbols and circuits while stressing electrical safety and safe work practices. In-class exercises will include the use of breadboards and simple hardwired devices to facilitate understanding of basic concepts, practices and common wiring devices and practices and an introduction to fundamental troubleshooting procedures.

IMT 115B INTRODUCTION TO INDUSTRIAL MECHANICS 01.0-06.0
Prerequisite: None
This course is designed to give future Industrial Technicians a solid foundation in basic theory coupled with a practical "hands-on" approach that includes exposure to tools and equipment used in the industry today. Safety and troubleshooting components will be taught in order to encourage diagnostic skill-building along with theory and application. This course may be repeatable up to 6 credits.

IMT 120B ELECTRICAL CONTROL SYSTEMS 01.0-06.0
Prerequisite: IMT 110B
An introduction to hard-wired industrial control. Emphasis is on the control of electrical motors through relay logic. Hands-on includes circuit design (using industrial control diagrams), circuit construction (with industrial control panels and devices) and troubleshooting methodology and practice.

IMT 140B ELECTRIC MOTORS AND DRIVES 01.0-06.0
Prerequisite: IMT 110B and 120B
This is a hands-on course designed to give experience with basic motor construction and principles of operation of single and poly phase motors. Also covered are variable speed drives and braking. The course covers AC and DC motors with an emphasis on maintenance and troubleshooting.

IMT 210B PROGRAMMABLE LOGIC CONTROLLERS 01.0-06.0
Prerequisite: IMT 110B and 120B
An introduction to and hands-on experience with Programmable Logic Controllers (PLC's). Emphasis is on understanding the basic operation and fundamental use of PLC's in industry as a "relay-replacer." The student will build several PLC based control circuits and program the PLC's using PC based software.

IMT 212B ADVANCED TROUBLE SHOOTING 01.0-06.0
Prerequisite: IMT 110B and 120B
A continuation of practical examples of circuits and applications relating to electrical control. Emphasis is on understanding and troubleshooting complex "hard-wired" industrial control systems. Hands-on includes circuit design (using ladder logic), circuit construction (with industrial control panels and devices) and troubleshooting methodology and practice. Knowledge of the material presented in the Electrical Control Systems 120B class is mandatory and a prerequisite for this class. Repeatable up to 6 credits

IMT 220B PROGRAMMABLE LOGIC CONTROLLERS (PLC II) 01.0-06.0
Prerequisite: IMT 110B, 120B and 210B
This is a hands-on course designed to give further experience with Programmable Logic Controllers (PLC's). It is a continuation of basic PLC and "microprocessor based" control concepts and takes the student through register instructions. It assumes the student has had some experience with PLC's and PLC control. Upcoming classes will build on the information presented here. Repeatable up to 6 credits

IMT 233B INTRODUCTION TO INSTRUMENTATION 01.0-04.0
Prerequisite: IMT 110B.
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. Repeatable for 4 credits.

JAPANESE

JPN 198B	SPECIAL TOPICS IN JAPANESE	00.5-06.0
<i>Prerequisite:</i> None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		

JOURNALISM

JOUR 101	CRITICAL ANALYSIS OF MASS MEDIA	03.0
<i>Prerequisite:</i> None		
Survey of the role of newspapers, radio, television, advertising and public relations organizations. Interpretation of the day's news and analysis of media performance.		
JOUR 102	NEWS REPORTING AND WRITING	03.0
<i>Prerequisite:</i> JOUR 101.		
Writing in journalistic styles for the mass media. Emphasis of information gathering and organization, analysis, clarity of expression. Formerly JOUR 201.		
JOUR 105	PUBLICATIONS PRODUCTION I	03.0
<i>Prerequisite:</i> None		
Introduction to news gathering, news writing and news presentation with practical application demonstrated by applying efforts toward production of a campus publication.		
JOUR 106	PUBLICATIONS PRODUCTION II	03.0
<i>Prerequisite:</i> JOUR 105B, GRC 103 and 118 recommended.		
Advanced news gathering, news writing and news presentation with practical application demonstrated by applying efforts toward production of a campus publication.		
JOUR 203	WRITING ACROSS MEDIA	03.0
<i>Prerequisite:</i> JOUR 102.		
Information gathering and writing for mass media professions, including print, online, broadcast, advertising, and public relations.		
JOUR 204	INTRODUCTION TO MEDIA PRODUCTION	03.0
<i>Prerequisite:</i> JOUR 203.		
Introduction to production tools and computer interfaces; Emphasis on visual literacy, imaging, video, and audio editing, Internet authoring, creating multimedia documents. Limited to journalism majors.		
JOUR 221	NEWS GATHERING AND WRITING	03.0
<i>Prerequisite:</i> JOUR 106, GRC 103 and 118.		
What makes news, how news is obtained and how news is written are studied and applied in reporting news for newspapers and other media.		
JOUR 290B	INTERNSHIP IN JOURNALISM	01.0-08.0
<i>Prerequisite:</i> None		
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. The course may be repeated for up to eight credits.		

LAB TECHNICIAN

LTE 110	TECHNIQUE OF VENIPUNCTURE	04.0
<i>Prerequisite:</i> Proof of Rubella titer/MMR vaccination, Hepatitis B, DT, 2 step TB and current medical insurance.		
A course designed to give the student knowledge and skills necessary to perform the collection, identification and preservation of specimens as applied to venipuncture technique. The course includes medical terminology, ethics, finger stick procedure and patient contact methods. Emphasis is placed on the role of the venipuncturist in a modern health and delivery system.		

LAW/PARALEGAL

LAW/PARALEGAL

LAW 101	FUNDAMENTALS OF PARALEGALISM	03.0
<i>Prerequisite:</i> None		
Relationship and delineation of the function and responsibility of the legal assistant, the attorney and the client; survey of substantive areas of the law; structure of the legal system; basic legal terminology; ethics and liability of the legal profession.		
LAW 198B	SPECIAL TOPICS LEGAL ASSISTANT	00.5-06.0
<i>Prerequisite:</i> None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		
LAW 203	REAL PROPERTY	03.0
<i>Prerequisite:</i> LAW 101 with a grade of "B" or better.		
Discussion of real property law, including landlord/tenant law, deeds of trust and foreclosures. The course will also cover the practical application of practice in these areas.		
LAW 204	TORTS	03.0
<i>Prerequisite:</i> LAW 101 with a grade of "B" or better.		
An overview of tort law. Concepts to be discussed include intentional torts, strict liability, negligence, proximate cause, re ipsa loquitur, comparative responsibility, premises liability, product liability, professional negligence and worker's compensation.		
LAW 205	CONTRACTS	03.0
<i>Prerequisite:</i> LAW 101 with a grade of "B" or better.		
A survey of contract law. Discussion of the essential elements of contracts, with special emphasis placed on the practical analysis of contracts. Discussion on the filing of a complaint for breach of contract. Also, discussion of debtor/creditor rights.		
LAW 206B	CASE ANALYSIS	01.0
<i>Prerequisite:</i> LAW 101.		
This course is designed to take students through cases systematically, enabling them to identify the procedural history, critical facts, legal issues, court holdings, rationale and dicta. The student will also be able to assimilate these components into a brief or memo.		
LAW 231	PROCEDURE - CIVIL	03.0
<i>Prerequisite:</i> LAW 101 with a grade of "B" or better.		
Emphasis on jurisdiction of the court system in Nevada. Discussion of complaints, summons, answers, supplemental pleadings. Will also cover pretrial tactics, motions, exceptions, venue, discovery, depositions and summary judgments.		
LAW 232	PROCEDURE - CRIMINAL	03.0
<i>Prerequisite:</i> LAW 101.		
An overview of the procedure involved in criminal cases. Includes a discussion of complaints, indictments, writs of habeas corpus, trial motions and post-conviction remedies.		
LAW 233	BUSINESS STRUCTURES	03.0
<i>Prerequisite:</i> LAW 101 with a grade of "B" or better.		
A survey of corporate, partnership and agency law. Discussion of some types of employment law. The drafting of corporate and partnership agreements will also be covered.		
LAW 251	BANKRUPTCY	03.0
<i>Prerequisite:</i> LAW 101 with a grade of "B" or better.		
This course will provide a basic knowledge of bankruptcy law, with emphasis on understanding the schedules, preparing proofs of claims and motion practice within the bankruptcy court.		
LAW 252	FAMILY LAW	03.0
<i>Prerequisite:</i> LAW 101 with a grade of "B" or better, LAW 205 and 261.		
Covers the law related to family issues. Includes a discussion of rights and obligations of parties to each other and their offspring. Divorce, custody and support, spousal agreements, termination of parental rights, adoptions and collection of child support are all discussed.		
LAW 253	LAW OFFICE MANAGEMENT	03.0
<i>Prerequisite:</i> None		
This course focuses on seven areas within law office management. These areas are time management, financial management, operations management, technology, business planning, facilities management and land law office personnel management. The goal of this course is to develop the student's law office management assessment and analytical skills. LAW 253 shows the student how to evaluate, alter and implement law office policies, techniques and procedures.		

LAW/PARALEGAL

LAW 255	PROBATE, TRUST AND GUARDIANSHIP LAW	03.0
<i>Prerequisite:</i> LAW 101 with a grade of "B" or better, LAW 205 and 261. Law related to estate planning issues. Includes procedure to distribute a person's estate upon one's death; creation and administration of a trust and procedure to appoint another to act on one's behalf. Also includes a discussion of health care documents and related elderly care issues.		
LAW 261	LEGAL RESEARCH I	03.0
<i>Prerequisite:</i> LAW 101 with a grade of "B" or better. Covers legal research and terminology. The student will become familiar with the law library and develop legal research skills through the use of legal digests, encyclopedias, reporter systems, indexes, Shepard's, treatises, cases, statutes, legal periodicals, government documents and other research material. Emphasis is placed on developing legal briefing skills and finding answers to legal research questions.		
LAW 262	LEGAL WRITING	03.0
<i>Prerequisite:</i> LAW 101 with a grade of "B" or better and LAW 261 In-depth study and development of legal writing skills. Emphasis is placed on writing assignments which assume a knowledge of basic legal research skills, development of memoranda of points and authorities and analyses of case facts. Also discussed will be office memoranda and appeal briefs.		
LAW 263	ETHICS	01.0-03.0
<i>Prerequisite:</i> LAW 101 with a grade of "B" or better. Covers the relationship between the attorney, client and legal assistant. Discusses what a legal assistant may and may not do. Also discusses conflicts of interest, dealing with witnesses and adverse parties and confidentiality.		
LAW 264	PARALEGAL PRACTICE AND PROCEDURES	03.0
<i>Prerequisite:</i> LAW 101 with a grade of "B" or better and LAW 261. Covers interviewing skills, fact pattern analysis, discovery preparation and evidence. Emphasis is placed on preparation of documents throughout the court process.		
LAW 266	LEGAL WRITING II	03.0
<i>Prerequisite:</i> None		
LAW 267B	LEGAL OFFICE PRACTICE AND PROCEDURES	03.0
<i>Prerequisite:</i> BUS 108 or ENG 101 or equivalent or qualifying Accuplacer, ACT/SAT test results. An overview of Nevada State civil and criminal court rules and the local rules of practice of the US District Court for the District of Nevada. Concepts include jurisdiction, venue, removal, service of process pleadings, motions, affidavits, stipulations, orders, depositions, discovery, alternative dispute resolution, jury trials and appeals. There will be a computer component in this course. Focus goes beyond concept to actual document flow and filings, I.e. "how to get things done."		
LAW 268B	LEGAL OFFICE BASICS	03.0
<i>Prerequisite:</i> BUS 108 or ENG 101 or equivalent or qualifying Accuplacer, ACT/SAT test results. A survey course to introduce the student to legal terminology, court systems, legal systems, internal office practice and procedures, interaction with legal agencies and courts; formatting of pleading documents and legal documents, overview of time lines and notice requirements in basic court procedures and survey of criminal and civil law. There will be a computer component in this class. Formerly LAW 266B.		
LAW 295	SUPERVISED FIELD EXPERIENCE	03.0
<i>Prerequisite:</i> LAW 231, 261, 263 and an additional 12 semester credits of courses from the legal assistant program. Please consult with the program coordinator. Legal assistant work experience under the supervision of an attorney. The student will work at a local law firm or agency eight hours a week for the 15-week semester to gain practical work experience. The student reports and evaluates his/her experience with the program coordinator.		

LIFE EXPERIENCE ASSESSMENT PROGRAM

LEAP 101B	LEAP PORTFOLIO	01.0-06.0
<i>Prerequisite:</i> Student must have a declared major, completed the English requirement for that major and 12 credits taken at TMCC. LEAP is a portfolio program designed to assist learners in the process of preparing a portfolio to earn credit toward the award of a certificate or degree for prior learning experiences that can be shown, through various means of assessment, to be the equivalent of learning gained through formal collegiate instruction.		

MANAGEMENT

MGT 103	SMALL BUSINESS MANAGEMENT	03.0
<i>Prerequisite:</i> Qualifying Accuplacer, ACT/SAT test results. Must score at ENG 090 level. Environment and management of the small business enterprise, problems in initiating the business, financial and administrative control, marketing programs and policies, management of business operations, legal and governmental relationships. Transfers as an elective to UNR. All MGT 103 students must take the English assessment test before enrolling. Students must bring their placement reports to the first class meeting. Attendance beyond the first class is subject to instructor approval.		
MGT 170B	MANUFACTURING SUPERVISION	04.0
<i>Prerequisite:</i> None Fundamentals and principles of manufacturing supervision, policies and procedures and problems in supervision and leadership.		
MGT 171	SUPERVISION	03.0
<i>Prerequisite:</i> None Supervision provides a skill building approach to develop people and the conceptual skills necessary to successfully supervise employees. In addition, the functional supervisory skills of planning, organizing, staffing, leading and controlling will be developed.		
MGT 198B	SPECIAL TOPICS MANAGEMENT	00.5-06.0
<i>Prerequisite:</i> None Various short courses and experimental classes covering a variety of subjects. The course will be a variable of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		
MGT 201	PRINCIPLES OF MANAGEMENT	03.0
<i>Prerequisite:</i> Qualifying Accuplacer, ACT/SAT test results. Must score at ENG 090 level. Fundamentals and principles of management; administrative policies, objectives and procedures and problems of organization control and leadership. Students must bring their placement reports to the first class meeting. Attendance beyond the first class is subject to instructor approval.		
MGT 202	INTRODUCTION TO RESORT MANAGEMENT	03.0
<i>Prerequisite:</i> None Topics will include principles of modern resort management as they pertain to specific areas such as staffing, directing, organizing of food and beverage operations, equipment rentals, recreational facilities and overall hotel-resort management. The course will specifically focus on the unique problems of ski resort management and the application of special methods needed to meet the managerial requirements of these unique resort properties.		
MGT 212	LEADERSHIP AND HUMAN RELATIONS	03.0
<i>Prerequisite:</i> Qualifying Accuplacer, ACT/SAT test results. Must score at ENG 090 level. The focus of the course is on understanding and managing human behavior in organizations. Central to the course is better understanding oneself as a leader and exploring some of the more effective ways of leading others. All MGT 212 students must take the English assessment test before enrolling. Students must bring their placement reports to the first class meeting. Attendance beyond the first class is subject to instructor approval.		
MGT 235	ORGANIZATIONAL BEHAVIOR	03.0
<i>Prerequisite:</i> MGT 201 or permission of instructor. Concepts, theories and case studies concerning the behavior of people in modern business organizations.		
MGT 251B	LABOR RELATIONS	03.0
<i>Prerequisite:</i> None This course is designed for first level supervisors, managers of small companies, any business person and any student or individual interested in the legal background of the relationship between employees and employers.		
MGT 283	PERSONNEL ADMINISTRATION	03.0
<i>Prerequisite:</i> None Designed to develop an understanding of the duties and responsibilities of personnel at the mid-management level. Areas covered include: employee needs, human relations, orienting and training employees, benefit programs and economics of supervision. All MGT 283 students must take the English assessment test before enrolling. Students must bring their assessment report to the first class meeting. Attendance beyond the first class is subject to instructor approval.		

MATHEMATICS

MATH 106B	GEOMETRY	03.0
<i>Prerequisite:</i> MATH 095 or equivalent or qualifying Accuplacer, ACT/SAT test results.		
This course is designed to provide a basic working knowledge of practical geometry for students who have never taken a course in geometry or who need a refresher course. Theory is not emphasized. Some of the topics covered are: area of plane figures, similarity, volume of solids, angle measure, and properties of special triangles.		
MATH 107B	REAL ESTATE MATH	03.0
<i>Prerequisite:</i> None		
Review of basic arithmetic principles. A general mathematics course designed to assist the student who wishes to pass the state exam and the student who wants to be more proficient and knowledgeable in the real estate profession. Decimals, percentages, fractions, proratons, tax rate, interest, discount and depreciation are included.		
MATH 108B	MATH FOR TECHNICIANS	03.0
<i>Prerequisite:</i> MATH 093 or equivalent or qualifying Accuplacer, ACT/SAT test results.		
This applied mathematics course is designed to give the student math skills and knowledge as they are applied to specific career choice areas. Topics for all individual applied areas (transportation, metalworking, construction, etc.) will include (supply description of the level of trig, algebra, etc. to be covered) but the focus of the presentation and utilization will be specific to the industry area. The course will include demonstrations and hands-on exercises applying mathematics as it will be needed in the specific technical environment.		
MATH 120	FUNDAMENTAL OF COLLEGE MATHEMATICS	03.0
<i>Prerequisite:</i> MATH 096 or equivalent or qualifying Accuplacer, ACT/SAT test results. A TI-83 or better graphing calculator is required for this course.		
Mathematical concepts particularly relevant to informed and aware citizenship in modern society. Topics covered include functions, graphs, problem solving, topics in finance, geometry, probability and statistics. Satisfies UNR core curriculum.		
MATH 122	ELEMENTARY SCHOOL MATHEMATICS I	03.0
<i>Prerequisite:</i> MATH 120 or equivalent or qualifying Accuplacer, ACT/SAT test results.		
Mathematics needed by those teaching new-content mathematics courses at the elementary school level with emphasis on the structure of the real number system and its subsystems. Designed for students seeking a teaching certificate in elementary education. Open to others with approval of department chair.		
MATH 123	ELEMENTARY SCHOOL MATHEMATICS II	03.0
<i>Prerequisite:</i> MATH 122 or equivalent or qualifying Accuplacer, ACT/SAT test results.		
A continuation of MATH 122. Topics covered may include geometry, algebra, probability, statistics and computers.		
MATH 126	PRE-CALCULUS I	03.0
<i>Prerequisite:</i> MATH 096 or equivalent or qualifying Accuplacer , ACT/SAT test results. A TI83 graphing calculator is required for this course.		
The study of equations and inequalities involving radical, rational, quadratic or absolute value terms. Also includes polynomial, rational, exponential and logarithmic functions, their graphs and applications.		
MATH 127	PRE-CALCULUS II	03.0
<i>Prerequisite:</i> MATH 126 or equivalent or qualifying Accuplacer , ACT/SAT test results. A TI83 graphing calculator is required for this course.		
Continuation of Math 126. Includes the study of circular functions, their graphs and applications; analytic trigonometry; the coordinate geometry of lines and conics; solving systems of equations; matrices; mathematical induction. The combination of Math 126 and Math 127 is equivalent to UNR's Math 128.		
MATH 152	INTRODUCTION TO STATISTICS	03.0
<i>Prerequisite:</i> MATH 126 or equivalent or qualifying Accuplacer , ACT/SAT test results. A TI83 graphing calculator is required for this course.		
Descriptive statistics; probability models; statistical estimation and hypothesis testing; linear regression analysis; and special topics.		
MATH 176	ELEMENTS OF CALCULUS	03.0
<i>Prerequisite:</i> MATH 126 or equivalent or qualifying Accuplacer, ACT/SAT test results. A TI83 graphing calculator is required for this course.		
Topics covered include graphing functions, derivatives, integrals, applications, the Fundamental Theorem of Calculus. This course is designed for business, social science or biological science majors. Satisfies UNR math core curriculum.		

MENTAL HEALTH

MHDD 101	ROLE OF THE TECHNICIAN	01.0
<i>Prerequisite:</i> None		
Basic skills in behavioral observation, documentation and intervention. Includes patients'/clients' rights, confidentiality, detection and reporting of abuse and neglect. Techniques of building therapeutic relationships.		
MHDD 102	MEDICAL COMPONENT/MHDD	01.0
<i>Prerequisite:</i> None		
This course covers basic medical information, including the Heimlich Maneuver, infection control, universal precautions, first aid, seizure response and client physical care.		
MHDD 105	AGGRESSIVE BEHAVIOR INTERVENTION	01.0
<i>Prerequisite:</i> None		
Verbal and physical techniques for managing aggressive and assaultive behaviors of MH/DD clients.		
MHDD 106	THE TEACHING ROLE AND ACTIVE TREATMENT	01.0
<i>Prerequisite:</i> None		
Defining "active treatment" and necessary components. Implementing active treatment in context of client dignity, respect, privacy, access to choices and participation in the therapeutic process.		
MHDD 107	UNDERSTANDING PSYCHOPHARMACOLOGY	02.0
<i>Prerequisite:</i> None		
Major categories of psychotropic and seizure medications. Rationale for use of medication, typical dosages, main effects, assessment of effectiveness and potential side effects.		
MHDD 109	INTRODUCTION TO THERAPEUTIC INTERVENTIONS	02.0
<i>Prerequisite:</i> None		
An introduction to behavioral intervention, including data collection, behavior modification and the analysis of behavior. Discussion of the practical application of these techniques.		
MHDD 126	UNDERSTANDING DEVELOPMENTAL DISABILITIES	02.0
<i>Prerequisite:</i> None		
Etiology, diagnosis and treatment of Developmental Disabilities. Functioning level in terms of client's communication, socialization, motoric and self-help skills; sensory awareness; and maladaptive behaviors.		
MHDD 150	ISSUES IN SUBSTANCE ABUSE	01.0
<i>Prerequisite:</i> None		
An in-depth study and analysis of lifestyle issues as they have contributed to chemical dependency. Students will identify acceptable treatment methods for each client.		
MHDD 153	LIFE SPAN DEVELOPMENT	01.0
<i>Prerequisite:</i> None		
Growth and development through the life span. Includes social learning theory, family dynamics and human relations and development as relating to mentally ill and developmentally disabled clients.		
MHDD 154	ADVANCED THERAPEUTIC INTERVENTIONS	02.0
<i>Prerequisite:</i> MHDD 109		
A comprehensive working knowledge of interdisciplinary therapeutic intervention including assessing, planning, implementing and evaluating a client's treatment program.		
MHDD 160	ETIOLOGIES, THEORY AND TREATMENT OF MENTAL ILLNESS	02.0
<i>Prerequisite:</i> None		
An in-depth analysis of major diagnostic categories encountered with the seriously mentally ill. Review of treatment plans which have proven useful in addressing these disorders.		
MHDD 295	PRACTICUM IN MH/DD	03.0
<i>Prerequisite:</i> None		
A career-related work experience, under qualified supervision. Work directly with mentally ill or developmentally disabled clients within a local service-provider agency. Preparation for occupation as MHT/MRT.		

MENTAL HEALTH

MHMR 101B	ROLE OF TECH IN MH/MR	01.0
<i>Prerequisite:</i> None		
This course offered in conjunction with the State Division of Mental Hygiene and Mental Retardation, is an overview for those interested in pursuing a career as a mental health technician. Content includes basic issues in treatment, behavior observation techniques, confidentiality, client rights, case management, and the development of client-staff relationships.		
MHMR 102B	MEDICAL COMPONENT/MHMR	01.0
<i>Prerequisite:</i> None		
This course covers the basic medical information required to work in a mental health/retardation agency. Topics covered will include universal precautions, infection control procedures, first aid, personal care, seizure management, and the side effects of psychotropic medications.		
MHMR 103B	PSYCHOPATHOLOGY AND DEVEL DISABILITIES	01.0
<i>Prerequisite:</i> None		
An introduction to issues in mental illness and mental retardation. It is designed to give the student basic knowledge of conditions encountered when working directly with individuals who have mental retardation. Content includes use of DSM-III R, differential diagnosis, and treatment for individuals with dual diagnosis.		
MHMR 104B	INTRO TO THERAPEUTIC INTERVENTIONS	02.0
<i>Prerequisite:</i> None		
An introduction to treatment modalities used in State Division of Mental Hygiene and Mental Retardation programs, with emphasis on behavioral techniques.		
MHMR 110B	THE TEACHING ROLE AND ACTIVE TREATMENT	01.0
<i>Prerequisite:</i> None		
This course will define the role of teaching techniques within the framework of active treatment for both persons with developmental disabilities and mental illness. The concept of active treatment is defined, along with the client's participation in the therapeutic process. Teaching techniques are presented within the context of issues such as client need, dignity, access to choices, and overall effectiveness of teaching techniques.		
MHMR 198B	SPECIAL TOPICS IN MH/MR	00.5-06.0
<i>Prerequisite:</i> None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		
MHMR 201B	ISSUES IN SUBSTANCE ABUSE	01.0
<i>Prerequisite:</i> None		
An overview of current terms and definitions in substance abuse, legal issues, family dynamics of substance abuse, and current treatment modalities.		
MHMR 202B	ADV THERAPEUTIC INTERVENTIONS	02.0
<i>Prerequisite:</i> None		
An advanced study of behavioral diagnostics and clinical interventions used in planning and implementing treatment programs for persons with mental retardation or mental illness.		
MHMR 203B	ALLIED THERAPIES AND PSYCHOPHARMACOLOGY	01.0
<i>Prerequisite:</i> None		
An understanding of the role of the recreational therapist, the occupational therapist, the physical therapist, and other team members in the mental health/mental retardation setting.		
MHMR 204B	HUMAN GROWTH/DEVELOPMENT	01.0
<i>Prerequisite:</i> None		
An introduction to normal human growth and development, through the lifespan. Content includes the areas of human sexuality and cognitive and physical growth and development.		

MENTAL HEALTH

MHMR 205B **ASSAULTIVE BEHAVIOR INTERVENTION** 01.0

Prerequisite: None

This course, offered in conjunction with the State Division of Mental Health and Mental Retardation, covers training in managing client assaultive behaviors; verbal and physical interventions, causes of aggression, abuse and other legal issues, client rights and agency policies, and uses of manual and mechanical restraint. The following student physical abilities and characteristics are needed to complete the course: Bending/twisting at the neck more than the average person. Squatting/stooping/kneeling. Reaching forward and above the head. Possessing the manual/finger dexterity and handgrip strength necessary to grasp and hold another person's arms, hands and legs. Pushing and pulling over 90 pounds (such as a person.) Seeing objects/persons. Hearing conversation. Ability to hear from what direction a sound is coming. Ability to communicate through speech.

METALS

MTL 100B **BASIC METALS** 03.0

Prerequisite: None

Basic techniques of metal forming and fabrication using drill press, lathe, milling machine; soldering; brazing; oxyacetylene and electric arc welding.

MTL 110B **INTRODUCTION TO MACHINE OPERATION** 03.0

Prerequisite: None

An introduction to basic lathe and milling machine operation, including terminology of equipment and setup to perform turning, facing, routing and threading.

MTL 111B **INTERMEDIATE MACHINE SHOP OPERATION** 03.0

Prerequisite: None

A continuation of MTL 110B with emphasis on more complicated operations and combinations of equipment usage to complete projects.

MTL 160B **BLUEPRINT READING AND MEASURING/GAUGING FOR MAC I** 02.0-06.0

Prerequisite: None

The first of a two-part course covering the fundamental theory of drawings, how to identify the essential details and to interpret the dimensions found on engineering drawings. Study is based on learning the concepts of views and sections followed by a progressive series of detailed exercises and working the 50 industrial grade blueprints included with the text. Course explains the principles, techniques and equipment underlying all modern practical metrology and inspection methods.

MTL 162B **BLUEPRINT READING AND MEASURING/GAUGING FOR MAC II** 02.0-06.0

Prerequisite: None

The second of a two-part course covering the fundamental theory of drawings, how to identify the essential details and to interpret the dimensions found on engineering drawings. Advanced course covers radial and angular drawings and measurement. ANSI Y14.5 Geometrical Dimensioning and Tolerancing is also covered. Study is based on learning the concepts of views and sections followed by a progressive series of detailed exercises and working the 50 industrial grade blueprints included with the text. Course explains the principles, techniques and equipment underlying all modern practical metrology and inspection methods.

MTL 163B **WELDING FOR ART I** 03.0

Prerequisite: None

Basic techniques of design and fabrication of metal sculpture, with oxy-fuel, arc welding, various hand tools. Use copper, brass, and steel to build sculptures. Formerly MTL 240B.

MTL 164B **MACHINE SHOP I** 02.0-06.0

Prerequisite: None

This is the first course of the two semesters of Machine Shop Theory and Lab for the MAANN program. This first class will cover all the fundamental principles, both practical and theoretical, of operating a lathe. There will be many graded projects that the student will machine which will solidify and exemplify what was covered in lectures. There will be one final project that will cover all the material outlined in the whole semester. All projects will be graded for not only correctness in performing the operation but also for dimensional exactness.

MTL 166B **MACHINE SHOP II** 02.0-06.0

Prerequisite: None

This is the second course of the two semesters of Machine Shop Theory and Lab for the MAANN program. This second class will cover all the fundamental principles, both practical and theoretical, of operating a mill and drill press. There will be many graded projects that the student will machine which will solidify and exemplify what was covered in lectures. There will be one final project that will cover all the material outlined in the whole semester. All projects will be graded for not only correctness in performing the operation but also for dimensional exactness.

METALS

MTL 168B	BASIC SKETCHING AND LAYOUT TECHNIQUES	02.0-06.0
<i>Prerequisite:</i> None		
This course will teach students how to draw and layout the fabrication process for machined pieces. Includes basic bench work concepts, use of hand tools for layout, measurement tools and the creation of individual custom layout tools.		
MTL 170B	BASIC SKETCHING AND LAYOUT TECHNIQUES	02.0-06.0
<i>Prerequisite:</i> None		
This course will give the student the basic knowledge and physics of material characteristics and structure and how these properties affect the materials machinability and use in an industrial application. The testing and classification of metals will be covered in depth. Materials covered will include steels and ferrous metals, aluminum and aluminum alloys, plastics and elastomers, ceramics and carbide steels.		
MTL 172B	QUALITY ASSURANCE AND PROBLEM SOLVING FOR MAC	02.0-06.0
<i>Prerequisite:</i> None		
This course will give students an overview of quality systems in a manufacturing environment, with particular emphasis and examples from the industry types of the enrolled students. Students, upon successful completion of the class, will gain an understanding of: History of Quality and TQM principles; Introduction to Statistical Process Control; ISO 9000 implementation and function; Problem Solving Models and Techniques; Team Dynamics and Leadership on a Quality Environment.		
MTL 198B	SPECIAL TOPICS IN METALS	00.5-06.0
<i>Prerequisite:</i> None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		
MTL 212	WELDING I	01.0-06.0
<i>Prerequisite:</i> 20/20 vision (corrected), good hand-eye coordination, general good health. Must be taken concurrently with MTL 291B.		
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.		
MTL 213	WELDING II	01.0-06.0
<i>Prerequisite:</i> MTL 212, 291B. MTL 292B must be taken concurrently.		
This course is a continuation of Welding I and emphasizes SMAW vertical and overhead positions and machine oxyfuel gas cutting. In addition, the course introduces GMAS (gas metal arc welding) and air carbon arc cutting.		
MTL 217B	WELDING III	01.0-06.0
<i>Prerequisite:</i> MTL 213, 292B or instructor approval. MTL 293B must be taken concurrently.		
This course is a continuation of Welding II and focuses on the GMAW and the FCAW processes. The Air Carbon Arc Cutting section will further develop skills in the process. The student will develop skills required to make fillet and groove welds in all positions using GMAW and FCAW processes. The student will be introduced to the Plasma Arc Cutting Process.		
MTL 218B	WELDING IV	01.0-06.0
<i>Prerequisite:</i> MTL 217B, 293B or instructor approval. MTL 294B must be taken concurrently.		
This course is a continuation of MTL 217B 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.		
MTL 225B	INDEPENDENT STUDY	01.0-06.0
<i>Prerequisite:</i> MTL 121B and/or MTL 122B or consent of instructor.		
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.		
MTL 245B	ADVANCED WELDING TECHNIQUES	03.0-09.0
<i>Prerequisite:</i> MTL 100B or instructor's approval.		
This course is for the student who would like to develop advanced skills in any of the welding processes or wishes to work on welder certification.		

METALS

MTL 263B	WELDING FOR ART II	04.0
<i>Prerequisite:</i> MTL 163B (formerly MTL 240B). This course is a continuation of MTL 163B, Welding for Art I. Improving techniques learned in Welding for Art I and learning the use of new equipment and processes. The student will continue to develop skills necessary to produce metal sculpture.		
MTL 290B	INTERNSHIP IN METAL	01.0-08.0
<i>Prerequisite:</i> None This course is designed for the student who wants to get practical on-the-job training in welding with a local company. 200 working hours per credit.		
MTL 291B	WELDING I PRACTICE	01.0-06.0
<i>Prerequisite:</i> None The oxyfuel section will develop the student's manual skills necessary to produce high quality flame cuts using manual operated flame cutting equipment and accessories. The student learns and practices the set up processes for the equipment for all phases of oxyfuel cutting. The shielded metal-arc welding (SMAW) section develops entry-level skills for welders. This course specifically develops basic SMAW skills as striking the arc, maintaining proper arc length, adjusting equipment and manipulating the electrode. MTL 291B is required concurrently with MTL 212, but may be taken as a separate course. This course may be repeated for up to six credits.		
MTL 292B	WELDING II PRACTICE	01.0-06.0
<i>Prerequisite:</i> MTL 212, 291B or approval of instructor. This course is designed to give learners the opportunity to hone their skills in oxyfuel machine cutting, SMAW vertical and overhead positions, GMAW basic skills and air carbon arc cutting processes. Ample practice time is allocated to perfect skills and complete lab assignments. MTL 292B is required concurrently with MTL 213, but may be taken as a separate course. This course may be repeated for up to six credits.		
MTL 293B	WELDING III PRACTICE	01.0-06.0
<i>Prerequisite:</i> MTL 213, 292 or instructor approval. This course is designed to give learners the opportunity to hone their skills in the GMAW and FCAW processes in all positions by providing them with hands-on time and individual instruction. The learner will also practice Air Carbon Arc Cutting and Plasma Arc Cutting on ferrous and nonferrous materials. Ample practice time is allocated to perfect skills and complete lab assignments. MTL 293B is required concurrently with MTL 217B, but may be taken as a separate course. This course may be repeated for up to six credits.		
MTL 294B	WELDING IV PRACTICE	01.0-06.0
<i>Prerequisite:</i> MTL 217B, 293B or approval of instructor. This course is designed to give learners the opportunity to work on their skills in the GTAW process, perfect their skills in the FCAW process by providing them with individualized instruction and full hands-on practice in preparation and welding of ferrous and nonferrous materials. At this point in training students may also start developing skills necessary to weld pipe using the SMAW or FCAW processes. Ample practice time is allocated to perfect skills and complete lab assignments. MTL 294B is required concurrently with MTL 218B, but may be taken as a separate course. This course may be repeated for up to six credits.		
MTL 296B	AWS CODE PREPARATION	01.0-06.0
<i>Prerequisite:</i> MTL 218B or instructor approval. This course is a contractual course designed for the advanced student who is pursuing AWS (American Welding Society), ASME (American Society of Mechanical Engineers), or API (American Petroleum Institute) certification(s). This course is also beneficial to the student requiring additional hands-on practice in order to better their individual skill in a selected process or processes. Instruction will be given on an individual basis. Repeatable for up to 6 credits.		

MILITARY OCCUPATIONS

MIL 101	INTRODUCTION TO MILITARY SCIENCE	02.0
<i>Prerequisite:</i> None Mission of the armed services, role of the military, evolution of weapons and warfare. Introductory orienteering, marksmanship, physical fitness and briefing skills. Formerly MS 101		
MIL 102	BASIC LEADERSHIP AND ORGANIZATION	02.0
<i>Prerequisite:</i> None Use of maps, photos and compasses; greater development of orienteering skills and marksmanship; army physical fitness testing and briefing the warning order. Field trip required. Formerly MO 102		

MILITARY OCCUPATIONS

MIL 110B	BASIC MILITARY TRAINING	03.0
<i>Prerequisite:</i> None		
The course teaches discipline, spirit and basic combat skills and includes drills, ceremonies, alcohol and drug abuse, rape prevention, personal health, first aid, personal affairs, basic rifle marksmanship, NBC warfare defense, introduction to individual tactical techniques, U.S. weapons training, marches, bivouacs, tactical training, physical fitness training, reinforcement and equal opportunity. Formerly MO 110B		
MIL 181	PHYSICAL CONDITIONING	02.0
<i>Prerequisite:</i> None		
Principles and techniques of military physical conditioning. Emphasis is placed on stretching, cardio vascular improvement and strength building as needed to successfully meet the challenges of adventure training. Formerly MO 181		
MIL 198B	SPECIAL TOPICS: MILITARY OCCUPATIONS	00.5-06.0
<i>Prerequisite:</i> None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. Formerly MO 198B		
MIL 201	MILITARY TOPOGRAPHY AND ORIENTEERING	02.0
<i>Prerequisite:</i> None		
Use of maps, photos and compasses; greater development of orienteering skills and marksmanship; army physical fitness testing and briefing the operations order. Field trip required. Formerly MO 201		
MIL 202	SMALL UNIT LEADERSHIP TECHNIQUES	02.0
<i>Prerequisite:</i> None		
Principles of squad combat; decision making, control and command. Rifle qualification, physical fitness maintenance and briefing operations orders. Formerly MS 202/MO 205		
MIL 203	BASIC TOPICS IN LEADERSHIP SKILLS	01.0-02.0
<i>Prerequisite:</i> None		
Presentation of army leadership dimensions and principles. Includes basic research and presentation of leadership styles as displayed in various case studies. May be repeated to a maximum of 4 credits provided different subject areas are studied for each period of enrollment. Formerly MS 203		
MIL 204	SUMMER BASIC	02.0
<i>Prerequisite:</i> None		
Six week camp designed to substitute for the first two years of ROTC. Includes map reading, national security, military history and various other military subjects. Course conducted at a military reservation designated by the army. Formerly MO 204		

MUSIC

MUS 101	MUSIC FUNDAMENTALS	03.0
<i>Prerequisite:</i> None		
Notation, terminology, intervals, scales and chords. Designed to furnish a foundation for musicianship and music theory.		
MUS 104	GUITAR CLASS I	02.0
<i>Prerequisite:</i> Students must possess guitar.		
This course is geared toward the beginning level guitarist. Topics will include chording, music reading, melody playing, right hand technique and style.		
MUS 105	VOCAL TECHNIQUES	02.0
<i>Prerequisite:</i> None		
Fundamentals of tone production, breath control, and practical techniques involved in reading and interpreting songs. May be repeated for a maximum of 4 credits.		
MUS 108	GUITAR CLASS II	02.0
<i>Prerequisite:</i> Successful completion of Guitar I (MUS 107) or instructor approval.		
This course is geared toward the intermediate level guitarist. Emphasis is placed on improving individual performance on the guitar and will include playing chords and melodies, reading music and guitar technique.		

MUSIC

MUS 111	PIANO CLASS I	02.0-03.0
<i>Prerequisite:</i> None		
Beginning piano class. Music reading and keyboard techniques from beginning through early intermediate levels. No previous musical training required.		
MUS 112	PIANO CLASS II	02.0-03.0
<i>Prerequisite:</i> MUS 111.		
Continuation of beginning piano class. Music reading and keyboard techniques from early intermediate through intermediate levels.		
MUS 113	FUNDAMENTALS OF MUSIC COMPOSITION I	02.0
<i>Prerequisite:</i> MUS 203 or consent of instructor. Ability to read music and play at least one instrument is required.		
Techniques and principles of music composition. Each level may be repeated to a maximum of four credits. May be repeated for 4 credits.		
MUS 121	MUSIC APPRECIATION	03.0
<i>Prerequisite:</i> None		
Historical and cultural background of music. A general course in music appreciation open to all students. Representative works presented and analyzed. Satisfies the UNR Fine Arts core curriculum.		
MUS 125	HISTORY OF ROCK MUSIC	03.0
<i>Prerequisite:</i> None		
Survey of Rock music from its origins in Blues through Contemporary Rock styles. Examples of various styles will be analyzed.		
MUS 129B	BIG BANDS, AMERICA IN THE SWING ERA	03.0
<i>Prerequisite:</i> None		
Survey of Big Band Jazz, it's styles, performers and culture from 1934-1945.		
MUS 166	INTRODUCTION TO MIDI SEQUENCERS AND SYNTHESIZERS	02.0
<i>Prerequisite:</i> None		
This course is geared toward the beginning and intermediate level electronic musician. The course is an introduction to digital music synthesis, sampling and sequencing. Keyboard experience is useful but not required.		
MUS 198B	SPECIAL TOPICS IN MUSIC	00.5-06.0
<i>Prerequisite:</i> None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		
MUS 203	MUSIC THEORY I	03.0
<i>Prerequisite:</i> Placement examination.		
The study of basic materials of music including rhythm, pitch, and harmony. This class includes aural, sight-singing, and basic keyboard recognition components. Knowledge of music fundamentals is necessary for entrance into this class. Formerly MUS 207.		
MUS 204	MUSIC THEORY II	03.0
<i>Prerequisite:</i> Successful completion of MUS 203.		
A continuation of MUS 203. Beginning harmony and review of exotic scales and modes. Principles of voice leading between triads and seventh chords, chord progressions, and the analysis of common practice music. Formerly MUS 208.		
MUS 207	THEORY III	03.0
<i>Prerequisite:</i> Successful completion of MUS 204.		
A more in-depth study of the counterpoint and traditional harmonic practices of the eighteenth and nineteenth centuries through writing, analysis, and aural perception. Formerly MUS 271		
MUS 208	THEORY IV	03.0
<i>Prerequisite:</i> Successful completion of MUS 207R.		
A study of late nineteenth-century harmonic practices and twentieth-century idioms through writing, analysis, and aural perception. Formerly MUS 272.		
MUS 211	SIGHT-SINGING AND DICTATION I	01.0
<i>Prerequisite:</i> MUS 204.		
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.		

MUSIC

MUS 212	SIGHT-SINGING AND DICTATION II	01.0
<i>Prerequisite:</i> MUS 211. This course will teach the techniques of sight-singing, ear training and music dictation. This will include utilizing solfege, complex rhythm-reading, melodic and harmonic dictation.		
MUS 213	FUNDAMENTALS OF MUSIC COMPOSITION II	02.0
<i>Prerequisite:</i> MUS 113 and the ability to read music and play at least one instrument. Techniques and principles of music composition. Each level may be repeated to a maximum of four credits. May be repeated for 4 credits.		
MUS 225	INTRODUCTION TO MUSIC HISTORY I	03.0
<i>Prerequisite:</i> None Chronological study of the composers and their work from the beginning through the Baroque period. Satisfies the UNR Fine Arts core curriculum. Formerly MUS 123.		
MUS 226	INTRODUCTION TO MUSIC HISTORY II	03.0
<i>Prerequisite:</i> None Chronological study of the composers and their work from the classical through romantic periods. Satisfies the UNR Fine Arts core curriculum. Formerly MUS 124.		
MUS 290B	INTERNSHIP IN MUSIC	01.0-08.0
<i>Prerequisite:</i> None A course wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits.		
MUSA 101	BASS-LOWER DIVISION	01.0-02.0
<i>Prerequisite:</i> None Private instruction in bass. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 159.		
MUSA 103	BASSOON-LOWER DIVISION	01.0-02.0
<i>Prerequisite:</i> None Private instruction in bassoon. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 157.		
MUSA 105	CELLO-LOWER DIVISION	01.0-02.0
<i>Prerequisite:</i> None Private instruction in cello. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 159.		
MUSA 107	CLARINET-LOWER DIVISION	01.0-02.0
<i>Prerequisite:</i> None Private instruction in clarinet. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 157.		
MUSA 109	DRUM SET-LOWER DIVISION	01.0-02.0
<i>Prerequisite:</i> None Private instruction in drum set. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 161.		
MUSA 113	FLUTE-LOWER DIVISION	01.0-02.0
<i>Prerequisite:</i> None Private instruction in flute. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 157.		
MUSA 115	GUITAR-LOWER DIVISION	01.0-02.0
<i>Prerequisite:</i> None Private instruction in guitar. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 165.		

MUSIC

MUSA 121	HORN-LOWER DIVISION	01.0-02.0
<i>Prerequisite:</i> None Private instruction in horn. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 155.		
MUSA 123	OBOE-LOWER DIVISION	01.0-02.0
<i>Prerequisite:</i> None Private instruction in oboe. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 157.		
MUSA 127	PERCUSSION-LOWER DIVISION	01.0-02.0
<i>Prerequisite:</i> None Private instruction in percussion. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 161.		
MUSA 129	PIANO-LOWER DIVISION	01.0-02.0
<i>Prerequisite:</i> None Private instruction in piano. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 151.		
MUSA 131	SAXOPHONE-LOWER DIVISION	01.0-02.0
<i>Prerequisite:</i> None Private instruction in saxophone. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 157.		
MUSA 135	TROMBONE-LOWER DIVISION	01.0-02.0
<i>Prerequisite:</i> None Change description to read: Private instruction in trombone. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.		
MUSA 137	TRUMPET-LOWER DIVISION	01.0-02.0
<i>Prerequisite:</i> None Private instruction in trumpet. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 155.		
MUSA 139	TUBA-LOWER DIVISION	01.0-02.0
<i>Prerequisite:</i> None Private instruction in tuba. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 155.		
MUSA 141	VIOLA-LOWER DIVISION	01.0-02.0
<i>Prerequisite:</i> None Private instruction in viola. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 159.		
MUSA 143	VIOLIN-LOWER DIVISION	01.0-02.0
<i>Prerequisite:</i> None Private instruction in violin. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 159.		
MUSA 145	VOICE-LOWER DIVISION	01.0-02.0
<i>Prerequisite:</i> None Private instruction in voice (classical). Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 153.		
MUSA 147	VOICE FOR THTR MAJ-LOWER DIVISION	01.0-02.0
<i>Prerequisite:</i> None Private instruction in voice (music theater). Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 153.		

MUSIC

MUSE 111	CONCERT BAND	01.0
<i>Prerequisite:</i> None		
Concert Band is a performance ensemble made up of woodwind, brass and percussion players. The Concert Band will study, rehearse and perform music of several styles and historical periods. Students should have the equivalent of high school level experience in a concert band program. Repeatable for 6 credits. Formerly MUS 117.		
MUSE 112	CONCERT CHOIR	01.0
<i>Prerequisite:</i> None		
Choral presentations of various periods. Repeatable for 6 credits. Formerly MUS 112.		
MUSE 123	ORCHESTRA	01.0
<i>Prerequisite:</i> None		
The TMCC Orchestra is a musical performance ensemble consisting of orchestral string, woodwind, brass and percussion performers. The orchestra will rehearse and perform music of several historical periods and styles. Musical experience equivalent to high school orchestra is required for admission. Repeatable for 6 credits. Formerly MUS 119.		
MUSE 131	JAZZ ENSEMBLE	01.0
<i>Prerequisite:</i> None		
Performing ensemble specializing in traditional and contemporary big band jazz literature. Experience equivalent to high school jazz ensemble is expected. Repeatable for 6 credits. Formerly MUS 175.		
MUSE 135	JAZZ VOCAL ENSEMBLE	01.0
<i>Prerequisite:</i> Admission by audition only.		
Intensive study of jazz singing and playing, including differing styles, improvisation, interpretation, vocal, technique, and ensemble/solo singing with microphones. Required performances each semester.		

NURSING

NURS 090	SUCCESS SKILLS FOR THE NURSING PROGRAM	01.0
<i>Prerequisite:</i> None		
This course will explore the roles, functions and skills that comprise the art and science of nursing. Included in the course will be information regarding admission into the program and the means for achieving success in the nursing program.		
NURS 100	EXPLORATION OF NURSING AS A PROFESSION	02.0
<i>Prerequisite:</i> None		
This course explores nursing as a potential career. The course will cultivate a concept of the professional nurse through recognition of scholarship in the liberal arts and sciences, and caring as a foundation for the profession.		
NURS 120B	CLINICAL ASSISTING TECHNIQUES I	03.0
<i>Prerequisite:</i> NURS 140 or an equivalent course in Medical Terminology.		
Basic ambulatory care concepts and principles in the performance or back office duties as required by a medical assistant. Routine patient intake procedures, diagnostic testing procedures, charting and physician assisted procedures are practiced during the required lab time.		
NURS 130B	NURSING ASSISTANT	03.0-06.0
<i>Prerequisite:</i> Proof of negative two-step TB skin test or negative chest x-ray, current healthcare provider CPR card and proof of two MMR vaccinations (measles, mumps, rubella) if born after 1956.		
The nursing assistant course is an occupational preparatory program offered by the Health Sciences Department. The student completing the nursing assistant course will be prepared to assist the professional nurse in direct client care, undertaking those tasks which are supportive to the care of the stable client. This course meets the Nevada State Board of Nursing requirements to prepare nursing assistants to be eligible to take the written and manual skills nursing assistant exams. Enrollment is open to the general community.		
NURS 131	FUNDAMENTALS OF NURSING CARE	02.0
<i>Prerequisite:</i> Acceptance to the Nursing program.		
In this introductory course, the student will develop a foundation of basic concepts, skills and techniques of nursing practice. This foundation will assist the student to address the physiological, psychological, sociocultural, developmental and spiritual variables related to client care. The five step nursing process will be the framework utilized in preparing the beginning nursing student to apply the skills and knowledge necessary in identifying client reactions/adaptations to stressors and in assisting clients to maintain optimum level of wellness. Four hours lecture weekly for 7-1/2 weeks.		

NURSING

NURS 132	INTRODUCTION TO NURSING	02.0
<i>Prerequisite:</i> Acceptance to the Nursing program.		
This course introduces students to the nursing profession, the role of the associate degree nurse, general nursing theories and specifically Betty Neuman's Systems Model. Content includes the nursing process used in client care, individuals' needs, variables and stressors, communication skills and physical assessment skills. These concepts are essential to the care of all clients and provide the foundation for all future nursing. Three hours lecture weekly for 10 weeks.		
NURS 140	MEDICAL TERMINOLOGY	03.0
<i>Prerequisite:</i> None		
The development of a basic medical vocabulary used to describe the body's anatomical systems with emphasis on the definition, use, spelling and pronunciation of terms. Attention will be focused on disease, normal body structure and function and pharmacology terminology.		
NURS 142	FUNDAMENTALS OF PHARMACOLOGY	02.0
<i>Prerequisite:</i> BIOL 223 and 224.		
Taught outside of nursing program both Fall and Spring. This course provides an introduction to the study of pharmacology as needed by nurses. Various groups of drugs will be studied in relationship to their actions upon various body systems and in relationship to the clients' physiological, psychological, sociocultural, developmental and spiritual variables.		
NURS 144	PEDIATRIC NURSING CARE	02.0
<i>Prerequisite:</i> NURS 131, 132, 160, 161, 191 and HDFS 201.		
This course will assist the student to develop a knowledge of nursing care of children from infancy through adolescence. This course focuses on the physiological, psychological, sociocultural, developmental and spiritual variables as they relate to alterations in the child's level of wellness due to interpersonal, intrapersonal and extrapersonal stressors.		
NURS 145	MATERNITY NURSING CARE	02.0
<i>Prerequisite:</i> NURS 131, 132, 160, 161, 191 and HDFS 201.		
This course will develop knowledge of nursing care during the period of childbearing. Included will be the normal physiological process of pregnancy and childbirth, nursing interventions during the period and the family's adaptation to the stressors associated with childbirth. Emphasis will be placed on family structure which includes prevention of illness and promotion of health with individual and familial adaptation to changing health patterns. Attention will be focused on the various stressors impacting individuals during this childbearing period. Students will be expected to build upon their communication and interpersonal skills.		
NURS 146	PEDIATRIC NURSING CARE CLINICAL	02.0
<i>Prerequisite:</i> NURS 131, 132, 160, 161, 191 and HDFS 201		
This clinical experience is concurrent with NURS 144. It provides the student the opportunity to apply knowledge and skills necessary to plan and implement nursing care for hospitalized children and adolescents. The student will be able to identify the child's and family's responses to stressors and develop a plan of care to foster the client's achievement toward an optimal level of wellness. Twelve hours clinical practice for 7-1/2 weeks.		
NURS 147	MATERNITY NURSING CARE CLINICAL	02.0
<i>Prerequisite:</i> NURS 131, 132, 160, 161, 191 and HDFS 201.		
This clinical laboratory experience will provide the student with a basic learning opportunity to apply the knowledge and skills necessary to plan and implement care for expectant mothers, fathers and their families and share in the wonder of the birthing process. Maternity clinical laboratory will be offered in local agencies. During this clinical rotation students will have supervised practice with clients in pregnancy clinic, labor/delivery, admit nursery, normal newborn nursery and post partum. Twelve hours clinical practice for 7-1/2 weeks.		
NURS 160	MEDICAL-SURGICAL NURSING CARE I	02.0
<i>Prerequisite:</i> NURS 131 and 191.		
Open to students accepted to the nursing program only. Medical-Surgical Nursing Care focuses on the physiological, psychological, sociocultural, developmental and spiritual variables as they relate to alterations in levels of wellness due to pathophysiological and psychological stressors. The content of this course includes an orientation to the medical-surgical client, diseases of the muscular-skeletal system and respiratory system and care of the client with diabetes. The client undergoing surgery, diagnostic tests, fluid and electrolytes, stress and pain are also included in this course. Four hours lecture for 7-1/2 weeks.		

NURSING

NURS 161	MEDICAL-SURGICAL NURSING CARE I LAB	02.0
<i>Prerequisite:</i> NURS 131 and 191 and acceptance to nursing program. Open to students accepted to the nursing program only. NURS 161 is a required clinical course to be taken concurrently with NURS 160. This beginning level course focuses on the integration of basic nursing process skills to identify the client's reaction or adaptation to stressors and to develop nursing interventions to foster the client's achievement and/or maintenance of an optimal level of wellness. Attention is given to the physiological, psychological, sociocultural, developmental and spiritual variables as they affect the client's lines of defense. Twelve hours clinical practice for 7-1/2 weeks.		
NURS 191	FUNDAMENTALS OF NURSING CARE LAB	01.0
<i>Prerequisite:</i> Admission to the Nursing program. Open to students accepted to the nursing program only. An introductory course taken concurrently with NURS 131. The course provides an opportunity for the beginning nursing student to learn and practice basic skills and techniques. Theory content from NURS 131 forms the foundation for implementation of basic nursing skills. Qualified practicing LPN's may be exempt from this course. Twelve hours clinical practice for 7-1/2 weeks.		
NURS 192B	INTRO TO NURSING LAB	02.0
<i>Prerequisite:</i> None Lab experience coordinated with NURS 132B class content.		
NURS 193	NURSING CARE IN THE FAMILY CYCLE LAB	04.0
<i>Prerequisite:</i> None Lab experience coordinated with class content (12 hours per week - total 180 hours).		
NURS 198B	SPECIAL TOPICS IN NURSING	00.5-06.0
<i>Prerequisite:</i> None Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		
NURS 204B	PALLIATIVE CARE NURSING	02.0
<i>Prerequisite:</i> Acceptance to the Nursing program. First year students may enroll with instructor permission. The content of this course addresses the competencies necessary for nurses to provide high quality care during the transition at the end of life. Emphasis is based on the integration of the physiological, psychological, socio-cultural, developmental and spiritual variables together with communication and physical assessment skills. This course addresses all age groups across all care settings including clinics, home care, critical care units and nurseries.		
NURS 209B	PRINCIPLES OF PATHOPHYSIOLOGY	03.0
<i>Prerequisite:</i> Successful completion of first semester TMCC Nursing Program. This course is designed to offer students the opportunities to explore and apply the principles of Pathophysiology gained in this course to future nursing clinical courses, as well as, client care as a practicing Registered Nurse. The concepts of physiology and pathophysiology, dealing with disease caused by alteration of function will be the focus of the course. This theory course will utilize the body systems approach in the presentation of the principles of pathophysiology. Emphasis is placed on the integration of physiological and developmental variables as they relate to client scenarios with altered body systems. The content of this course builds upon the knowledge from previous science and nursing courses. This course is recommended by the TMCC Nursing Faculty. This course is limited to currently enrolled students in the nursing program.		
NURS 211	CULTURAL ASPECTS OF NURSING CARE	03.0
<i>Prerequisite:</i> None 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 influences 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.		

NURSING

NURS 235	PSYCHIATRIC NURSING CARE	02.0
<i>Prerequisite:</i> All first year nursing courses, NUTR 223 and HDFS 201.		
Open to students accepted to the nursing program only. This course is designed to further enhance the preparation of the student in giving care as a member of the health team. Content focuses on the client, with the physiological, psychological, sociocultural, developmental and spiritual variables which provide a line of defense and on the stressors which impact that defense and disturb the clients' stability. The client, is, therefore, in a dynamic state of wellness or illness, and nursing involves interventions to assist the client to achieve a state of wellness. Since the student is seen as possessing a unique system as does the client, the course will also assist the student to develop greater awareness of self and his/her own patterns of behavior and to develop ability in the use of self as a therapeutic tool. Causes, treatment and prevention of mental illness will be considered and community resources for aiding mental health and treating mental illness will be identified.		
NURS 240B	RN REFRESHER COURSE	05.0
<i>Prerequisite:</i> None		
The RN Refresher Course is designed to assist inactive professional nurses to update their knowledge and skills in order to renew their license. Includes precepted clinical practice.		
NURS 251	MEDICAL-SURGICAL NURSING CARE II	02.0
<i>Prerequisite:</i> All first year nursing courses plus required support courses to date. Open to accepted nursing students only.		
Open to accepted nursing students only. This course is taken concurrently with NURS 293. A continuation of the study of major medical and surgical conditions affecting the individual throughout the adult life cycle. Focus is on the application and testing of concepts relevant to the care of clients who have encountered stressors with stable, reconstituted and/or impaired lines of defense. Emphasis is placed on integration of physiological, psychological, sociocultural, developmental and spiritual variables together with further development of communication and physical assessment skills. The content of this course builds upon the knowledge from previous nursing courses and includes the following: acid-base balance, hematological, renal and urinary, male reproductive, vascular and gastrointestinal disorders.		
NURS 255	MEDICAL-SURGICAL NURSING CARE III	03.0
<i>Prerequisite:</i> All first year nursing courses, NURS 235, 251, 293 and 295 plus required support courses to date.		
Open to accepted nursing students only. This course is taken concurrently with NURS 294. A continuation of the study of major medical-surgical, critical care and extended care conditions affecting the individual throughout the adult life cycle. Focus is on the application and testing of concepts relevant to the care of clients who have encountered stressors with stable, reconstituted, impaired lines of defense and/or progressive degeneration. Emphasis is placed on integration of physiological, psychological, sociocultural, developmental and spiritual variables together with refinement of communication and physical assessment skills. The content of this course builds upon the knowledge from previous nursing courses and includes the following content: cardiovascular, neurological, integumentary, metabolic, endocrine, immunology, critical care respiratory, oncology and emergency nursing.		
NURS 259	NURSING TODAY	01.0
<i>Prerequisite:</i> All first year nursing courses plus required support course to date. Open to accepted nursing students only.		
The course is planned to help the students understand their future role as graduate nurses and to become aware of the career opportunities and education needs of the graduate. Legal and ethical aspects will be discussed and the present and future trends in nursing service and nursing education.		
NURS 260	TEAM LEADERSHIP IN NURSING	01.0
<i>Prerequisite:</i> None		
Designed to meet the needs of the nurse who is assigned team leadership responsibilities (i.e. the Head Nurse), to orient the individual to the role expectations and acquaint him/her with skills of leadership and supervision. To include aspects of role relationships with other agencies as well as with staff relationships. Assessing the need, planning nursing care and evaluating its effectiveness is the very core of the kind of nursing care every patient is entitled to. To offer a course of study of this kind to potential head nurses will provide an opportunity for nurses to better themselves for the job responsibilities assigned to them.		
NURS 270B	RN-CRITICAL CARE PRACTITIONER	08.0
<i>Prerequisite:</i> None		
This is a training program designed to upgrade patient care by use of more comprehensive and effective forms of treatment for the critically ill or injured patient. It is an expanded program of instruction in nursing education for those wishing to upgrade their skills in all aspects of critical care nursing. The course includes a minimum of 76 hours of didactic and 84 hours of laboratory experience which will enable the nurse to deal with trauma and disease to all of the body systems, making the nurse more equipped to handle life-threatening situations, such as systole, respiratory arrest and hemorrhage. The prognosis of the patient demands that they be treated rapidly, properly evaluated. This course fulfills that requirement. The course is under the sponsorship of the American College of Surgeons, State Committee on Trauma.		

NURSING

NURS 275B	NURSING ISSUES	02.0
<i>Prerequisite:</i> Open to students accepted to the nursing program only.		
This course is designed to offer students the opportunity to explore a variety of nursing issues encountered in clinical settings. Topics include but are not limited to violence in the workplace, alternative health care practices, the history of nursing in Nevada, cultural differences, time management skills, relationships with others on the health care team, critical thinking exercises, risk management and challenging client situations. Student participation is a critical component of the course and outside preparation for class is mandatory. Limited to students currently enrolled in the nursing program. This course may also be offered as a separate section to Registered Nurses.		
NURS 280B	OPERATING ROOM NURSING	07.0
<i>Prerequisite:</i> State of Nevada current Registered Nursing License.		
This course will prepare the Registered Nurse to work in an Operating Room; The nurse will be prepared to function in basic O.R. scheduled cases in a circulating and scrub role. Course content will incorporate AORN (Association of Operating Room Nurses) standards from preoperative assessment to post anesthesia intervention using the nursing process.		
NURS 285B	SELECTED TOPICS IN HEALTH SCIENCE	00.5-06.0
<i>Prerequisite:</i> None		
Various short courses and experimental classes covering a variety of subjects. This course will be variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		
NURS 290B	INTERNSHIP IN NURSING	01.0-08.0
<i>Prerequisite:</i> None		
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits.		
NURS 293	MEDICAL-SURGICAL NURSING CARE II LAB	02.0
<i>Prerequisite:</i> All first year nursing courses plus required support courses to date. Open to accepted nursing students only.		
This course is taken concurrently with NURS 251 and builds upon the knowledge and skills gained in NURS 142, 160 and 161. The focus of this course is the integration of nursing process skills during the care of the client with stable, reconstituted and/or impaired lines of defense. The student will also examine the physiological, psychological, developmental, sociocultural and spiritual variables affecting the client's reaction to impaired lines of defense. Twelve hours clinical practice for 7-1/2 weeks.		
NURS 294	MEDICAL SURGICAL NURSING CARE III LAB	03.0
<i>Prerequisite:</i> All first year nursing courses, NURS 235, 251, 293, 295 and all support courses to date and acceptance into the nursing program.		
A continuation of the clinical study of major medical-surgical, critical care and extended care conditions affecting the individual throughout the adult life cycle. The content of this course continues to build upon the knowledge from previous nursing courses. Emphasis is placed on the application of concepts relevant to the care of clients who have encountered stressors with stable, reconstituted, impaired lines of defense and/or progressive degeneration. Nursing care of clients will involve the integration of physiological, psychological, sociocultural, developmental and spiritual variables together with refinement of communication and physical assessment skills. Opportunity will be provided for nursing students to assist registered nurses in caring for clients in the critical care, medical-surgical or extended care settings. Twelve hours clinical practice for 11 weeks.		
NURS 295	PSYCHIATRIC NURSING CARE LAB	02.0
<i>Prerequisite:</i> All first year nursing courses, NUTR 223 and HDFS 201 and acceptance into the nursing program.		
Open to accepted nursing students only. Lab experience coordinated with course content from NURS 235. Twelve hours clinical practice for 7-1/2 weeks.		
NURS 296	TEAM LEADERSHIP IN NURSING LAB	02.0
<i>Prerequisite:</i> None		
Lab experience coordinated with class content. Team leading practice is supervised.		
NURS 297	CLINICAL PRACTICUM	01.0-03.0
<i>Prerequisite:</i> Completion of NURS 255 and 294.		
Allows students to utilize the nursing process to develop and practice clinical nursing skills, priority statement, time management and conflict resolution. Facilitates the transition from student to graduate nurse. The RN role will be explored in relation to expectations of the employer and the consumer. 90 hours clinical practice for four weeks.		

NUTRITION

NUTRITION

NUTR 100B	INTRODUCTION TO DIETETIC TECHNICIAN PROGRAM	00.5
<i>Prerequisite:</i> None		
This course is designed for those students who have an interest in becoming a Dietetic Technician Registered (DTR). It is an introductory directed study course designed to give the student a greater knowledge of what a DTR does and what career opportunities are open in the field. The goal of this course is to help the student in making an appropriate career choice.		
NUTR 106	UNDERSTANDING CULINARY TECHNIQUES I	04.0
<i>Prerequisite:</i> None		
This course is for Nutrition Therapy Technician (Dietetic Technician, Registered) students only. Course teaches introductory hot food cookery with emphasis on product utilization, cost effectiveness, timing and presentation. Students practice traditional and modern cooking techniques and good nutrition. Much hands-on practice utilizing moist and dry heat cooking methods. They prepare sauces, soups, starches, vegetables and center of the plate entrees. Chef instructors make frequent demonstrations to reinforce and amplify recipes and lectures. All students enrolling in this course must take both the English and Math assessment tests before enrolling.		
NUTR 121	HUMAN NUTRITION	03.0
<i>Prerequisite:</i> None		
An introductory nutrition course for the beginning student. The course content will center on the major nutrients and their roles in maintaining good health. Students will also learn to recognize well-balanced diets and acquire helpful shopping tips and preparation techniques for optimum utilization of food dollars. Class meets for four lab experiences. Satisfies UNR core science Group B requirements. Formerly HEC 121		
NUTR 223	PRINCIPLES OF NUTRITION	03.0
<i>Prerequisite:</i> BIOL 223 or permission of instructor.		
A course designed for the student in the field of allied health and for students majoring in Dietetic Technology. Emphasis on the functions of the major nutrients and their role in maintaining good health, beginning at the cellular level and extending to include interactional properties of nutrients and diets. Formerly HEC 223		
NUTR 233	NUTRITIONAL CARE	03.0
<i>Prerequisite:</i> NUTR 223, BIOL 251 or CUL 118.		
This course is designed for students majoring in Dietetic Technology. Application of nutritional principles and practices in health care, public health and community nutrition services will include: assessment, charting, counseling, community resources and governmental regulation.		
NUTR 243	INTRODUCTION TO DIET THERAPY	03.0
<i>Prerequisite:</i> NUTR 223 and 233.		
This course is designed for students majoring in Dietetic Technology or other health related fields. Applications of nutrition in the clinical setting and for the nutritional care of individuals during illness will be studied.		
NUTR 253	CULTURAL CONSIDERATIONS IN NUTR AND HEALTH CARE	03.0
<i>Prerequisite:</i> None		
Four major non-western cultures are examined regarding cultural norms in the following areas. Cultural attitudes, beliefs and behaviors associated with access to biomedical health care and to traditional health practices (Complementary and Alternative medicine) among different cultural groups. Cultural attitudes, beliefs and behaviors regarding food consumption as it varies across cultural groups. Theoretical and practical approaches to cross cultural communication methods and the meaning of various communication models among groups. Satisfies TMCC Diversity requirement.		
NUTR 263B	MENU MANAGEMENT	03.0
<i>Prerequisite:</i> NUTR 121 or 223.		
Basic principles of menu management to provide for a variety of clients in a group or institutional setting. Emphasis will be on nutritional adequacy of diet, menu, cycling, recipe development, utilization of available equipment and personnel, and cost containment. Additionally, students will be introduced to principles of food purchasing, receiving and inventory control. Practice in constructing and adapting menus for individual needs.		
NUTR 291B	PRACTICUM/INTERNSHIP IN NUTR-FOOD SVC	03.0
<i>Prerequisite:</i> Approval of Instructor		
Supervised experience in a food service setting. Application of classroom theories to actual operations. Registration requires approval of the instructor. This course is designed for students majoring in the Dietetic Technician Program. The Practicum provides a total of 150 hours supervised experience in the area of Food Service Management. The student will interact and apply appropriate assistance and leadership based on the mission of the facility where placed. S/U grading		

NUTRITION

NUTR 292B	PRACTICUM/INTERNSHIP IN NUTR-COMMUNITY	03.0
<i>Prerequisite:</i> NUTR 223, 233 and approval of instructor. Supervised experience in a Community Nutrition setting. Application of classroom theories to actual situations.. Registration requires approval of the instructor. This course is designed for students majoring in the Dietetic Technician Program. The Practicum provides a total of 150 hours supervised experience in the area of Community Nutrition. The student will interact and apply appropriate nutrition assistance based on the age, health, cultural background and medical needs of the patients/clients. Experience sites may include: senior residence facilities, senior centers, WIC offices, or public feeding programs. S/U grading		
NUTR 293B	PRACTICUM/INTERNSHIP IN NUTR-CLINICAL	03.0
<i>Prerequisite:</i> Approval of instructor. Supervised experience in a variety of health care and nutrition settings. Application of classroom theories to actual operations. Registration requires approval of the instructor. This course is designed for students majoring in the Dietetic Technician Program. The Practicum provides a total of 150 hours supervised experience in the area of Clinical Nutrition. The student will interact and apply appropriate nutrition assistance based on the age, health, cultural background and medical needs of the patients/clients. Experience sites may include hospitals or the practice of a Consulting Registered Dietitian. S/U grading		
NUTR 298B	SPECIAL TOPICS IN NUTRITION	01.0-03.0
<i>Prerequisite:</i> None Covers selected topics of interest to students enrolled in the Dietetic Technician program or other Allied Health programs. May be repeated for up to six credits. Repeatable to 6 credits		

PHILOSOPHY

PHIL 101	INTRODUCTION TO PHILOSOPHY	03.0
<i>Prerequisite:</i> None Basic problems in different areas of philosophy such as ethics, political theory, metaphysics and epistemology. Transfers to UNR as a humanities course. Formerly PHIL 110		
PHIL 102	CRITICAL THINKING AND REASONING	03.0
<i>Prerequisite:</i> None Non-symbolic introduction to logical thinking and everyday life, law, politics, science, advertising; common fallacies; the uses of language, including techniques of persuasion. Formerly PHIL 113		
PHIL 114	INTRODUCTION TO SYMBOLIC LOGIC	03.0
<i>Prerequisite:</i> None Methods and principles of correct reasoning and argumentation with application to the various sciences.		
PHIL 119	INTRODUCTION TO THE OLD TESTAMENT	03.0
<i>Prerequisite:</i> None This course will teach students to appreciate, interpret and respond to the Old Testament as a secular, literary, narrative text. We will examine the different genres, literary forms, and historical contexts of a wide variety of biblical texts in the Old Testament. By applying the methods of modern literary criticism such as form, function and genre to the Old Testament, students will learn how to analyze and interpret this ancient text through modern eyes. Furthermore, they will learn how the Old Testament, as a complex narrative of human drama, functions as a continuing source for modern authors (such as Milton or Faulkner) and will find the introduction of the terms, concepts and purposes of literary theory and literary criticism applicable to other literature courses at TMCC or UNR.		
PHIL 135	INTRODUCTION TO ETHICS	03.0
<i>Prerequisite:</i> None This course introduces ethical theory in the context of case studies drawn from literature, films and the media. The course introduces students to classical and modern examples of ethical theory such as ethical relativism, egoism, utilitarianism, the categorical imperative and theories of moral development.		
PHIL 200	THE JUDEO-CHRISTIAN TRADITION	03.0
<i>Prerequisite:</i> None The major religious/philosophic beliefs found in the Old and New Testaments will be studied along with the way these concepts were modified in post-Biblical through modern times. Concepts that will be surveyed include: Biblical cosmology, the nature of deity, salvation, worship, the authority of scripture, the authority of the religious instruction, life after death, etc. Satisfies UNR WT 201.		

PHILOSOPHY

PHIL 201	PHILOSOPHY GOES TO THE MOVIES	03.0
<i>Prerequisite:</i> None		
This course introduces participants to philosophical problems dramatized through the medium of film. Participants will experience complex philosophical problems underlying many of the films produced for popular consumption or regarded as classic films. The films will function as case studies allowing analysis of ethical issues and aesthetic values. The films or film clips presented will follow background readings and discussion of the philosophical contexts important to understanding the issues involved.		
PHIL 203	SURVEY OF EXISTENTIALISM	03.0
<i>Prerequisite:</i> None		
Readings from Kierkegaard, Nietzsche, Jaspers, Sartre, Heidegger. An examination of the existentialist concepts 'being' and 'nonbeing', 'estrangement', 'dread', 'anxiety' and 'freedom.'		
PHIL 207	INTRODUCTION TO SOCIAL AND POLITICAL PHILOSOPHY	03.0
<i>Prerequisite:</i> None		
Major political philosophers, e.g. Plato, Aristotle, Macchiavelli, Hobbs, Rousseau, Mill, Marx, on topics such as justice, freedom, equality, tyranny, war, racism, sexism, power, consent and economics.		
PHIL 210	WORLD RELIGIONS	03.0
<i>Prerequisite:</i> None		
The main moral and religious views of world religions are discussed. Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism and Taoism. Satisfies TMCC Diversity requirement. Formerly PHIL 112		
PHIL 224	INTRODUCTION TO THE PHILOSOPHY OF SCIENCE	03.0
<i>Prerequisite:</i> None		
Philosophical problems and implications of historical and contemporary scientific inquiry, e.g., the nature of laws, theories, explanations, scientific revolutions, values, relations of science and society.		
PHIL 225	INTRODUCTION TO INDIAN PHILOSOPHY	03.0
<i>Prerequisite:</i> None		
In this course students will survey the remarkable unfolding of Indian religion and philosophy from 500 B.C. to modern times. Readings include translations of original works or commentaries on Hinduism, Buddhism, Jainism, and Vedantism, as well as a historical survey that puts the readings in context. Students will explore consciousness, meditation, reincarnation and parallels between Eastern and Western thought. Formerly PHIL 296.		
PHIL 244	BIOETHICS	03.0
<i>Prerequisite:</i> None		
This course provides a balanced systematic, unbiased ethical framework designed to help students understand and analyze a wide range of issues currently controversial in medicine or that are likely to arise in the future. Treatment of such issues as abortion and euthanasia, cloning, genetic screening, just health care, patients' rights, the use of human and animal subjects in research.		
PHIL 295	TOPICAL ISSUES IN PHILOSOPHY	01.0-03.0
<i>Prerequisite:</i> None		
This course offering allows faculty response to community and student interest in ethical, aesthetic and cultural issues through learning activities focused on a specific topic not included in regular offerings. Examples of such topics include ethics and the media, environmental aesthetics, the culture and values of the sixties or other topics utilizing faculty expertise or specialized knowledge of an adjunct faculty. These course offerings will demonstrate the viability and relevance of a humanistic perspective on contemporary issues. The course may be repeated for up to 6 credits as topics vary.		

PHYSICAL EDUCATION

RPED 111	MODERN DANCE: INTERMEDIATE	02.0
<i>Prerequisite:</i> RPED 110 or consent of instructor.		
This course will present Modern Dance as both an art form and dance technique. Modern technique and movement vocabulary will be explored and expanded to achieve a solid movement base. Concentration is placed on technique, developing self-expression through movement and the individual as a performing artist. The course may be repeated for a maximum of four credits.		
RPED 135	TENNIS, BEGINNING	02.0
<i>Prerequisite:</i> None		
Basic instruction for good tennis is foremost. Simplified methods are used in teaching all the fundamentals of the game, i.e., grip, swing, foot work and rules.		

PHYSICAL EDUCATION

RPED 136	TENNIS, INTERMEDIATE	02.0
<i>Prerequisite:</i> None The intermediate tennis player will work on perfecting the basic fundamental skills learned in beginning tennis.		
RPED 137	TENNIS, ADVANCED	02.0
<i>Prerequisite:</i> None Students will work on perfecting skills and developing techniques of strategy in ball placement in singles and doubles. More advanced strokes such as top spin forehand and slice spin forehand will be taught.		
RPED 138	VOLLEYBALL, BEGINNING	01.0
<i>Prerequisite:</i> None This course covers the fundamentals of the game: passing, setting and serving. Other areas to be covered will be offensive and defensive play and rules.		
RPED 139	VOLLEYBALL, INTERMEDIATE/ADVANCED	01.0
<i>Prerequisite:</i> None Attention is given to perfecting skills and learning offensive and defensive play strategies. Designed for competitive players.		
RPED 149	FENCING, BEGINNING	02.0
<i>Prerequisite:</i> None An introduction to the sport and art of fencing. Areas to be covered include: offensive, defensive and counter offensive theory, rules governing fencing and an introduction to electric fencing. Students will participate in drills and bouts.		
RPED 151	FENCING, INTERMEDIATE/ADVANCED FOIL	02.0
<i>Prerequisite:</i> RPED 149 Students work on perfecting the skills learned in beginning fencing and apply strategy, tactics and techniques for bouting.		
RPED 152	KARATE	02.0
<i>Prerequisite:</i> None Beginning students will learn to perform the basic karate techniques such as blocks, strikes and kicks.		
RPED 153	KARATE, INTERMEDIATE/ADVANCED	02.0
<i>Prerequisite:</i> RPED 152 or an understanding of elementary karate techniques. Students will work on perfecting basic skills with emphasis on sparring techniques.		
RPED 160	GOLF, BEGINNING	02.0
<i>Prerequisite:</i> None Beginners will learn proper grip, proper stance and fundamentals of the golf swing when putting, chipping and driving.		
RPED 161	GOLF, INTERMEDIATE	02.0
<i>Prerequisite:</i> RPED 160 Students will work on the more advanced techniques of the golf swing used in putting, chipping and driving. Techniques used with the fairway woods and driver will be included.		
RPED 169	YOGA	02.0
<i>Prerequisite:</i> None An introduction to Hatha Yoga. It includes the practice of postures, breath control, cleansing techniques, relaxation and concentration. Students will develop body awareness, increased vitality and peace of mind.		
RPED 174	RHYTHMIC AEROBICS	02.0
<i>Prerequisite:</i> None A workout for the entire body, using aerobic and anaerobic exercises, set to music. Emphasis is placed on improving movement skills such as balance, timing and coordination.		
RPED 178	SLIMNASTICS WEIGHT CONTROL	03.0
<i>Prerequisite:</i> None Course instruction includes aerobic and anaerobic exercises, proper nutrition and behavior modification techniques. Through application of this information the student will begin to feel better, have more energy, take off excess pounds (if necessary) and lose inches. Includes both exercise and lecture.		

PHYSICAL EDUCATION

RPED 180 BODY CONTOUR AND CONDITIONING 02.0

Prerequisite: None

Improve or maintain your present level of physical condition. Information on health, fitness and safety will be given while providing a conditioning program for men and women.

PHYSICS

PHYS 100 INTRODUCTORY PHYSICS 03.0

Prerequisite: MATH 096 or equivalent or qualifying Accuplacer, ACT/SAT test results.

Overview of physics for the non-science major. Specific sections include mechanics with kinematics, Newton's laws and the conservation laws; properties of matter, including the four states of matter; heat and thermodynamics; sound; electricity and magnetism; light and optics; and a small segment on modern physics, i.e., atomic and nuclear physics. There are four additional lab experiences included. Satisfies UNR science core curriculum requirements.

PHYS 103B PHYSICS - AUTOMOTIVE TECHNICIAN COOP ED 03.0

Prerequisite: MATH 108B or equivalent or qualifying Accuplacer, ACT/SAT test results.

A course designed for the Automotive Technician Educational Cooperative program. Open to any student interested in applied physics associated with modern automobiles.

PHYS 151 GENERAL PHYSICS I 04.0

Prerequisite: Completion or concurrent enrollment in MATH 126 or equivalent or qualifying Accuplacer, ACT/SAT test results.

For non-physical science majors. Kinematics, energy and momentum conservation, rotational dynamics, thermo dynamics, fluids, harmonic motion and sound. PHYS 151 satisfies the UNR science core curriculum.

PHYS 152 GENERAL PHYSICS II 04.0

Prerequisite: PHYS 151 and completion or concurrent enrollment in MATH 127 or equivalent or qualifying Accuplacer, ACT/SAT test results.

For non-science majors. Electricity, magnetism, electromagnetic waves, optics, relativity, introductory quantum physics and nuclear physics. PHYS 152 satisfies the UNR science core curriculum.

PHYS 180 PHYSICS FOR SCIENTISTS AND ENGINEERS I 03.0

Prerequisite: Math 181 or consent of the instructor.

Covers vectors, rectilinear motion, particle dynamics, work and energy, momentum, rotational mechanics, oscillations, gravitation, fluids, wave properties and sound. Satisfies UNR science core curriculum requirements. Formerly PHYS 201.

PHYS 180L PHYSICS FOR SCIENTISTS/ENGINEERS LAB I 01.0

Prerequisite: MATH 181. PHYS 180 must be taken prior to or concurrently.

Laboratory experiments to accompany PHYS 180. Formerly PHYS 204.

PHYS 181 PHYSICS FOR SCIENTISTS AND ENGINEERS II 03.0

Prerequisite: PHYS 180 (formerly PHYS 201).

Covers thermodynamics, kinetic gas theory, electric fields and potentials, capacitors, dielectrics, DC and AC currents, resistance, magnetic fields, induction and electromagnetic waves. Satisfies UNR science core curriculum requirements. Formerly PHYS 202.

PHYS 181L PHYSICS FOR SCIENTISTS/ENGINEERS LAB II 01.0

Prerequisite: PHYS 181 must be taken prior to or concurrently.

Laboratory experiments to accompany PHYS 181. Formerly PHYS 205.

PHYS 198B SPECIAL TOPICS IN PHYSICS 00.5-06.0

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.

PHYS 290 INTERNSHIP IN PHYSICS 01.0-08.0

Prerequisite: None

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits.

POLITICAL SCIENCE

PSC 085	CITIZENSHIP PREPARATION	01.0
<i>Prerequisite:</i> None		
Citizenship Preparation will provide an overview of United States history, contributions of early Americans, United States government, the workings of democracy in the American system and requirements for naturalization. Students will take the CASAS standard citizenship examination during the final two hours of the course.		
PSC 103	PRINCIPLES AMERICAN CONSTITUTIONAL GOVERNMENT	03.0
<i>Prerequisite:</i> None		
Constitutions of the United States and Nevada with additional attention to principles and current problems of government. Satisfies United States and Nevada Constitution requirement		
PSC 107	SURVEY OF AMERICAN POLITICAL THEORY	03.0
<i>Prerequisite:</i> None		
The study of the nature of American political thought. Importance of European background; contributions from Colonial Period and American Revolution: creation of the Constitution; Federalism; Republican and Democratic supremacy, Civil War and Reconstruction and twentieth century changes.		
PSC 116	INTRODUCTION TO THE LEGISLATIVE PROCESS	03.0
<i>Prerequisite:</i> PSC 103 or approval of instructor.		
Examination of the legislative process with special emphasis on the Nevada Legislature, particularly the work of the committee. Observation of the legislature in action.		
PSC 198B	SPECIAL TOPICS IN POLITICAL SCIENCE	00.5-03.0
<i>Prerequisite:</i> None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to three credits depending on the course content and number of hours required. The course may be repeated for up to three credits.		
PSC 208	AMERICAN STATE AND LOCAL GOVERNMENT	03.0
<i>Prerequisite:</i> PSC 103 or approval of instructor.		
Examination of the legislative process with special emphasis on the Nevada Legislature, particularly the work of the committee. Observation of the legislature in action.		
PSC 210	AMERICAN PUBLIC POLICY	03.0
<i>Prerequisite:</i> None		
Analysis of the interplay of forces involved in policy-making at all levels of American government. Study of the impact of policy on individuals and institutions.		
PSC 211	COMPARATIVE GOVERNMENT AND POLITICS	03.0
<i>Prerequisite:</i> None		
An introduction to the comparative study of selected developed and developing societies. Emphasis will be given to the study of institutions and their functions, various administrative and decision-making processes and contemporary problems and issues. Satisfies UNR Social Science core curriculum.		
PSC 231	WORLD POLITICS	03.0
<i>Prerequisite:</i> None		
A topical introduction to international relations stressing the principles of a systematic approach to world politics. Emphasis will be given to major issues/crises confronting contemporary global society. Satisfies UNR Social Science core curriculum.		
PSC 240	SOCIAL SCIENCE RESEARCH METHODS	03.0
<i>Prerequisite:</i> Statistics recommended.		
An overview of the methods and analytical techniques used in the research of social phenomena. Emphasis will be on the design and execution of research.		
PSC 241	ELEMENTS OF PUBLIC ADMINISTRATION	03.0
<i>Prerequisite:</i> None		
Introduction to principles and problems of public administration; budget, forms of administrative action, types of control, administrative law.		

POLITICAL SCIENCE

PSC 250	THE POLITICS OF INTERNATIONAL TERRORISM	03.0
<i>Prerequisite:</i> None		
The course will examine the definition of international terrorism, its underlying social, political and economic classes, its use as a political tool, its manifestations in the world and the measures to be taken for its prevention.		
PSC 270	POLITICS THROUGH FILMS	03.0
<i>Prerequisite:</i> None		
A study of the way in which films and the mass media affect perception and understanding of political processes.		
PSC 285	SELECTED READINGS ON THE PRESIDENCY	03.0
<i>Prerequisite:</i> None		
Seminar or individualized study course on various topics related to the presidency. Emphasis will be given to an analysis of various presidents, the traditional and contemporary powers of the office and the selection process. May be repeated for up to six credits.		
PSC 290B	INTERNSHIP IN POLITICAL SCIENCE	01.0-08.0
<i>Prerequisite:</i> None		
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for eight credit. The course may be repeated for up to eight credits.		
PSC 295	SPECIAL TOPICS IN POLITICAL SCIENCE	01.0-03.0
<i>Prerequisite:</i> PSC 103 or approval of the instructor.		
The course will focus on a contemporary issue or concern of topical interest within the field of Political Science. The issue may be domestic, comparative and/or international in scope. Examples include: Middle East and African government and politics, international organizations, the Nevada Legislature and the politics of nationalized healthcare.		
PSC 297B	INDEPENDENT STUDY/STUDY ABROAD	01.0
<i>Prerequisite:</i> None		
International summer study abroad courses will consist of two to three week programs that will take students to various countries of the world for travel and study. All programs will normally include all transportation costs, hotel accommodations, cruises and meals. A research paper will be required for credit.		
PSC 298	PARTICIPATION IN STUDENT GOVERNMENT	01.0
<i>Prerequisite:</i> Election to student government		
Explores the general political and structural aspects of student government. Students observe and apply various theories and models of governance.		
PSC 299	GOVERNMENT INTERNSHIP	03.0-06.0
<i>Prerequisite:</i> PSC 103 plus one Political Science three-credit elective and consent of instructor.		
Provides students the opportunity to be selected to serve in federal, state or local government offices normally within the TMCC service area. If more students apply than there are positions available, students must submit resumes and will be selected by a review committee.		

PORTUGUESE

PORT 101B	INTRODUCTION TO PORTUGUESE I	03.0
<i>Prerequisite:</i> None		
Introduces the fundamentals of Portuguese grammar, leading to spoken communication and listening skills with considerable emphasis on writing and reading skills. Prior knowledge of the Portuguese language is not required.		
PORT 102B	INTRODUCTION TO PORTUGUESE II	03.0
<i>Prerequisite:</i> PORT 101B or equivalent of similar course or instructor's approval.		
Portuguese 102B is a continuation course to Portuguese 101B. It introduces more advanced and complex forms of Portuguese grammar. Spoken communication and listening skills and a more detailed emphasis on written communication and reading skills.		
PORT 103B	INTERMEDIATE PORTUGUESE I	03.0
<i>Prerequisite:</i> PORT 102B or the equivalent of a similar course or instructor's approval.		
This course introduces intermediate forms of Portuguese grammar. Spoken communication, listening and written communication skills. Readings from newspaper clips and magazine articles. Viewing and discussing of Portuguese films.		

PORTUGUESE

PORT 104B INTERMEDIATE PORTUGUESE II 03.0

Prerequisite: PORT 103B or the equivalent of a similar course or instructor's approval.

Structural review. Portuguese 104B is a continuation of Portuguese 103B. Intermediate/advanced forms of Portuguese grammar. Spoken communication, listening and written communication skills. Readings from newspaper clips and magazine articles. Viewing and discussion of Portuguese films.

PSYCHOLOGY

PSY 101 GENERAL PSYCHOLOGY 03.0

Prerequisite: None

Survey of the basic foundations of psychology with emphasis on psychological theories, research methods and principles of behavior. Psychology 101 is also offered via telecourse. See class schedule. Satisfies UNR Social Science core curriculum.

PSY 102 PSYCHOLOGY OF PERSONAL AND SOCIAL ADJUSTMENT 03.0

Prerequisite: PSY 101 or approval of instructor.

Personality adjustment in normal persons; adjustment techniques and reactions to frustration and conflict in the context of various social groups.

PSY 109 LEARNING DIFFICULTIES OF THE STUDENT 02.0-03.0

Prerequisite: None

An overview of influence and conditions which inhibit learning. Learning theories will be discussed emphasizing the practical application of the theory.

PSY 130 HUMAN SEXUALITY 03.0

Prerequisite: None

A study of basic information about human sexuality with emphasis on biological and psychological aspects including gender identity, the role of communication, intimacy, sexual variation and dysfunction.

PSY 207 PSYCHOLOGY OF THE FAMILY 03.0

Prerequisite: None

Examines the psychology and social approaches for understanding families, the interaction of individuals and the family as a system.

PSY 210 INTRODUCTION TO STATISTICAL METHODS 04.0

Prerequisite: PSY 101 or SOC 101; MATH 096 or equivalent or qualifying Accuplacer, ACT/SAT test results.

Practice with statistical methods especially useful in the presentation and interpretation of psychological, sociological and educational data, includes elementary computer application.

PSY 228 PSYCHOLOGY OF DREAMS 03.0

Prerequisite: None

An introduction to the study of dreams through psychological theory, covering etiology and interpretation.

PSY 233 CHILD PSYCHOLOGY 03.0

Prerequisite: PSY 101 or approval of instructor.

A study of the growth and development of the child with special consideration given to theories of learning and personality formation.

PSY 234 PSYCHOLOGY OF ADOLESCENCE 03.0

Prerequisite: PSY 101 or approval of instructor.

A study of the psychological development during adolescence with emphasis on the special problems encountered in our society.

PSY 240 INTRODUCTION TO RESEARCH METHODS 03.0

Prerequisite: Statistics recommended.

An overview of the methods and analytical techniques used in the research of social phenomena. Emphasis will be on the design and execution of research.

PSY 241 INTRODUCTION TO ABNORMAL PSYCHOLOGY 03.0

Prerequisite: None

An overview of abnormal psychology with emphasis on symptomology, etiology, diagnosis, treatment and prevention.

PSYCHOLOGY

PSY 261	INTRODUCTION TO SOCIAL PSYCHOLOGY	03.0
<i>Prerequisite:</i> None		
Nature of the person and interpersonal relationships, their formation and maintenance and their institutional, ideological and societal contexts; empirical examination of beliefs, attitudes, influence. Same as SOC 261.		
PSY 270	UNDERSTANDING PSYCHOLOGY THROUGH FILM	03.0
<i>Prerequisite:</i> None		
Analysis of different psychological concepts and how they are expressed in popular film media. Specifically, the course will cover families, psychological disorders, counseling approaches, parenting, human development across the life span, alcohol/drug abuse, etc., in the format of film appreciation.		
PSY 275	UNDERGRADUATE RESEARCH	03.0
<i>Prerequisite:</i> None		
PSY 276	AGING IN MODERN AMERICAN SOCIETY	03.0
<i>Prerequisite:</i> None		
The psychological and sociological development and the changes attendant to the process of aging in society; theory and research in the field, implications for social policy, and perspectives on death and dying. Same as SOC 276. Satisfies TMCC and UNR Diversity core curriculum.		
PSY 290	INTERNSHIP IN PSYCHOLOGY	01.0-08.0
<i>Prerequisite:</i> None		
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on a basis of 100 hours of internship for one credit. May be repeated for up to eight credits.		
PSY 299	SPECIAL PROBLEMS IN PSYCHOLOGY	01.0
<i>Prerequisite:</i> None		
Research from any field of psychology in which the student is adequately prepared. May be repeated with study of a new problem.		

RADIOLOGIC TECHNOLOGY

RT 100B	INTRODUCTION TO RADIOLOGIC TECHNOLOGY	00.5
<i>Prerequisite:</i> None		
This course is designed for those students who have an interest in becoming a radiological technologist. It is an introductory directed study course designed to give the student a greater knowledge of what a radiological technologist does and what career opportunities are open in this field. The goal of this course is to aid students in making a career choice that is right for them.		
RT 102B	MEDICAL ETHICS	01.0
<i>Prerequisite:</i> Selection to the Radiological Technology Program and concurrent enrollment in all semester I courses.		
This course is an introduction to the medical profession, the patient and paramedical personnel, regarding professional ethics and medical-legal responsibilities. This course will also provide the student with respect for interpersonal relationships, along with moral and ethical responsibilities to increase effective communication and empathy for the patient. One (1) hour of class time per week required.		
RT 110B	FUNDAMENTALS OF CLINICAL RADIOGRAPHY I	01.0
<i>Prerequisite:</i> Selection to the Radiological Technology Program and concurrent enrollment in all semester I courses.		
A planned clinical experience is provided which gives the student the opportunity to observe and apply theoretical principles while performing radiographic procedures under supervision of the clinical staff. Progression in the program is dependent on the student demonstrating clinical competence on a specified number of competency evaluations (the number to be identified in the syllabus).		
RT 112B	PATIENT CARE AND MEDICAL TERMINOLOGY	02.0
<i>Prerequisite:</i> Selection to the Radiological Technology Program and concurrent enrollment in all semester I courses.		
This course covers nursing procedures and practices relative to radiological technology with emphasis on patient handling, safety, comfort and communications as employed by the radiological technologist. Aseptic techniques and procedures used to maintain a sterile field are explained. Etymology of disease terms, nomenclature of surgical procedures and use of prefixes, suffixes, roots, combining forms and plurals of medical terms are covered. Two (2) hours of class time per week are required.		

RADIOLOGIC TECHNOLOGY

RT	116B	RADIOGRAPHY I	03.0
<i>Prerequisite:</i> Selection to the Radiological Technology Program and concurrent enrollment in all semester I courses. Radiological positioning, related anatomy, considerations for the various problems encountered during positioning and pediatric radiography are discussed. This course covers chest, abdomen, upper extremities to include shoulder girdle and lower extremities to include hip; the study and identification of anatomical structures on X-ray film. Radiation safety measures concerning both patient and technologist are covered. Five (5) hours of class time per week are required.			
RT	118B	RADIOLOGY PHYSICS AND CIRCUITRY	03.0
<i>Prerequisite:</i> Selection to the Radiological Technology Program and concurrent enrollment in all semester I courses. Course will establish a knowledge base of atomic structure and terminology, x-ray unit circuitry, radiation production, the nature and characteristics of radiation, and the photon interactions with matter.			
RT	124B	RADIOGRAPHIC PHOTO AND TECHNIQUES	03.0
<i>Prerequisite:</i> Successful completion of all semester I courses. Fundamentals of photographic processes, darkroom equipment, darkroom chemistry, processing solutions and their functions. Types and uses of X-ray film and film holders. Manipulation of exposure factors, principles and practices in technique chart construction and appropriate radiation safety measures. Five (5) hours of class time per week are required.			
RT	125B	CLINICAL RADIOGRAPHY I	02.0
<i>Prerequisite:</i> Successful completion of all semester I Radiological Technology Program and support courses. A planned clinical experience is provided which gives the student the opportunity to build upon previous clinical experience and apply theoretical principles while performing radiographic procedures under supervision of the clinical staff. Progression in the program is dependent on the student demonstrating clinical competence on a specified number of competency evaluations (the number to be identified in the syllabus) and demonstrating continued competence on examinations in which competence has already been demonstrated.			
RT	126B	RADIOGRAPHY II	03.0
<i>Prerequisite:</i> Successful completion of all semester I courses. Advanced radiographic positioning of vertebral column and skull, demonstration and practice of these more complicated radiographic positions; topographical anatomy, pediatric radiography and film critique are integrated into the specific studies. Five (5) hours of class time per week are required.			
RT	128B	IMAGING EQUIPMENT	03.0
<i>Prerequisite:</i> Successful completion of all semester I courses. This course will investigate the evolution of radiographic equipment and provide a knowledge base of routine equipment utilized in modern imaging departments.			
RT	198B	SPECIAL TOPICS RADIOLOGIC TECHNOLOGY	00.5-06.0
<i>Prerequisite:</i> None Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.			
RT	220B	CLINICAL RADIOGRAPHY II	03.0
<i>Prerequisite:</i> Successful completion of all previous Radiological Technology Program Courses. A planned clinical experience is provided which gives the student the opportunity to improve and perfect clinical skills while applying theoretical principles to radiographic procedures being performed under supervision of the clinical staff. Progression in the program is dependent on the student demonstrating clinical competence on a specified number of competency evaluations (the number to be identified in the syllabus) and demonstrating continued competence on examinations in which competence has already been demonstrated.			
RT	230B	CLINICAL RADIOGRAPHY III	03.0
<i>Prerequisite:</i> Successful completion of all previous Radiological Technology Program Courses. A planned clinical experience is provided which gives the student the opportunity to incorporate the theory presented in RT 236B 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.			
RT	236B	RADIOGRAPHIC CONTRAST-ROUTINE EXAMS	02.0
<i>Prerequisite:</i> Successful completion of all previous RT courses. A study of different types of contrast media and how each is used to delineate specific anatomic parts or organs; common radiographic procedures using contrast media; indications; contradictions; patient preparation, care and positions are explained. Two (2) hours of class time per week are required.			

RADIOLOGIC TECHNOLOGY

RT	238B	RADIATION SAFETY AND PROTECTION	02.0
<i>Prerequisite:</i> Successful completion of all previous RT courses Accent on radiation health and safety; definitions and significance of various terms employed in radiation protection; biological effects of radiation; methods and instruments used in monitoring; national and state requirements regarding diagnostic radiation are discussed in detail. Two (2) hours of class time per week are required.			
RT	242B	RADIOGRAPHY QUALITY MANAGEMENT	01.0
<i>Prerequisite:</i> Successful completion of all previous program courses (second year, second semester program student) or ARRT certified radiographer. A study of health care communications, customer service, quality improvement, team building, health care systems, accreditation issues and present and future health care trends as each relates to the Radiology department's quality assurance programs.			
RT	244B	DIAGNOSTIC AND THERAPEUTIC RADIATION	02.0
<i>Prerequisite:</i> Successful completion of all previous RT courses. A survey of medical and surgical diseases employing special radiographic procedures with an introduction to the therapeutic uses of radiation, radium and isotopes; overview of medical pathology selected on the basis of relevance to radiological exams. These lectures are presented by radiologists and other specialists from the affiliated hospitals. Two (2) hours of class time per week are required			
RT	245B	CLINICAL RADIOGRAPHY IV	03.0
<i>Prerequisite:</i> Successful completion of all previous Radiological Technology Program Courses. A planned clinical experience is provided which gives the student increased responsibility to function more independently under direct and/or indirect supervision while performing radiographic procedures. Progression in the program is dependent on the student demonstrating clinical competence on a specified number of competency evaluations (the number to be identified in the syllabus) and demonstrating continued competence on examinations in which competence has already been demonstrated.			
RT	247B	RADIOGRAPHY QUALITY CONTROL	01.0
<i>Prerequisite:</i> Successful completion of all previous program courses (second year, second semester program student) or ARRT certified radiographer. A study of quality control methods are examined and discussed pertaining to the equipment and usage within a radiography department.			
RT	250B	CLINICAL RADIOGRAPHY V	03.0
<i>Prerequisite:</i> Successful completion of all previous Radiological Technology Program Courses. A planned clinical experience is provided which gives the student the opportunity to demonstrate clinical skills in performing competency and continued competency evaluation examinations. These skills should include analysis, synthesis and evaluation of the examinations performed. These experiences will facilitate the transition from student technologist to graduate technologist. At the end of this course, the student will have met all radiographic competency requirements.			
RT	259B	SEMINAR IN RADIOGRAPHY	02.0
<i>Prerequisite:</i> Current successful completion of all previous RT courses or instructor approval. A general review and integration of all aspects of medical radiological technology is obtained through the use of simulated registry examination and the use of computer review programs. Preparation for the national A.R.R.T. examination. Two (2) hours of class time per week are required.			
RT	280B	REVIEW OF CONCEPTS IN RADIOGRAPHY	01.0-06.0
<i>Prerequisite:</i> RT Program educational coordinator approval. Open to inactive registered radiological technologists and RT graduates who need to repeat the registry exam. This course is designed to meet the need of the individual student and may be repeated for a maximum of six (6) credits.			
RT	285B	INDEPENDENT STUDY IN RADIOLOGY	00.5-06.0
<i>Prerequisite:</i> RT Program student or permission of the instructor. Course is designed so the student may do extra study in an area of interest related to the field of radiology. Course topic to be determined by mutual consent of the faculty and student. Content will enhance basic knowledge of radiology.			
RT	290B	INTERNSHIP IN RADIOLOGIC TECHNOLOGY	01.0-12.0
<i>Prerequisite:</i> None A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to 12 semester credit hours may be earned on the basis of 100 hours of internship for one credit. The course may be repeated for up to 12 credits.			

READING

READING

READ 135	IMPROVEMENT OF COLLEGE READING SKILLS	01.0-03.0
<i>Prerequisite:</i> None		
Improvement of reading comprehension, critical thinking skills, vocabulary, reading rate and study-reading techniques through reading and analyzing a variety of texts, including book-length works and textbook selections from various areas. Repeatable for 3 credits.		

REAL ESTATE

RE 101	REAL ESTATE PRINCIPLES	03.0
<i>Prerequisite:</i> None		
This is the first half of the introduction to real estate. Subjects included are professional organizations, types of property, the law of agency, listing agreements, easements, estates in the land, forms of ownership, legal descriptions, taxation, liens, contract law, deeds, probate, title insurance and recording. It can be taken concurrently with RE 103. Successful completion of RE 101 and RE 103 along with the passage of the Nevada Real Estate Exam qualifies one to become a licensed real estate salesperson in Nevada. This course may be taken for personal interest, for a degree and/or for pre-licensing. This course transfers to the University of Nevada at Las Vegas as FIN 130, Real Estate Principles.		
RE 102B	REAL ESTATE MATH	01.0-03.0
<i>Prerequisite:</i> None		
Review of basic arithmetic principles. A general mathematics course designed to assist the student who wishes to pass the State exam and the student who wants to be more proficient and knowledgeable in the real estate profession. Decimals, percentages, fractions, prorating, tax rate, interest, discount and depreciation are included. Same as MATH 107B.		
RE 103	REAL ESTATE LAW AND PRACTICE	03.0
<i>Prerequisite:</i> None		
This is the second half of the introduction to real estate. Subjects included are a review of the law of agency, listing agreements and the law of contracts. Additional subjects are financing, leases, property management, appraisal, land use, subdividing, fair housing, ethical practices and closing statements. Also included is a study of the appropriate Nevada Revised Statutes and their Administrative Codes. Successful completion of RE 101 and RE 103 along with the passage of the Nevada Real Estate Exam qualifies one to become a licensed real estate salesperson in Nevada. This course may be taken for personal interest, for a degree and/or for pre-licensing.		
RE 104	REAL ESTATE LAW AND CONVEYANCING	03.0
<i>Prerequisite:</i> None		
This is an in-depth course in law as it applies to real property. It includes contracts, agency, deeds, easements, estates in land, financing, tenancy, foreclosures, leases, transfer of title and negotiable instruments. It does not include license law. Case studies are also discussed.		
RE 130B	ESCROW I	02.0-03.0
<i>Prerequisite:</i> RE 101 or 103 or equivalent or department approval.		
This course covers basic escrow principles and procedures, including the mechanics of taking, processing and closing an escrow. Actual escrow transactions shall be completed step by step. This course should be of benefit to aspiring escrow officers, escrow secretaries, real estate salespersons and anyone who frequently deals in real estate.		
RE 198B	SPECIAL TOPICS REAL ESTATE	00.5-06.0
<i>Prerequisite:</i> None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		
RE 199	REAL ESTATE INVESTMENTS	02.0-03.0
<i>Prerequisite:</i> None		
Introduction to investments. Real estate as an investment vehicle, tax aspects, property analysis, state and federal regulations, management, financial statements, formulas, techniques, protection and investment guidelines for the consumer as they relate to real estate ownership.		
RE 202	REAL ESTATE FINANCING AND INSURANCE	03.0
<i>Prerequisite:</i> None		
This course includes an overview of real estate financing and types of loans, formulas, payment methods, lenders, qualifying requirements, FHA, VA, conventional and interim financing, loan costs and the secondary mortgage market. It also covers notes, deeds of trust and foreclosure procedures.		

REAL ESTATE

RE	205B	REAL ESTATE MANAGEMENT	03.0
		<i>Prerequisite:</i> None	
		This course is designed to cover the fundamental principles involved in the management of real property. Topics to be covered include the role of an effective managing agent, accounting systems and financial controls, human relations in property management, leases, marketing, developing management checklists and developing effective service techniques. This course serves as a prerequisite for future work a student may contemplate relative to professional property management.	
RE	206	REAL ESTATE APPRAISING	03.0
		<i>Prerequisite:</i> RE 101 and 103 or real estate experience.	
		This is a basic course in appraising, dealing with the beginning concepts. These include basic principles and economic trends, nature of appraisals and the appraisal process, neighborhood and site analysis and site valuation, residential style and functional utility. The use of the cost, income capitalization and market approaches to value and the correlation of the data in order to arrive at a value estimate is also covered. Recommended for those holding a real estate license. This course is required to become a broker in Nevada unless the student has had two years of full time experience as a salesperson.	
RE	207B	INCOME VALUATION APPRAISING	03.0
		<i>Prerequisite:</i> RE 206 or equivalent or department approval.	
		This course introduces the student to appraisal practices used for income, commercial, industrial and residential properties. It covers terminology, factors considered in the income market and basic applications of income appraising, with the exception of the mortgage equity techniques. Students will be required to furnish their own calculators.	
RE	290B	INTERNSHIP IN REAL ESTATE	01.0-08.0
		<i>Prerequisite:</i> None	
		A course designed wherein students will apply knowledge and skills to real on- the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. This course is available to any student who has completed or is currently enrolled in RE 101 or 103. Contact the instructor for the application. Up to eight semester hour credits may be earned on the basis of 75 hours of internship for one credit. This course may be repeated for up to eight credits.	

RUSSIAN

RUS	101B	INTRODUCTION TO RUSSIAN I	03.0
		<i>Prerequisite:</i> None	
		A course designed to introduce students to the cultural, political and education life in the Soviet Union. Practical knowledge of spoken Russian will be developed; listening and writing skills will be practiced.	
RUS	102B	INTRODUCTION TO RUSSIAN II	03.0
		<i>Prerequisite:</i> Russian 101B or the equivalent of a similar course or instructor's approval is required.	
		A continuation of RUS101B. It introduces more advanced and complex forms of Russian grammar. Spoken communication and listening skills and a more detailed emphasis on written communication and reading skills.	
RUS	103B	INTERMEDIATE RUSSIAN I	03.0
		<i>Prerequisite:</i> Russian 102B or the equivalent of a similar course or instructor's approval is required.	
		This course introduces intermediate forms of Russian grammar. Spoken communication, listening and written communication skills. Readings from newspaper clips and magazine articles. Viewing and discussing of Russian television programs and films.	
RUS	104B	INTERMEDIATE RUSSIAN II	03.0
		<i>Prerequisite:</i> Russian 103B or the equivalent of a similar course or instructor's approval is required.	
		Structural review. Russian 104B is a continuation of Russian 103B. Intermediate and advanced forms of Russian grammar. Spoken communication, listening and written communication skills. Readings from newspaper clips and magazine articles. Viewing and discussing of Russian television programs and films.	

SILVER COLLEGE

CSV	091	PERSONAL COMPUTING FOR SENIORS I	02.0
		<i>Prerequisite:</i> Knowledge of keyboarding.	
		This hands-on course is designed for the senior student who has little or no experience with PC's. It explains PC hardware and software, basic terminology, instructs how to wisely purchase a personal computer for present and future needs and advises how to set up a home computing work area. The student also receives hands-on instruction in the basic use of word processing, learning to compose, format, edit, save and print letters and documents. Formerly SENR 101B.	

SILVER COLLEGE

CSVC 092	PERSONAL COMPUTING FOR SENIORS II	02.0
<i>Prerequisite:</i> CSVC 091.		
This hands-on course is designed for the senior student who has a basic knowledge of personal computers and word processing and wishes to learn the basics of other software applications. The student will receive a review of word processing techniques, along with hands-on introductory instruction in the basic use of spreadsheet, database, presentation, Internet and E-mail software. Formerly SENR 102B.		
CSVC 093	PERSONAL COMPUTING FOR SENIORS III	02.0
<i>Prerequisite:</i> CSVC 092.		
Build on your knowledge of Microsoft Windows and Excel. This class will also include Microsoft Word's mail merge feature, inserting an Excel spreadsheet into a Word document, and attaching Word and Excel files to an email message. Formerly SENR 103B.		
CSVC 094	PERSONAL COMPUTING FOR SENIORS IV	02.0
<i>Prerequisite:</i> CSVC 093.		
Learn to enhance your documents through the use of graphics. Become familiar with various graphics programs, including PowerPoint and Publisher, and learn how to scan pictures and documents into your computer. Formerly SENR 104B.		
CSVC 095	INTERNET I FOR SENIORS	02.0
<i>Prerequisite:</i> CSCV 092 or basic knowledge of keyboard and Windows.		
This hands-on course is designed for the senior student who has a basic knowledge of personal computers and wishes to learn how to access the Internet and use browser software to explore the World Wide Web. The student will learn to use various search engines to find information, download files, use e-mail and newsgroups. Formerly SENR 105B.		
CSVC 096	INTERNET II FOR SENIORS	02.0
<i>Prerequisite:</i> CSVC 095.		
This hands on course is designed for the participant who has the basic knowledge of personal computers, and wishes to learn how to effectively search the Internet and World Wide Web by using more advanced search procedures and methods. The participant will learn how a Web page is created, and understand the creation and modification of its hyperlinks. The participant will also learn how to locate and download special information and projects from the Internet.		
CSVC 097	MICROSOFT WORD FOR SENIORS	02.0
<i>Prerequisite:</i> CSVC 091 AND 092.		
This hands-on course is designed for the participant who has a basic/intermediate knowledge of personal computers, and wishes to learn basic and more advanced Microsoft Word features such as how to edit and format documents, work		
CSVC 098	MANAGEMENT PC FILES AND FOLDERS FOR SENIORS	02.0
<i>Prerequisite:</i> CSVC 091 and 092.		
This hands-on course is designed for the participant who has a basic/intermediate knowledge of personal computers and wishes to learn how to effectively manage and organize PC files by using more advanced procedures and methods. The participant will learn how to utilize the Windows Explorer and My Computer features for day-to-day disk management. It also teaches the skills to create, find, copy, move and delete files and folders, and to perform other necessary disk housekeeping tasks.		
SENR 110B	FILE AND DISK MANAGEMENT FOR SENIORS	02.0
<i>Prerequisite:</i> SENR 101B and 102B or approval of instructor.		
This hands-on class covers the know-how to utilize the Windows Explorer and My Computer features of Windows for day-to-day disk management. It also teaches the skills to create, find, copy, move, delete, backup and restore files and folders, and to perform many other necessary disk housekeeping tasks.		

SOCIAL WORK

SW 220	INTRODUCTION TO SOCIAL WORK	03.0
<i>Prerequisite:</i> None		
This course presents an overview of public and private services, the profession of social work and an analysis of their functions as modes of social problem solving.		

SOCIOLOGY

SOC 101	PRINCIPLES OF SOCIOLOGY	03.0
<i>Prerequisite:</i> None		
Sociological principles underlying the development of culture, structure and function of society, human groups, institutions, deviance, stratification and social change. Satisfies UNR Social Science core curriculum.		

SOCIOLOGY

SOC 102	CONTEMPORARY SOCIAL ISSUES	03.0
<i>Prerequisite:</i> None		
This course examines selected problems of contemporary society and provides practice in the application of relevant sociological perspectives and theory. The course has two main objectives: (1) to acquaint the student with critical thinking skills and sociological concepts, theories, methods and knowledge; and (2) to apply these so that we better understand our society.		
SOC 198B	SPECIAL TOPICS IN SOCIOLOGY	00.5-06.0
<i>Prerequisite:</i> None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		
SOC 205	ETHNIC GROUPS IN CONTEMPORARY SOCIETIES	03.0
<i>Prerequisite:</i> None		
Ethnic relations in the United States and other societies where cultural and racial pluralism illustrates problems and processes of social interaction. Same as ANTH 205. Satisfies TMCC and UNR Diversity core curriculum.		
SOC 210	INTRODUCTION TO STATISTICAL METHODS	04.0
<i>Prerequisite:</i> SOC 101 or PSY 101; MATH 096 or equivalent or qualifying Accuplacer, ACT/SAT test results.		
Same as PSY 210. Practice with statistical methods especially useful in the presentation and interpretation of psychological, sociological and educational data. Includes elementary computer application.		
SOC 240	SOCIAL SCIENCE RESEARCH METHODS	03.0
<i>Prerequisite:</i> Statistics recommended.		
An overview of the methods and analytical techniques used in the research of social phenomena. Emphasis will be on the design and execution of research.		
SOC 261	INTRODUCTION TO SOCIAL PSYCHOLOGY	03.0
<i>Prerequisite:</i> None		
Nature of the person and interpersonal relationships, their formation and maintenance and their institutional, ideological and societal contexts; empirical examination of beliefs, attitudes, influence. Same as PSY 261.		
SOC 275	INTRODUCTION TO MARRIAGE AND THE FAMILY	03.0
<i>Prerequisite:</i> None		
Sex roles, dating patterns, mate selection, marital interaction; alternative forms of marriage and family life.		
SOC 276	AGING IN MODERN AMERICAN SOCIETY	03.0
<i>Prerequisite:</i> None		
The psychological and sociological development and the changes attendant to the process of aging in society; theory and research in the field, implications for social policy and perspectives on death and dying. Same as PSY 276. Satisfies TMCC and UNR Diversity core curriculum.		
SOC 290B	INTERNSHIP IN SOCIOLOGY	01.0-08.0
<i>Prerequisite:</i> None		
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on a basis of 100 hours of internship for one credit. The course may be repeated for up to eight credits.		
SOC 295	SOCIOLOGY OF THE FUTURE	03.0
<i>Prerequisite:</i> None		
A course designed to provide the student with a sociological perspective on the world in which we live and the emerging trends and issues. There will be an introduction to various models for forecasting future trends, with an emphasis on the issues most important to the average person.		

SOLAR ENERGY

SOL 100B	INTRODUCTION TO SOLAR ENERGY	03.0
<i>Prerequisite:</i> None		
This course is designed to give the student basic knowledge in the following areas of solar energy: history, sun movement, climatological data for Reno, Nevada; energy reflection, transmission and absorption, heat transfer, heat storage, collector systems and sizing.		

SPANISH

SPAN 101B	SPANISH CONVERSATIONAL I	03.0
<i>Prerequisite:</i> None		
A basic course emphasizing spoken communication. Course assumes that students have had no prior formal training. Writing, listening and reading skills will be explored.		
SPAN 102B	SPANISH CONVERSATIONAL II	03.0
<i>Prerequisite:</i> SPAN 101B		
A continuation of Spanish 101B.		
SPAN 103B	CONVERSATIONAL SPANISH III	03.0
<i>Prerequisite:</i> SPAN 102B		
A continuation of Spanish 102B.		
SPAN 104B	CONVERSATIONAL SPANISH IV	03.0
<i>Prerequisite:</i> None		
The purpose of this course is to continue to learn to understand spoken Spanish and to express oneself orally in that language. In order to meet the learning needs of the student, flexibility in teaching as well as the direct method are used to achieve these objectives.		
SPAN 111	FIRST YEAR SPANISH I	04.0
<i>Prerequisite:</i> None		
Introduction to the language through the development of language skills and through structural analysis. Includes an introduction to Spanish and Latin American cultures. This course transfers to UNR as SPAN 111.		
SPAN 112	FIRST YEAR SPANISH II	04.0
<i>Prerequisite:</i> SPAN 111 or equivalent.		
A continuation of Spanish 111. This course transfers to UNR as SPAN 112.		
SPAN 198B	SPECIAL TOPICS IN SPANISH	00.5-06.0
<i>Prerequisite:</i> None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		
SPAN 211	SECOND YEAR SPANISH I	03.0
<i>Prerequisite:</i> SPAN 112		
Structural review, conversation and writing, readings in modern literature. This course transfers to UNR as SPAN 211. Formerly SPAN 203		
SPAN 212	SECOND YEAR SPANISH II	03.0
<i>Prerequisite:</i> SPAN 211		
A continuation of Spanish 211. This course transfers to UNR as SPAN 212. Formerly SPAN 204		
SPAN 225	A CULTURAL PERSPECTIVE: SPAIN...NEW MEXICO	03.0
<i>Prerequisite:</i> None		
A PERSPECTIVE OF CULTURAL DIVERSITY IN SPAIN AND THE AMERICAN SOUTHWEST. This course will introduce the differing cultures of Spain within a historical context. Students will look closely at the intertwining of art, religion and history during the Middle Ages, focusing on the Camino de Santiago, the St. James pilgrimage route across northern Spain that is still traveled today. The course will include a study of the influence of the Moors upon the language, art and philosophy of Spain. It will trace the first Spanish explorers as they brought the traditions of the Old World into New Mexico, before the founding of Jamestown. This blending of the Spanish and Pueblo culture has resulted in the uniqueness of the Southwest today. The course will be taught in English and is the same class as Humanities 225. Fulfills TMCC and UNR Diversity core curriculum.		
SPAN 226	SPANISH FOR HERITAGE SPEAKERS I	03.0
<i>Prerequisite:</i> None		
This is a course designed for native Spanish speaking students who want to improve their literacy in the language. Students will study and practice basic Spanish grammar for improving and developing written and oral communication and reading skills.		

THEATER

THTR 116	DANCE STYLES: MUSICAL THEATER	01.0-02.0
<i>Prerequisite:</i> None		
Specialized study in the various dance forms encompassed in musical theater. Special emphasis is placed on the fundamentals of movement and dance techniques to achieve a solid movement base. The course may be repeated for a maximum of four credits. Formerly SPTH 116.		
THTR 122	CREATIVE DRAMA	03.0
<i>Prerequisite:</i> None		
Fall, Spring. A hands-on experience in the use of drama in nonperformance situations. Drama is a stimulus for creativity and problem solving in preschool, elementary and secondary classrooms and in other settings. Theory and practice of improvisation, pantomime and story dramatization. Formerly SPTH 122.		
THTR 133	FUNDAMENTALS OF DIRECTING	03.0
<i>Prerequisite:</i> None		
The course is designed for theater students or for persons within the community who have a desire to learn about the overall role and function of the stage director and to apply this knowledge in a practical manner. The course includes a study of the history, theory and conceptualization matrixes of directing and the practical experience in selecting and casting a play, planning rehearsals, blocking, script analysis and working with actors. Also included are scenery, lighting, costume, properties and stage management concepts and coordination. Formerly SPTH 133.		
THTR 160	TELEVISION PRODUCTION I	03.0
<i>Prerequisite:</i> None		
Television Production I explores the purposes, scope, methods and materials for visual and aural broadcasting, planning, organization, rehearsing, editing and recording announcements and programs; studio procedures and presentations; preparations and treatment of content and form. Television Production I is a combination of "book learning" and hands-on experience in a television studio. At the completion of this course a student will have experience in camera operation, technical direction, directing, audio operation, tape operation, on-camera experience and other studio related activities. Formerly SPTH 160.		
THTR 161	TELEVISION PRODUCTION II	03.0
<i>Prerequisite:</i> THTR 160 (formerly SPTH 160) or equivalent.		
Television Production II is an intermediate study and practice of the knowledge, procedures and skills developed in THTR 160. The course is designed as a field production class. The students' job will include shooting, editing, producing, directing, lighting, writing, presenting and all other skills required to produce high quality materials in the field. Multiple deadlines will be faced which will require diligent work outside of class. Formerly SPTH 161.		
THTR 175	MUSICAL THEATER	03.0
<i>Prerequisite:</i> None		
This course examines the development of the genre from its operatic roots in Europe to the present day. It will focus on the social and political influences on the art, the influence of composers on each other and landmark productions, which changed the direction of this developing form. The students will also have practical experiences in the prime performance areas of musical theatre (acting, singing and dancing), that will culminate in a mock audition and/or a scene performance. Formerly SPTH 206.		
THTR 180	CINEMA AS ART AND COMMUNICATION	03.0
<i>Prerequisite:</i> None		
This course will teach students to appreciate, interpret and respond to selected films from particular genres, directors or actors and to recognize the human values these films depict. It will also introduce students to some of the techniques of filmmaking in general. (same as HUM 105). Formerly SPTH 180.		
THTR 198B	SPECIAL TOPICS SPEECH AND THEATER	00.5-06.0
<i>Prerequisite:</i> None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. Formerly SPTH 198B.		
THTR 200	INTRODUCTION TO STAGE VOICE I	03.0
<i>Prerequisite:</i> None		
The course will cover four general areas: 1. Voice Improvement 2. 'Transatlantic' speech 3. Phonetics and 4. Stage dialects. Formerly SPTH 260.		

THEATER

THTR 204	THEATER TECHNOLOGY I	03.0
<i>Prerequisite:</i> None		
This course consists of a three-hour-a-week lecture/discussion/demonstration plus 25 hours of lab during the semester. The course focuses on safety, functions of scenery, costuming, tools and material, scene painting, stage draperies, color in theater, lighting and electricity, stage sound and specialized theater equipment. Formerly SPTH 140.		
THTR 205	INTRODUCTION TO ACTING II	03.0
<i>Prerequisite:</i> THTR 105 (formerly SPTH 130) or approval of instructor.		
Continued work on scenes and on principles of auditioning, role analysis, play rehearsal and problems related to sustaining a stage performance. Formerly SPTH 131.		
THTR 206	THEATER WORKSHOP: ACTING III	03.0
<i>Prerequisite:</i> THTR 105 (formerly SPTH 130) and THTR 205 (formerly SPTH 131).		
A continuation of THTR 105 (formerly SPTH 130) and THTR 205 (formerly SPTH 131) with emphasis on internal work, auditioning, script analysis, characterizations and performance. Formerly SPTH 132.		
THTR 207	LABORATORY THEATER: ACTING IV	03.0
<i>Prerequisite:</i> THTR 105 (formerly SPTH 130) THTR 205 (formerly SPTH 131) and THTR 206 (formerly SPTH 132) or comparative experience with instructor's approval		
Intensive and individualized work for advanced acting students. Advanced application of actor training using techniques and philosophies of Stanislavski, Grotowski, Meisner, and Suzuki. Formerly SPTH 234.		
THTR 209	THEATER PRACTICUM	01.0-06.0
<i>Prerequisite:</i> THTR 105 (formerly SPTH 130) and THTR 205 (formerly SPTH 131), audition or permission of instructor.		
An advanced course for serious students of theater who want to pursue acting, directing and play production in depth. The course culminates with a public performance. Rehearsal hours are arranged and announced at the beginning of the semester. Formerly SPTH 205.		
THTR 210	THEATER: A CULTURAL CONTEXT	03.0
<i>Prerequisite:</i> None		
This is a course designed to increase one's understanding and appreciation of multicultural theatrical art forms and artists who are creating outside of mainstream American theatre. The language, as well as the aural and visual components of the plays, will be explored. Satisfies TMCC Diversity requirement. Formerly SPTH 210.		
THTR 221	INTERPRETATION	03.0
<i>Prerequisite:</i> None		
Introduction to the performance of literature (poetry, prose, script and oral history). Emphasis on textual analysis as well as vocal and physical techniques of performance. Formerly SPTH 221.		
THTR 225B	DRAMA IN PERFORMANCE	01.0
<i>Prerequisite:</i> None		
Three-day field trip to attend the Oregon Shakespeare Festival Association productions. Students will see the plays and write a critical review on each. They will also be required to attend discussions after each play. Formerly SPTH 225B.		
THTR 231	CHILDREN'S THEATER	03.0
<i>Prerequisite:</i> None		
Produce plays for child audiences; application of concepts of child development to aesthetic problems of theatre for young audiences through reading, discussion and participation. Formerly SPTH 231.		
THTR 235	ACTING FOR THE CAMERA	03.0
<i>Prerequisite:</i> None		
Introduction to performance in television and film. Basic performance techniques will be explored, culminating in a final project. Formerly SPTH 235.		
THTR 258	THEATER EXPERIENCE AND TRAVEL	01.0-02.0
<i>Prerequisite:</i> None		
A field study class in which students travel to an arranged destination for the purpose of play viewing, play study and possible workshop attendance. Formerly SPTH 258.		

THEATER

THTR 290B	INTERNSHIP IN SPEECH AND THEATER	01.0-08.0
<i>Prerequisite:</i> None		
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits. Formerly SPTH 290b		
THTR 295	INDEPENDENT STUDY: THEATER	01.0-03.0
<i>Prerequisite:</i> Consent of the instructor.		
Tutorial study of special projects in theater. A student submits a detailed project description and the objectives and learning outcomes specific to the project are formulated by the instructor and the student. Formerly SPTH 295.		

VETERINARY TECHNOLOGY

VETT 101B	INTRODUCTION TO ANIMAL HEALTH TECHNOLOGY	04.0
<i>Prerequisite:</i> Must be admitted to the Veterinary Technician Program.		
An introductory course in veterinary technology. Including but not limited to the various roles of veterinary technicians in the veterinary profession. The laws and ethics of veterinary medicine. The behavior of various animal species with regard to humane restraint and handling. Breed classifications of common domestic animals. Proper cleaning techniques of a veterinary facility. Proper medical record keeping techniques. Principles of general animal care including but not limited to physical exams and basic sampling techniques. Three hours of lecture and three hours of lab per week.		
VETT 105B	VETERINARY MEDICAL TERMINOLOGY	01.0
<i>Prerequisite:</i> Must be admitted to the Veterinary Technician Program.		
This course is an introduction to medical terms, laymen's terms, and abbreviations utilized by veterinarians and their clients. It includes canine and feline breed identification.		
VETT 110B	CLINICAL ANATOMY AND PHYSIOLOGY	04.0
<i>Prerequisite:</i> Must be admitted to the Veterinary Technician Program.		
This course is designed to provide the student with the understanding of anatomy and physiology of domestic species that are most often encountered in large and small animal practice. Topics include cell anatomy, cell metabolism and basic histology. Body systems include: skeletal, integument, nervous, cardiovascular, lymphatic, respiratory, digestive, muscular, endocrine, urinary and reproductive. All information will be comparative with each species including dogs, cats, horses, pigs, and ruminants. This course is for students enrolled in the Veterinary Technician Program.		
VETT 125B	VETERINARY OFFICE PROCEDURES	02.0
<i>Prerequisite:</i> Must be admitted to the Veterinary Technician Program.		
A course in the roles and responsibilities of the receptions, office manager, and hospital managers with regard to veterinary facility. This course will introduce students to basic management procedures common in a veterinary clinic with respect to a veterinary technician. This class also includes computer software introduction and interviewing techniques.		
VETT 128B	ANIMAL NURSING	04.0
<i>Prerequisite:</i> Must be admitted to the vet tech program.		
A course that highlights basic and advanced nursing procedures, including but not limited to restraint, behavior awareness, physical exams, reproduction, necropsy, specimen collection, euthanasia, companion animal diseases, emergency and critical care, laws and ethics, and practice management skills for veterinary technicians.		
VETT 203B	CLINICAL AND GENERAL PATHOLOGY	4.0
<i>Prerequisite:</i> Must be admitted to the vet tech program.		
The course includes information in hematology, clinical chemistry, urinalysis and microbiology. The student will learn collection, handling, and transporting of biological samples. Student's will learn laboratory procedures to assist in the diagnostic process. Two hours of lecture and six hours of lab per week.		
VETT 205B	VETERINARY DIAGNOSTIC IMAGING	02.0
<i>Prerequisite:</i> Must be admitted to the Veterinary Technician Program.		
A course that deals with the principles of diagnostic imaging. Topics include: radiographic theory, equipment, positioning, safety regulations, safety equipment, film processing, radiographic technique evaluation, and an introduction to alternative imaging techniques.		

VETERINARY TECHNOLOGY

VETT 208B	LABORATORY ANIMAL SCIENCE	02.0
<i>Prerequisite:</i> Must be admitted to the Veterinary Technician Program.		
This course includes the principles involved with breed recognition, restraint, husbandry, nutrition, breeding, health conditions, disease recognition, and zoonotic potential of laboratory animals, reptiles and birds. The course also includes the technician's role in a research facility, zoological facility and a general veterinary practice.		
VETT 209B	PARASITOLOGY	02.0
<i>Prerequisite:</i> Must be admitted to the Veterinary Technician Program.		
This course includes the study of internal and external parasites of domestic animals. The student will learn identification, life cycles, routes of transmission, prevention and treatment protocols for the various parasites. Laboratory techniques used for identification will be covered in detail. The student will also learn the importance of public health safety, including procedures and protocols.		
VETT 211B	ANIMAL NUTRITION	02.0
<i>Prerequisite:</i> Must be admitted to the Veterinary Technician Program.		
A course in the normal and therapeutic nutritional needs of various species of animals. Topics include, components of food, calculating energy requirements, digestion, and life stage needs.		
VETT 225B	PHARMACOLOGY AND TOXICOLOGY	02.0
<i>Prerequisite:</i> Must be admitted to the Veterinary Technician Program.		
A course that deals with the pharmacology and physiology of drug rules on filling prescriptions, handling, storing and documenting controlled substances. Classification of drugs, vaccinology, route and methods of administration of drugs, calculating dosages, and physiological action on the systems of the body. This course is designed specifically for students enrolled in the Veterinary Technician program.		
VETT 227B	ADVANCED ANIMAL NURSING	04.0
<i>Prerequisite:</i> Must be admitted to the Veterinary Technician Program.		
A course in small animal diseases and management.		
VETT 235B	ANESTHESIA, SURGICAL NURSING AND DENTAL PROCEDURES	04.0
<i>Prerequisite:</i> VETT 110B, VETT 225B and must be admitted to the Veterinary Technician Program.		
This course consists of three sections: anesthesia, surgical nursing and dental procedures. The anesthesia section includes an overview of pharmacology, the use and application of anesthetic agents, the physiological effects of anesthetic agents, monitoring procedures, pain management, and basic anesthetic protocol. The surgical nursing section includes the understanding of sterile techniques including the methods, by which sterilization is achieved, appropriate behavior in a surgical setting, care of equipment and instruments, and the roles of the operating room staff. The dental section includes a basic understanding of dental anatomy, instrument identification and function, dental exams and cleaning, personnel safety and client education. Three hours of lecture and three hours of lab per week.		
VETT 240B	LARGE ANIMAL MEDICINE	04.0
<i>Prerequisite:</i> VETT 110B and must be admitted to the Veterinary Technician Program.		
This course includes large animal husbandry, restraint techniques, diseases, nursing and herd health management. The student will acquire the knowledge and skills through lecture and laboratory. Special topics include anatomy, reproduction and nutrition will also be discussed as they relate to each species. Three hours of lecture and three hours of lab per week.		
VETT 250B	SMALL ANIMAL CRITICAL CARE	03.0
<i>Prerequisite:</i> Must be admitted to the Veterinary Technician Program.		
A course in procedures, nursing and diseases with respect to the critically ill patient. Prerequisite: Admission to the veterinary technician program and successful completion of the first semester of the veterinary technician program.		
VETT 266B	DIRECTED CLINICAL PRACTICES	02.0
<i>Prerequisite:</i> Must be admitted to the Veterinary Technician Program.		
An externship allowing students to observe companion, food and equine practices. Students will observe all aspects of a working clinic. Externships will allow valuable exposure to the reception area, treatment and surgical areas, radiology, laboratory, kennel and stables.		
VETT 267B	ADVANCED CLINICAL PRACTICES	02.0
<i>Prerequisite:</i> Must be admitted to the vet tech program.		
An externship allowing student's to participate in every aspect of a companion animal, food animal and equine practices. Student's will participate in all aspects of a working clinic, under direct supervision. Externships will allow valuable exposure to the reception area, treatment and surgical areas, radiology, laboratory, kennel and stables. Prerequisite: Completion of all required courses in the veterinary technician program.		

WESTERN TRADITIONS

WESTERN TRADITIONS

- CH 201 ANCIENT AND MEDIEVAL CULTURES 03.0**
Prerequisite: ENG 102.
Critical survey of Near East, Greece, Rome and Middle Ages; origins of Judaism, Christianity, Islam, philosophy and science; concepts like heroism, justice, and romantic love. Formerly WT 201.
- CH 202 THE MODERN WORLD 03.0**
Prerequisite: CH 201 (formerly WT 201).
Analyzes Europe's legacy in shaping world ideas, institutions and cultures. Includes Renaissance; Reformation; Enlightenment; Romanticism; development of science and industry; political revolutions; colonialism; postcolonialism; globalization. Formerly WT 202.
- CH 203 AMERICAN EXPERIENCES AND CONSTITUTIONAL CHANGE 03.0**
Prerequisite: CH 201 (formerly WT 201).
Identities, ideas, and institutions from pre-contact to present, emphasizing civil rights, liberty, individualism, federalism, environmentalism, urbanization, industrialization, and cultural diversity. Satisfies the U.S. and Nevada Constitution requirements. Formerly WT 203.

WILDLAND FIRE SCIENCE

- WF 244B FIELD OBSERVER 02.0**
Prerequisite: Suppression qualified as any single resource boss. Skilled in the use of maps, making map calculations and utilizing hand held weather/survey instruments. Must not be susceptible to air sickness. Prescribed fire-qualified as firefighter(FFT2).
Field Observer is designed to provide the skills needed to perform tasks seven through 21 in the field Observers Job Task Book. Topics covered are: mapping from aircraft, observing field conditions, reporting hazardous situations, maintaining field maps, calculating, measuring, identifying and estimating fire behavior, safety in field observations, transmitting field data and collecting and analyzing data.

WOMEN'S STUDIES

- WS 101 INTRODUCTION TO WOMEN'S STUDIES 03.0**
Prerequisite: None
Interdisciplinary analysis of women in culture and society from historical and cross-cultural perspectives.
- WS 198B SPECIAL TOPICS IN WOMEN'S STUDY 00.5-06.0**
Prerequisite: None
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.

WOODWORKING

- WOOD 197B BEGINNING WOODWORKING 03.0**
Prerequisite: None
Some hand tool operation. Emphasis on safety, power tools, joinery and finishing techniques. Students will spend most of the semester completing instructor assigned projects. Remainder of semester student builds project of choice. Materials may be purchased in shop or from outside sources.
- WOOD 221B ADVANCED WOODWORKING 03.0**
Prerequisite: WOOD 197B
Advanced woodworking is a continuation of the skills and practices learned in beginning woodworking. The course is designed to meet the individual needs of the students through advanced woodworking construction practices which will be employed on an individual student need basis.
- WOOD 290B INTERNSHIP IN WOODWORKING 01.0-08.0**
Prerequisite: None
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits.

FACULTY

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ABERASTURI, PAUL

Community College Professor, Theater and Speech Communications, 2001
University of Nevada, Reno, NV, B.A.
San Diego State University, San Diego, CA, M.A.

ADAMS, DAN

Community College Professor, Employability Skills and Student Success
Skills, 1978
University of Nevada, Reno, NV, B.S., M.Ed.

ADLISH, JOHN

Dean, Liberal Arts and Public Service
Community College Professor, Biology, 1991
University of Nevada, Reno, NV, B.S., Ph.D.

ALEXANDER, THOMAS

Network Support Specialist, Information Technology, 2001
Truckee Meadows Community College, Reno, NV, A.A.S.

ALLEN, SCOTT

Community College Instructor, Automotive, 1999
Cadillac Certified Master Technician
ASE Certified Master Technician
General Motors Certified Master Technician

ALQUIST, SCOTT

Coordinator, Industrial Safety and Regulatory Compliance Center, 2003
Certified Environmental Inspector
Certified Hazardous Materials Responder/Trainer
Certified FEMA Instructor
OSHA Authorized Instructor

ALVES, AMY

Assistant to the Vice President for Academic Affairs, 1991
Ohlone College, Fremont, CA
Truckee Meadows Community College, Reno, NV

ANDERSON, CAL

Webmaster, Administrative Computing, 2000
University of Nevada, Reno, NV, B.S.

ANTUNEZ, ELLIS

Community College Professor, Architecture, 1988
College of the Desert, Palm Desert, CA, A.A.
California State Polytechnic College, San Luis Obispo, CA, B.S.
University of Nevada, Reno, NV, M.S.

ARNOLD, EDGAR

Assistant Director, Plant and Facilities, 2003
Parks University, Parkville, MO, B.S.

ARRIGOTTI, MARIA

Instructor, Mathematics, 2005
University of Nevada, Reno, NV, B.A.

ASHTON, MARJORIE

Community College Professor, Accounting, 1995
University of Nevada, Las Vegas, NV, B.S.
State of Nevada, C.P.A.

AULSTON, EARL

Assistant Controller, 1990
Fort Lewis College, Durango, CO, B.A.
State of Nevada, C.P.A.

B

BAINES, ELIZABETH

Community College Instructor, English, 2002
University of Nevada, Reno, NV, B.A., M.A.

BAINES, WILLIAM

Community College Professor, Humanities/English, 1976
The Municipal University, Omaha, Omaha, NE, B.A.
The University of Nebraska, Omaha, NE, M.A.

BAKER, CARL

Information Technology Programmer, 2003

BAKER, DEBORAH

Community College Professor, Radiologic Technology, 1982
Program Coordinator, Radiologic Technology
Northern Arizona University, Flagstaff, AZ, B.S., M.R.
McKenna Hospital School of Radiologic Tech., Sioux Falls, SD, Cert.

BAKER, RENEE

Financial Aid Scholarship Coordinator, 2002
University of Nevada, Reno, NV, B.S.

BALE, STEVEN

Community College Professor, Computer and Office Technology, 2000
Brigham Young University, Provo, UT, B.S., M.P.A., J.D.

BECERRA, MANUEL

Web Support Technician, 2005

BEIN, ERIKA

Instructor, English, 2004
University of Nevada, Reno, NV, B.A., M.A.
University of Louisville, KY, M.A.

BERNING, KATHE

Community College Instructor, Paralegal/Law, 1999
University of Nevada, Reno, NV, BA, M.A.
McGeorge School of Law, Sacramento, CA, J.D.

BERRY, KATHLEEN, APR

Public Information Specialist, Workforce Development and Continuing
Education Division, 1996
University of Nevada, Reno, NV, B.A.

BIANCA-DEBAY, CLAUDIA

ABE/ESL Curriculum Coordinator, 2002
Dominican College, San Rafael, CA, M.S.
Sonoma State University, Robert Park, CA, B.S.
College of Marin, Kentfield, CA, A.A.

BODEN, DAVID

Community College Instructor, 2004
University of California, Davis, CA, B.A.
Colorado School of Mines, Golden, CO, M.A.
Stanford University, Stanford, CA, Ph.D.

BOULTON, BRIDGETT

Community College Professor, English, 1984
University of Nevada, Las Vegas, NV, B.A., M.A.

BOUWERAERTS, DANIEL L.

Community College Professor, Graphic Communications, 1989
Santa Monica College, Santa Monica, CA, A.A.
California Polytechnic State University, San Luis Obispo, CA, B.S.

BOWEN, LANCE

Community College Instructor, Biology, 2004
University of Nevada, Reno, NV, B.S., M.S.

BOWES, BARBARA

Community College Professor, Medical-Surgical, 1990
University of Nevada, Reno, NV, B.S.N., M.S.N.

BRADY, KAYLENE

Assistant to the Chief of Police, 1998
University of Nevada, Reno, NV, B.A.

BREWSTER, CATHY

Professional Development Program Manager, 2004
Texas A&M University, College Station, TX, B.A., M.A.
University of Texas at Austin, Austin, TX, M.L.S.

BROCK, ARNOLD

Community College Professor, Criminal Justice/Law, 1991
University of California, Sacramento, CA, B.A.
University of the Pacific, McGeorge School of Law, Sacramento, CA, J.D.

BUBNOVA, ELENA

Director, Assessment, 1999
University of Nevada, Reno, NV, M.A.
University of Kazakhstan, Kazakhstan, B.S.

BUCKHEART, MONA CONCHA

Director, Financial Aid, 1989
University of Nevada, Reno, NV, B.A., M.Ed.

BURINGRUD, DEBRA

Student Loan Coordinator, 2004
Regents College of New York (Excelsior College), Albany, NY, B.A.

BURKE, EDMUND

Community College Instructor, Biology, 2002
Ulster Polytechnic, Belfast, Northern Ireland, B.S.
University of Ulster, Belfast, Northern Ireland, M.S.
University of Nevada, Reno, NV, Ph.D.

BURTON, DEAN

Instructor, Arts/Photography, 2005
University of Arizona, Tucson, AZ, B.A.
San Jose State University, San Jose, CA, M.A.

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Community College Professor, Biology, 1997
Department Chair, Biology
University of Cincinnati, Cincinnati, OH, B.A.
College of Medicine, University of Cincinnati, Cincinnati, OH, Ph.D.

CANNAN, KAREN

Community College Professor, Culinary Arts, 2000
Coordinator, Culinary Arts Program
Truckee Meadows Community College, Reno, NV, A.A.S.

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Community College Instructor, English, 2002
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Community College Instructor, Humanities and Western Traditions, 2003
California State University, Chico, CA, B.A.
Purdue University, West Lafayette, IN, M.A.
University of California, Santa Barbara, CA, Ph.D.

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Kindergarten Teacher, Childcare Center
University of Nevada, Reno, NV, B.S.

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Mathematics Center Coordinator, 2005
University of Virginia, Charlottesville, VA, B.A.
University of Colorado, Boulder, CO, M.A.

CHAI, QUAN-PING

Community College Professor, Mathematics, 1999
National Taiwan University, Republic of China, B.S.
University of Nevada, Reno, NV, Ph.D.

CHANG, EUN-WOO

Community College Professor, Chemistry, 1995
Chair, Physical Sciences Department
Yeungnam University, Taegu, Korea, B.S.
Mankato State University, Mankato, MN, M.A.
University of California, Los Angeles, CA, Ph.D.

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Community College Professor, Foreign Language, 1989
University of Colorado, Boulder, CO, B.A.
University of Oklahoma, Norman, OK, M.A.

CHISM, BARBARA ANN

Community College Professor, Business, 1983
Villa Maria College, Erie, PA, B.S.
Long Island University, Brooklyn, NY, M.B.A.
University of Nevada, Reno, NV, M.Ed, Ed.D.

CHISM, JOHN B.

Community College Professor, Management, 1978
New York University, New York, NY, B.S., M.B.A.

CHRYSANTHOU, JUANITA

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Counselor, 1974
University of Nevada, Reno, NV, B.A., M.A.

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Community College Professor, Mathematics, 1995
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Regis College, Toronto, Ontario, Canada, B.S.T.
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Tutor/Accommodation Specialist, 1987
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D

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University of Connecticut, CT, B.A.
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Duke University, Durham, NC, M.A., Ph.D.

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Community College Professor, Psychology, 1989
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DULGAR, LAURA

Director, New Student Programs, 1988
Elmira College, Elmira, NY, B.S.
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Executive Assistant, Finance and Administration Services, 2003
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E

EHLERS, HELEN

Staff Accountant, 2002

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Community College Professor, Mathematics, 1999
United States Naval Academy, Annapolis, MD, B.S.
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University of Michigan, Ann Arbor, MI, B.S.
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University of North Texas, Denton, TX, M.M.

EVANS, WES

Community College Instructor, HVAC/R, ECT, RV Technology, 1999
Advisory Boardmember, Director RVIA Education
Southeast Community College, Milford, NE, A.A.

F

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Community College Instructor, Foreign Languages, 2004
University of Houston, TX, B.A.
Rice University, Houston, TX, M.A.

FERGUSON-MCINTYRE, CARLO

Community College Professor, Foreign Languages, 1997
Foothill College, Los Altos, CA, A.A.
Universidad de San Carlos, Guatemala, B.A.
University of Nevada, Reno, B.A., M.A.

FERRELL, GAIL

Community College Professor, Mathematics, 1991
San Diego State University, San Diego, CA, B.A.
University of Nevada, Reno, NV, M.A.

FITZSIMMONS, JOHN

Librarian, Elizabeth Sturm Library, 1999
San Diego State University, San Diego, CA, B.A.
University of Pittsburgh, Pittsburgh, PA, M.L.S.

FLETCHER, BRIAN

Community College professor, Political Science, 2000
 University of Wisconsin, Madison, WI, M.A., Ph.D.
 University of California, Los Angeles, CA, B.A.

FLETCHER, ROBERT

Community College Professor, Psychology, 1995
 California State University, Chico, CA, B.A.
 California State University, Chico, CA, M.A.

FLOCCINI, RANDY

Chief of Police and Director of Public Safety, 1996
 University of Nevada, Reno, NV, B.A.
 University of Phoenix, Reno, NV, M.A.

FONTAINE, KAREN

Community College Instructor, Nursing 2002
 Los Medanos College, Pittsburg, CA, A.S.
 California State University, Sacramento, CA, B.S.N.
 California State University, Dominguez Hills, CA, M.S.N.

FORD, VICTORIA

Staff Writer, 2002
 University of Nevada, Reno, NV, M.A.
 Buena Vista College, Stormlake, IA, B.A.
 Iowa Lakes Community College, Esterville, IA, A.A.

FORD, WENDI

Instructor/Coordinator, Veterinary Technology, 2004
 Omaha College of Health Careers, Omaha, NE, A.A.S.
 Licensed Veterinary Technician

FOWLES, ENA

Community College Instructor, English, 2003
 University of Nevada, Reno, NV, B.A., M.A.

FRASER, HUGH D.

Community College Professor, English, Department Chair, English, 1996
 Santa Clara University, Santa Clara, CA, B.S.
 San Francisco State University, San Francisco, CA, M.A.

FRUZZETTI, ARMIDA

Community College Professor, Psychology, 1999
 Radford University, Radford, VA, B.A.
 College of William and Mary, Williamsburg, VA, M.A.

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Community College Professor, Mathematics, Mathematics Department Chair, 1999
 Adams State College, Alamosa, CO, B.A.
 New Mexico State University, Las Cruces, NM, M.S.

GALLOP, NOAH

User Support Agent, 2003

GARAND, WILLIAM

Programmer, Information Technology, 2001
 Phoenix Institute of Technology, Electronic Technician
 Microsoft Certified NT and SQL Administrator

GARAVENTA, LESLIE

Community College Professor, Heavy Equip. Mechanics, 1989
 ASE Certified Technician, Medium/Heavy Duty Truck
 Oregon Institute of Technology, Klamath Falls, OR, A.S.
 U.S. Army Equipment Repair, Certificate
 Caterpillar Training Courses, Four Certificates

GELDMACHER, LEE

Disabilities and Resource Center Advisor, 1999
 University of Nevada, Reno, NV, B.A., M.A.

GIFFORD, TELL

Community College Professor, Humanities, 1998
 University of Nevada, Las Vegas, NV, B.A.
 Sonoma State University, Rohnert Park, CA, M.A.
 University of Nevada, Reno, NV, M.A., Ph.D.

GLAZIER, PATRICIA MICHELE

Director, Student Outreach Services, 1984
 San Joaquin Delta College, Stockton, CA, A.A.
 Stanislaus State College, Turlock, CA, B.A.
 University of Nevada, Reno, NV, M.A.

GLOCK, MATT

Fire Academy Commander, Fire Sciences, 1999
 Truckee Meadows Community College, Reno, NV, A.A.

GOODMAN, CRAIG

Community College Instructor, English, Reading Specialist, 2004
 University of Nevada, Reno, NV, B.A.
 San Francisco State University, San Francisco, CA, M.A.

GRAHMAN, HEATHER

Instructor, Nutrition, 2005
 University of California, Davis, CA, B.S., M.S., Ph.D.

GREEN, BONNIE

Placement Specialist, Financial Aid, 1997
 Lewis University, Romeoville, IL, B.A.
 Ferris State University, Big Rapids, MI, M.S.

GRIFFIN, ROBIN

Community College Instructor, English, 2001
 East Carolina University, Greenville, NC, B.A.
 University of Nevada, Reno, NV, M.A.

GROVER, JANICE

Community College Professor, Nutrition, 1999
 Program Coordinator, Dietetic Technician
 Fontbonne College, St. Louis, MO, B.S.
 Texas Woman's University, Houston, TX, M.S.
 Registered Dietitian

GUY, TOMMIE

Information Technician, 1998
 Texas A&M University, College Station, TX, B.A.

GWALTNEY, JOHN

Community College Professor, Economics, 1986
 Oakland City College, Oakland City, IN, B.S.
 Ball State University, Muncie, IN, M.S.
 Southern Illinois University, Carbondale, IL, Ph.D.

H**HALL, KURT**

Counselor, Counseling, 1995
 Chico State University, Chico, CA, B.A.
 University of Nevada, Reno, NV, M.A.

HAMMETT, JULIA

Community College Professor, Anthropology, 1999
 San Jose State University, San Jose, CA, B.A.
 University of North Carolina, Chapel Hill, NC, M.A., Ph.D.

HAMPTON, WADE

Instructor, Humanities, 2005
 University of California, Santa Barbara, CA, B.A.
 California State University, Chico, CA, M.A.
 University of Nevada, Reno, NV, M.A.

HARBECK, DAVID

Director, Admissions and Registrar, 2002
 Western Washington University, Bellingham, WA, B.A.
 Central Washington University, Ellensburg, WA, M.Ed.
 University of Northern Colorado, Greeley, CO, Ph.D.

HARDER, KELSIE

Community College Professor, Fine Arts, 1978
 University of Nevada, Reno, NV, B.A.
 USAF Certified Illustrator Technician, Willow Grove, PA

HARPER, BRENT

Professor, Fire Science, 1996
Truckee Meadows Community College, Reno, NV, A.A.S.
Cogswell College, CA, B.S.

HEJNY, WARREN

Community College Professor, Radiologic Technology, 1995
Clinical Coordinator, Radiologic Technology
University of Southern Colorado, CO, A.A.S.
College of St. Francis, Joliet, IL, B.S.

HELLWARTH, MARGARET

International Student Advisor, 2003
Georgetown University, Washington, D.C., M.A.
University of California Berkeley, CA, B.A.

HENDERSON, PHYLLIS

Community College Professor, Biology/Chemistry, 1984
University of Nevada, Reno, NV, B.S., M.S., Ph.D.

HERNANDEZ, HUMBERTO

Advisor and Career Center Specialist, Counseling and Career Services, 2001
Truckee Meadows Community College, Reno, NV, A.A.S.
A+ Certification

HERNANDEZ, MARIA (ANGIE)

Academic Advisor, 2002
Carroll College, Helena, MT, B.A.

HERNANDEZ, ROBERT

Coordinator, Veterans Upward Bound, 1989
University of Nevada, Reno, NV, B.A., M.P.A.

HIRSCH, CARMEN

Technical Assistant, 1996

HOBSON, PAULA LEE

Director, Publications and Public Information Office, 1998
University of Oregon, Eugene, OR, B.A.

HOCH, MARCIA

Transition Specialist, 2005
Portland State University, Portland, OR, B.S., M.S., Ed.D.

HOLCOMB, SCOTT

Community College Instructor, Welding, 1999
AWS Welding Certificates

HORNSHAW, SUSAN

Dean, Social Sciences and Business, 2004
University of Manitoba, Winnipeg, Manitoba, Canada, B.A., M.A.
University of Toronto, Toronto, Ontario, Canada, Ph.D.

HOSTON, RUTH

Student Development Coordinator/Student Employment, Financial Aid, 2001
University of Oregon, Eugene, OR, B.A.

HOUSE, CATHY

Community College Professor, Computer Technologies, 1999
Truckee Meadows Community College, Reno, NV, A.A.
University of Nevada, Reno, NV, B.A.

HOUSE, ELLEN S.

Community College Professor, Nursing, 1995
Palomar College, San Marcos, CA, A.A.
University of San Diego, San Diego, CA, B.S.N.
University of California, Los Angeles, CA, M.N.
University of San Diego, San Diego, CA, D.N.Sc.

HUBER, SCOTT

Community College Professor, Biology, 1996
University of Idaho, Moscow, ID, B.S.
Idaho State University, Pocatello, ID, M.S.

HURLEY, PAIGE P.

Financial Aid Officer, 1996
University of Nevada, Reno, NV, B.A., M.A.

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JAEGER, DEEANN

Community College Professor, Dental Assisting, 2000
CA, CDA
Truckee Meadows Community College, Reno, NV, A.G.S.

JAHNKE, BRENDA

Instructor, Nursing, 2004
California State University, Chico, CA, B.S.N.
University of Nevada, Reno, NV, M.S.N.

JAKUS, CYNDI

ESL Advisor, 2004
Bradley University, Peoria, IL, B.A.
University of North Texas, Dallas, TX, M.A.

JENSEN, LARS

Community College Professor, Mathematics, 1996
University of Copenhagen, Copenhagen, Denmark, M.S.
University of Pennsylvania, Philadelphia, PA, Ph.D.

JIMENEZ-ANDERSON, SUSAN

Interim Director, Library, 2000
San Jose State University, San Jose, CA, M.L.S.

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KEARNS, THOMAS

Assistive Technician, 2004
Truckee Meadows Community College, Reno, NV, A.A.

KECKLEY, PAUL

Community College Instructor/Coordinator, Fire Science, 2004
University of Nevada, Reno, NV, M.Ed.
University of San Francisco, CA, B.P.A.
Monterey Peninsula College, Monterey, CA, A.S.

KEMP, JOHN

Community College Instructor, History, 2003
University of New Mexico, Albuquerque, NM, M.A., B.A.

KENDALL, GRACE

Community College Instructor, Graphic Communications, 2004
San Diego State University, San Diego, CA, B.S.
School of the Art Institute of Chicago, Chicago, IL, P.B.C.
California Institute of the Arts, Valencia, CA, M.F.A.

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Instructor, Mathematics, 2005
California State University, Fullerton, CA B.A., M.A.
University of California, Davis, CA, Ph.D.

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Community College Instructor, Emergency Medical Services, 2004
Coordinator, Paramedic Program
Trevecca Nazarene University, Nashville, TN, B.A., M.A.

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Instructor, Chemistry, 2005
Gonzaga University, Spokane, WA, B.S.
University of Illinois Champaign, Urban, IL, Ph.D.

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Vice President for Academic Affairs, 2003
University of Kansas, Lawrence, KS, M.A., M.S., Ph.D.

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Community College Instructor, 2004
University of Nevada, Reno, NV, B.S., M.S.
University of Michigan, Ann Arbor, MI, M.S., Ph.D.

LAWSON, LOUIS

NT System Administrator, Information Technology Operations
Microsoft Certified 2001

LEVARIO, ESTELA

Manager, Ethnic Community Relations, 1992
California State University, Fresno, CA, B.A.
National University, San Diego, CA, M.S.

LICATA, RIC

Community College Professor, Architecture, 1998
Lawrence Institute of Technology, Detroit, MI, B.S.
The New School of Architecture and Design, San Diego, CA, M.A.

LINDEKEN, MARSHA K.

Director, Human Resources, 1991
University of Nevada, Reno, NV, B.G.S.

LIVELY, ROBERT

Community College Instructor, English, 2001
University of Nevada, Reno, NV, B.A., M.A.

LOKKEN, FREDERICK

Associate Dean, Teaching Technologies, 1991
Wisconsin State University, La Crosse, WI, B.S.
Washington State University, Pullman, WA, M.A.

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Community College Professor, Physics/Astronomy, 1999
Beloit College, Beloit, WI, B.S.
Michigan State University, East Lansing, MI, M.S.
Montana State University, Bozeman, MT, Ph.D.

LOVE, MARY

Community College Professor, Nursing, 1982
Director, Nursing
Cerritos College, Norwalk, CA, A.D.N.
University of Nevada, Reno, NV, B.S.N., M.S.N, Ph.D.

LOVETT, L.D.

Counselor, 1973
University of Mississippi Valley State, Itta Bena, MS, B.S.
University of Nevada, Reno, NV, M.Ed., Ed. Spec.

LOWE, SHARON

Community College Professor, History, 1997
University of California, San Diego, CA, B.A.
University of Nevada, Reno, NV, M.A.

LUCCHESI, KATHLEEN

Dean of Student Services and Enrollment Management, 1991
Portland State University, Portland, OR, B.A.
University of Nevada, Reno, NV, M.P.A.

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Assistant to the President, Administration, 1991
Mile-Hi Court Reporting College, Lakewood, CO, Business Degree

MARBLE, WILLIAM

Computer Network Manager, 1991
University of Nevada, Reno, NV, B.S.

MARSALA, PAUL

Director, Adult Basic Education Program, 2001
University of Nevada, Reno, NV, M.A.
California State University, Los Angeles, CA, B.S.
Glendale Community College, Glendale, CA, A.A.

MARSTON, RON

Community College Professor, Graphic Communications, 1999
University of Nevada, Reno, NV, B.G.S.
Lesley University, Cambridge, MA, M.ed.

MCCOY, DIANA

Community College Professor, Economics, 1982
University of California, Santa Barbara, CA, B.A.
University of California, Berkeley, CA, M.A.

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Community College Instructor, Dental Assisting, 2003
University of Nevada, Reno, NV, B.S.

MCGUIRE, WILLIAM

Retention Coordinator, Student Services, 2005
Ohio State University, Columbus, OH, Ph.D.
Marquette University, Milwaukee, WI, B.S.

MCKNIGHT, RUTH

Counselor, Re-Entry, 1997
California State University, Northridge, CA, B.S.
University of Nevada, Reno, NV, M.A.

MCNULTY, GEORGE

Academic Advisor, 2003
University of Nevada, Reno, NV, M.A.
California State University, Chico, CA, B.A.
Feather River College, Quincy, CA, A.A., A.S.

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Assistant Director of Human Resources, 2005
University of Nevada, Reno, NV, B.A.

MEHM, WILLIAM

Instructor, Biology, 2005
California State University, Northridge, CA, B.A.
Eastern New Mexico University, Portales, NM, M.S.
University of Nevada, Reno, NV, Ph.D.

MELA, KENNETH

Program Specialist, Veterans Upward Bound, 1993
University of Nevada, Reno, NV, B.S.

MENTZER, ALAN

Community College Professor, Criminal Justice, 1993
University of Nevada, Reno, NV, B.S., M.P.A.

MILLER, RANDY

Network Analyst, Information Technology, 2001
Cisco Certified Network Associate, CCNA
Cisco Certified Design Associate, CCDA
Foundry Certified Network Engineer, FCNE
TCP/IP Network Analyst

MOLT, JOHN

Senior Programmer/Analyst, 2001
University of California, Riverside, CA,
Mt. San Antonio College, Walnut Creek, CA
Citrus College, Glendora, CA

MOORE, TY

Assistant Registrar, 2004
University of Nevada, Reno, NV, M.A., B.A.
Feather River College, Quincy, CA, A.A.

MORTENSON, CINDY

Community College Professor, Computer and Office Technology, 1999
University of Nevada, Reno, NV, B.S.
Lesley College, Cambridge, MA, M.Ed.

MUHLE, JULIE

Community College Professor, Dental Assisting, 1999
Dental Assisting Program Coordinator
Truckee Meadows Community College, Reno, NV, A.G.S., A.A.S.

MYERS, LINDA

Senior Accountant/Auditor, 2005
Santa Monica College, Santa Monica, CA, A.A.
University of Nevada, Reno, NV, B.S.

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NAUMER, CAROLA

Community College Professor, Art History, 1999
San Francisco State University, San Francisco, CA, B.A., M.A.
Florida State University, Tallahassee, FL, Ph.D.

NEACE, GARY W.

Community College Instructor, Computer Technologies, 2003
Illinois State University, Normal, IL, B.S.
Northern Illinois University, DeKalb, IL, M.B.A.

NEW, JIM

Interim Associate Dean, Applied Industrial Technologies, 1998
College of Eastern Utah, Price, UT, A.A.S.
Utah State University, Logan, UT, B.S., M.S.

NEWHALL, WILLIAM S.

Community College Professor, Mathematics 1979
University of California, Davis, CA, B.S.

NICOLET, DIANE

Director, E.L. Cord Child Care Center, 1996
University of Northern Colorado, Greeley, CO, B.A.
Webster University, St. Louis, MO, M.A.T.

NOREEN, MICHELE

Instructor, Veterinary Technology, 2005
Drexel University, Philadelphia, PA, B.S.
North Carolina State University, Raleigh, NC, D.V.M.

NORTH, BJ

Chief Advancement Officer and Executive Director of the Foundation, 2004
University of Nevada, Reno, NV, B.S.

NYSWONGER, NEVIN

Instructor, Diesel Technology, 2005
American River College, Sacramento, CA, A.A.



O'GORMAN, DEB

Director, Workforce Development and Continuing Education Division, 1998
University of Wyoming, Laramie, WY, B.S., M.B.A.

OETJEN, JASON

Institutional Research Analyst, 2005
University of Nevada, Reno, NV, B.S.

ODYNSKI, KATHERINE L.

Assistant Dean, Workforce Development and Continuing Education Division,
1983
University of Nevada, Reno, NV, B.S.

OLSEN, JEFF

Community College Instructor, Mathematics, 2003
Humboldt State University, Arcata, CA, B.S.
University of California, Davis, CA, M.S.
University of Oregon, Eugene, OR, M.S.

OLSEN-OLIVER, TRACEY

New Student Programs Specialist, New Student Programs, 2001
Frostburg State College, Frostburg, MD, B.S.
Colorado State University, Fort Collins, CO, M.Ed.

OWENS, THEODORE

Instructor, Music, 2004
University of Oklahoma, Norma, OK, B.M., M.M.

OZBEK, KAREN

Community College Instructor, English, 1984
Illinois Valley Community College, Oglesby, IL, A.A.
Southern Illinois University, Carbondale, IL, B.A., M.A.

P

PERRY, GABRIEL F.

Community College Professor, Automotive, 1979
General Motors Institute, Certificate
Carter Carburetor Division ACF Motors, Diploma
United Delco Division, General Motors Corp., Six Certificates
Gasoline Engines, Dana Corp., Certificate
NATEF, ASE Certified Master Automotive Technician

PETERSEN, SCOTT

Assistant Controller—Student Accounting, Controller's Office, 2001
Santa Rosa Junior College, Santa Rosa, CA, A.A.
California State University, Sonoma, CA, B.S.
University of North Texas, Denton, TX, M.B.A.

PHINNEY, NADINE L.

Librarian, Elizabeth Sturm Library, 1983
Oregon State University, Corvallis, OR, B.S., B.A.
University of Oregon, Eugene, OR, M.L.S.
University of Nevada, Reno, NV, M.A.

PIERCY, EARL

Community College Professor, Sociology, 1992
Sonoma State College, Rohnert Park, CA, B.A.
San Francisco State University, San Francisco, CA, M.A.

PLAGGEMEYER, TED

Dean, Mathematics, Science, Engineering and Technology, 2005
University of Great Falls, Great Falls, MT, B.S.
Montana State University, Bozeman, MT, M.S.

POOLE, SUSAN

Director, Development and Prospect Research, 1998
Mills College, Oakland, CA, B.A.

PORTER, PATRICIA

College Recruiter (Specialist), 2003
University of Nevada, Las Vegas, NV, B.A.

PORTER, REBECCA F.

Community College Professor, Mathematics, 1983
University of Nevada, Reno, NV, B.S., M.S.

PREECE, NOLAN

Community College Instructor, Art, 2003
Utah State University, Logan, UT, M.F.A., B.S.

PULLEN, GEORGIA

Associate Dean of Students, 2001
University of the State of New York Regents College, Albany, NY, B.S.
Central Michigan University, Mt. Pleasant, MI, M.S.A.

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Dean, Workforce Development and Continuing Education, 1987
University of Oregon, Eugene, OR, B.S.
Human Resources Certification Institute, S.P.H.R.

REID, JOHN

Community College Professor, History, 1999
Department Chair, Social Sciences
University of Nevada, Reno, NV, B.A., M.A.
Michigan State University, MI, Ph.D.

REINHARDT, ELSI

Community College Professor, Mathematics, 1985
University of Nevada, Reno, NV, B.S., M.S.

RICHTER, DEBORAH

Community College Professor, Business and Management, 1989
Coordinator, Professional Business Studies
California State University, Chico, CA, B.S.
California State University, Sacramento, CA, M.B.A.

RINALDI, ROSEMARY

Community College Professor, Nursing, 1991
 Illinois Valley Community College, Olgesby, IL, A.S.
 Bradley University, Peoria, IL, B.S.N.
 University of Nevada, Las Vegas, NV, M.S.N.

RINGKOB, PAULA

Community College Professor, Accounting, 1983
 Iowa State University, Ames, IA, B.S.
 University of Nevada, Reno, NV, M.B.A.
 State of Nevada, C.P.A.

RINGLE, PHILIP M.

President, 2002
 Kent State University, OH, B.S., M.Ed., Ph.D.

RIVERS, VIRGINIA

Community College Professor, Environmental Science, 1985
 California State University, Hayward, CA, B.S.
 San Diego State University, San Diego, CA, M.S.

RODERICK, JAMES E.

Community College Professor, English, 1995
 California State University, Northridge, CA, B.A.
 San Francisco State University, San Francisco, CA, M.A.

ROMO, CARLOS

Director of Equity and Diversity, 2004
 University New Mexico, Albuquerque, NM, B.A.
 Tulan University, New Orleans, LA, M.A., Ph.D.

ROSSETTI, CINDY

Director, Budget, 1983

RUBALCAVA, MICAELA

Community College Professor, Education Teacher Prep, 1999
 Stanford University, Stanford, CA, M.A.
 University of California, Berkeley, CA, B.A., Ph.D.

RUF, BRIAN

Community College Professor, Engineering Drafting, 1996
 University of Nevada, Reno, NV, B.S.

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Controller, 2000
 University of Nevada, Reno, NV, B.S.
 State of Nevada, C.P.A.

SANDERS, BARBARA

Dean, Science, Math, Health Science, 2001
 Youngstown State University, B.A., M.A.
 University of San Francisco, San Francisco, CA, Ed.D.

SANFORD, DELORES

Vice President for Finance and Administration, 2003
 University of Alabama, Tuscaloosa, AL, B.S.
 Pepperdine University, Malibu, CA, M.B.A.

SANFORD, PATTI

Community College Instructor, Dental Hygiene, 2004
 San Jose State University, San Jose, CA, M.A.
 University of Southern California School of Dentistry, Los Angeles, CA, B.A.

SAUNDERS, LINDA

Community College Professor, Nursing, 1986
 State University of New York, Plattsburg, NY, B.S.N.
 Kent State University, Kent, OH, M.Ed.
 State University of New York, Syracuse, NY, M.S.N.

SCALLY, CHRISTINA

Community College Instructor, ESL/English, 2001
 ESL Coordinator
 University of Oregon, Eugene, OR, B.A.
 University of Idaho, Moscow, ID, M.A.

SCALLY, JOHN

Community College Professor, Philosophy/Ethics, 1990
 Humanities, Department Chair
 University of Portland, Portland, OR, B.A.
 University of Oregon, Eugene, OR, D.A.

SCHEIBLE, BEN

Community College Professor, Real Estate, 1998
 Stanford University, Stanford, CA, A.B.
 Univ. of the Pacific, McGeorge School of Law, Sacramento, CA, J.D.

SCOTT, CHERYL

Research Analyst, 2003
 Indiana University, Indianapolis, IN, M.S.
 Houghton College, Houghton, NY, B.S.

SCOTT, CRAIG

Assitant Director, Budget, 2000
 Central Michigan University, Mt. Pleasant, MI, B.S.

SCOW, SR., RAYMOND K.

Community College Instructor, ATEC, AIT Division, 1997
 Coordinator, Transportation Department
 ASE Certified Master Technician
 ASE Certified Advanced Engine Performance L1
 ASE Certified Air Conditioning Recovery/Recycling
 Chrysler Corporation Master Technician 25 years
 Nevada Smog License G1 and G2

SEFCHICK, ANASTASIA

Corporate and Community Relations Manager, Workforce Development and
 Continuing Education, 2002
 Universidad Iberoamericana, Mexico, B.A.

SEPTIEN, JOHN M.

Community College Professor, 1982
 American Welding Society, Certified
 American Society of Mechanical Engineers, Certified
 Journeyman Pipefitter, Local Union 191
 Apprenticeship Program Local Union 192
 Bechtel Corp., Certified
 Stearns and Rogers Corp., Certified Welder
 Management Training Corp., Certified Welding Instructor

SHAFER, RALPH

Community College Professor, Computer and Information
 Technology, 1991
 University of Maryland, College Park, MD, B.S.
 George Washington University, Washington, DC, M.B.A.
 MCT - Microsoft Certified Trainer
 MCSE - Microsoft Certified Systems Engineer
 CCNP - Cisco Certified Network Professional
 CCAI - Cisco Certified Academic Instructor
 CTT - Certified Technical Trainer
 A+ - PC Technician Certification
 Network+ - Certified Network Technician

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Librarian, Elizabeth Sturm Library, 1996
 State University of New York, Albany, NY, B.A.
 Queens College of the City University of New York, New York, NY, M.L.S.

SIMONE-CALL, ANDREA

Fitness Center Coordinator, 2004
 Pittsburg State University, Pittsburg, KS, B.S.Ed., M.S.Ed.
 US Coast Guard Marine Science Technician "A" School, Yorktown, VA, M.S.T.

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Associate Dean, Extended Day Services, 1983
 Cabrillo Junior College, Aptos, CA, A.A.
 San Jose State College, San Jose, CA, B.A.

SMILANICK, G. PHILLIP

Community College Professor, Accounting, 1991
 University of Nevada, Reno, NV, B.S., M.B.A.

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Special Projects Liaison, Workforce Development and Continuing Education, 1989
Truckee Meadows Community College, Reno, NV, A.A.

SOTELO, HENRY

Community College Professor, Paralegal/Law, 2001
University of Nevada, Reno, NV, B.A.
McGeorge School of Law, Sacramento, CA, J.D.

SOUZA, TRAVIS

User Consultant/Instructional Web Technician, Teaching Technologies, 2001
Truckee Meadows Community College, Reno, NV, A.A.

STAGE, JULIE

Community College Professor, Dental Hygiene, 1999
Northern Arizona University, Flagstaff, AZ, B.S.

STREEPER, STEVEN M.

Community College Professor, Economics and Statistics, 1990
Department Chair, Professional Business Studies
University of Wyoming, Laramie, WY, B.A., M.S., M.A.

STUBBS, MARY

Community College Professor, Nursing Assistant Program, 1997
Coordinator, Nursing Assistant Program
City College of San Francisco, S.F. CA, A.S.
University of Nevada, Reno, NV, B.S.

SULLIVAN, SIDNEY

Employment Specialist, 2004
University of Montana, Missoula, MT, B.A.

SUMMERHILL, BRAD

Community College Instructor, English, 2003
University of Arkansas, Fayetteville, AR, M.F.A.
University of Virginia, Charlottesville, VA, B.A.

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Assistant to the Director of Human Resources, 1999
Truckee Meadows Community College, Reno, NV, A.A.S.

SWANK, CRYSTAL

Community College Instructor, Early Childhood Education, 2004
University of Nevada, Reno, NV, M.S., B.S.
Truckee Meadows Community College, Reno, NV, A.A.

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Community College Professor, Emergency Medical Services, 1986
Nevada State Certified EMT Basic Instructor
American Heart Association Certified-Regional Faculty
Truckee Meadows Community College, Reno, NV, A.A.
University of Nevada, Reno, NV, B.G.S., Certificate of Gerontology

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Community College Professor, Sociology, 1979
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State University of New York, Albany, NY, Ph.D.

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California Poly State University, San Luis Obispo, CA, M.A. Ed.

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Counselor, Counseling, 1989
Montana State University, Bozeman, MT, B.S., M.Ed.
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TURBOW, SUSAN

Community College Professor, Early Childhood Education, 1986
University of Cincinnati, OH, B.S.
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TURNER, BEVERLY

Community College Professor, Foreign Language, 1990
Illinois State University, Normal, IL, B.A.
University of Maryland, College Park, MD, B.S.
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Outreach Counselor, Veterans Upward Bound, 1989
California State University, Chico, CA, B.A.
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TWITCHELL, BARBARA

Director, Re-Entry Center, 1994
St. Johns University, Jamaica, N.Y., B.A.
Northern Arizona University, Flagstaff, AZ, M.A.

TWITCHELL, WIRT

Director, Counseling, Advisement and Career Services, 1988
Northern Arizona University, Flagstaff, AZ, B.S., M.A., M.A.Ed.
University of Nevada, Reno, NV, Ed.S.

V**VELTRI, ANNA**

Counselor, Counseling, 1984
University of Utah, Salt Lake City, UT, B.S.
University of Nevada, Reno, NV, M.A., Ed.S.

VILL, KELLY

Public Relations Assistant, 2004
University of Nevada, Reno, NV, B.A.

W**WALLACE, JEFF**

Community College Instructor, Computer Technologies, 2003
University of Southern California, Los Angeles, CA, MFA film
Santa Clara University, Santa Clara, CA, M.B.A.
University of Michigan, Ann Arbor, MI, B.S.C.S.

WATERS, RICHARD K.

Community College Instructor, Humanities, 2002
Portland State University, Portland, OR, B.A.
University of California, Berkeley, CA, M.A.
University of New Mexico, Albuquerque, NM, Ph.D.

WHITEHURST, NEIL

Community College Professor, Journalism, 1999
San Jose State University, San Jose, CA, M.S.

WIKANDER, KAREN

Community College Instructor, English, 2002
University of Nevada, Reno, NV, B.A.
University of Birmingham, England, UK, M.A.

WILLIAMS, AMY

Program Manager, 2005
William Jewell College, Liberty, MO, B.A.

WILLIAMS, DANIEL J.

Community College Instructor, Biology, 2003
University of Alabama, Auburn, AL, M.S.

WINSLOW, CHRIS

Director, Information Technology Operations, 1998
University of Nevada, Reno, NV, B.A.
University of Maryland, College Park, MD, M.G.A.

WINSLOW, NADINE

Executive Assistant, 2005
California State University, Sacramento, CA, B.A.
Westminster College of Salt Lake City, Salt Lake City, UT, Paralegal Certificate

WINSTON, JAMES

Community College Professor, Mathematics, 1986
University of California, Berkeley, CA, B.A.
San Jose State, San Jose, CA, M.S.

WITZLEBEN, ANNE

Instructor, ESL, 2005
Santa Clara University, Santa Clara, CA, B.A.
University of Nevada, Reno, NV, M.A.

WOEHR, CHERYL

Counselor, Counseling, 1985
California State University, Chico, CA, B.A., M.A.

WRAY, CAROLYN

Community College Professor, Theater and Speech Communications
Cal State University, Fullerton, CA, B.A., M.A.
University of Nevada, Reno, NV, M.A.

WURM, SHARON

Assistant Director, Financial Aid, 1995
University of Nevada, Reno, NV, B.S.

Y

YARNEVICH, JOHN

Community College Professor, History, 1991
University of Kansas, Lawrence, KS, B.S.
Northern Arizona University, Flagstaff, AZ, M.A.

YOUNG, SR., JONATHAN D.

Community College Professor, Automotive Technology 1990
Southern Utah State College, Cedar City, UT, B.A.
Northern Arizona University, Flagstaff, AZ, M.A.
ATEC Program Lead Instructor
ASE Certified Master Technician
ASE Certified Advanced Engine Performance LI
ASE Certified Air Conditioning Recovery/Recycling
ASE Certified Alternate Fuels - Light Vehicle CNG

Z

ZIDECK, STEPHEN

Director, Applications Development, 1983
University of Nevada, Reno, NV, B.S.

Faculty Emeritus

AYARBE, JOSEPH P.

Director,
Financial Aid and Student Employment, 1969

BARNES, FRANK C. †

Department Chair,
Public Service, 1977

BOARDMAN, DAVID

Community College Professor,
Environmental Control Technology, 1985

BOCCHESI, VERONICA †

Community College Instructor,
Nursing, 1977

BOME, MARGARET

Community College Professor,
English, 1984

BOWEN, CHARLOTTE

Counselor,
Counseling, 1973

BRAND, RICHARD †

TMCC Vice President,
Academic Affairs, 1988

BRYCHTA, THERESE A.

Community College Professor,
English, 1980

BURNHAM, FRANK J.

Director,
Planning and Administrative Services, 1972

BUTTON, DOROTHY J.

Community College Instructor,
Nursing, 1978

CASERTA, JOHN A.

Dean,
Adult and Community Education, 1974

CHALMERS, ESTHER

Community College Instructor,
Nursing, 1973

COFFMAN, SIGRUN

Community College Professor,
English/Department Chair, Humanities, 1984

COONEY, MATA-MARIE

Reference Supervisor,
Library, 1977

CORTEZ, AURORA

Community College Professor,
English, 1979

DAIN, JO ANNE

Community College Professor,
Word Processing, 1973

DAVIS, CYNTHIA

Community College Professor,
Mathematics, 1984

DOSER, ELSIE

Assistant Vice President, Institutional
Effectiveness and Research, 1982

DOSER, JOSEPH

Department Chair,
Accounting/Business, 1974

EARDLEY, V. JAMES

TMCC President, 1973

EMBRY, CHARLTON RAY

Community College Professor,
English, 1973

FRANSDEN, JERALD †

Community College Professor,
Real Estate, 1977

GARNER, KAREN

Executive Director
Development/Affirmative Action Officer, 1978

GOFF, MARJORIE †

Community College Instructor,
Nursing, 1973

GRIMM, BARBARA K.

Community College Professor,
Computer and Office Technology, 1989

HANCOCK, EDWARD

Community College Professor,
Communications, 1974

HOLDERMAN, ORVILLE L.

Divisional Chairman,
Industrial/Technical and Public Service, 1973

HUNEYCUTT, RITA

TMCC Senior Vice President, 1980

JOHNSON, KENNETH E. †

Director, Admissions and Records
Management Information Systems, 1973

JOHNSON, MAX K. †

Executive Assistant, 1972

KLEINE, CARROYL †

Director,
Personnel, 1987

LEFEBVRE, ERNESTINE

Community College Instructor,
Radiologic Technology, 1971

LEWIS, ALLEN M.

Community College Professor,
Computer and Office Technology, 1978

MACDONALD, SCOTT

Director,
Advanced Technology, 1985

MARTIN-MATHEWS, BERNICE

Director,
Nursing and Health Sciences, 1971

MATHISEN, JACQUELINE

Counselor
Counseling, 1983

MCCLURE, DANIEL †

Counselor,
Counseling, 1987

METCALF, CAROL

Community College Professor,
Nursing, 1989

MIDDLEBROOKS, DELORIS

Community College Professor,
Nursing, 1973

MULDER, HELEN

Cooperative Education, 1973

MUNSON, BERT Q. †

Dean of Instruction, 1972

OAKLEY, CHAUNCEY †

Community College Instructor,
Mathematics, 1971

PONTRELLI, N. JEAN

Community College Professor,
English, 1971

RAY, JOCELYN

Counselor
Counseling, 1983

REED, THOMAS A.

Assistant Director,
Financial Aid, 1996

RIEL, MARYJEAN A. †

Community College Instructor,
Mathematics, 1979

ROSE, ROBERT I.

Community College Professor,
Mathematics, 1973

SKIVOFILAKAS, GEORGE †

Community College Professor,
Food Service, 1980

STROUB, DEE H. †

Division Chair,
Social Sciences, 1972

STURM, ELIZABETH †

Director,
Learning Resource Center, 1976

TAVERNIA, GEORGE P.

Director,
Administrative Services, 1972

TRETEN, BRAD

Community College Professor,
Accounting, 1979

TUTEUR, LAWRENCE

Associate Dean,
Instruction, 1991

WALKER, LLOYD

Community College Professor,
Architectural Design, 1985

WILKINS, DAVID †

Community College Professor,
Mathematics, 1978

WOOD, CORA FAYE †

Community College Professor,
Sociology, 1979

WOOD, KAREN

Community College Professor,
Nursing, 1982

† Deceased

Part-time Faculty and Credentials

Last Name	First name	Institution/Degree	Institution/Degree
Abel	David	No degree - certifications and dean's letter on file	
Alexander	Susan	Drexel University, Philadelphia, PA, B.S.M.E.	
Allen	Roswell	University of Portsmouth, UK, B.A.	University of Nevada, Reno, NV, M.A.
Almond	Paris	Boise State University, Boise, ID, B.F.A	Washington State University, Pullman, WA, M.F.A.
Amodio	Suzanne	University of California, Berkeley, CA, B.A.	University of California San Diego, CA, M.A.
Andre	Robert	University of Minnesota Twin Cities, MN, B.S.	University of Minnesota Twin Cities, MN, M.E.
Annis	Regenia	San Jose State University, San Jose, CA, B.A.	
Arango	Ernie	University of Nevada, Reno, NV, B.S.	
Atkins	Shelly	University of Nevada, Reno, NV, B.A.	University of Nevada, Reno, NV, M.S.W.
Ayres	Wesley M	University of California, Davis, CA, B.A.	University of the Pacific, McGeorge School of Law, Sacramento, CA, J.D.
Badrena	Josef	University of California, Irvine, CA, B.A.	University of California, Irvine, CA, M.A.
Balderrama	Mercy	University of Nevada, Reno, NV, B.S.	
Balderrama	Robert	Oruro Technical University, Bolivia, South America, B.S. (transcripts in Spanish)	
Bale	Shelly	University of Nevada, Reno, NV, B.A.	
Banks	Deborah	Grove City College, Grove City, PA, A.B., University of Nevada, Reno, NV, B.A.	University of Nevada, Reno, NV, M.A.
Banks	Otys	Golden Gate University, San Francisco, CA, B.A.	Golden Gate University, San Francisco, CA, M.P.A.
Bartl	Connan	University of Nevada, Reno, NV, B.A.Ed.	
Batchelor	Norman	Cisco Certifications	
Baughman	Fabiola	Richardo Palma University, Republic of Peru, B.A.	University of Nevada, Reno, NV, M.S.
Baughman	Jane	University of Nevada, Reno, NV, B.A.	University of Nevada, Reno, NV, M.A.
Bellows	Timothy	Hobart College, Geneva, NY, B.A.	University of Iowa, Iowa City, IA, M.F.A.
Boswell	Delphine		University of Nevada, Reno, NV, M.A./Western Michigan University, Kalamazoo, MI, M.A.
Branson	Diane	San Jose State University, San Jose, CA, B.A.	San Jose State University, San Jose, CA, M.A.
Bristow	Barbara	Fresno State College, Fresno, CA, B.A.	Fresno State College, Fresno, CA, M.A.

Last Name	First name	Institution/Degree	Institution/Degree
Buehler	Mark	New Mexico State University, Las Cruces, NM, B.S.	New Mexico State University, Las Cruces, NM, M.S.
Bugulov	Igor	National University at Kiev, Soviet Union, M.S. (both transcripts in Russian)	Kiev Shevchenko State University Council, Soviet Union, PhD
Cage	Gary	Harding College, Searcy, AR, B.A.	Harding College Graduate School of Religion, Memphis, TN, M.A., University of Tennessee, Knoxville,
Callahan	Mark	Western Illinois University, Macomb, IL, B.S.	
Cameron	Carol	California State University, Hayward, CA, B.A.	Kent State University, Kent, OH, Ph.D.
Campbell	Jeffrey	California State University, Fullerton, CA, B.A.	California State University, Fullerton, CA, M.B.A.
Carey	Andrew		University of Nevada, Reno, NV, M.A.
Carlson	Dale	No degree - certifications and dean's letter on file	
Carter	Katheen	California State University, Sacramento, CA, B.A.	University of Nevada, Reno, NV, M.Ed.
Case	Clint	Linfield College, McMinnville, OR, B.A.	University of Nevada, Reno, NV, M.S., Ph.D.
Casey	Partricia	State University of New York at Purchase, NY, B.F.A.	
Choate	Rosann	University of Pennsylvania, Philadelphia, PA, B.A.	University of Pennsylvania, Philadelphia, PA, M.A.
Chung	Samuel	University of California, Los Angeles, CA, B.A.	University of California, Los Angeles, CA, M.B.A.
Clarke	Danny	San Jose State University, San Jose, CA, B.A.	San Jose State University, San Jose, CA, M.A.
Clark-Ross	Katheryn	Western Nevada Community College, Carson City, NV, AA/AS	
Clinkinbeard	Samantha	Central College, Pella, IA, B.A.	
Cocanour	Amy	University of Nevada, Reno, NV, B.S.	University of Nevada, Reno, NV, M.S.
Coppa	Daniel	University of Nevada, Reno, NV, B.A.	
Csepelyi	Tunde	Hungary College/University, Budapest, B.A.	University of Nevada, Reno, NV, M.A.
Culbert	Mary	Chapman College, Orange, CA, B.S./RN License	
Dagen-Auerbach	Nitsa	The Hebrew University of Jerusalem, Israel, B.A.	
Dailey	Kathleen		University of Nevada, Reno, NV, M.E.
Davis	Sandy	Microsoft Office Specialist Certificates	
Delancey	Keith	University of California, San Diego, CA, B.A.	University of California, Irvine, CA, M.A./PhD.
Delacruz	Art	University of California, Berkeley, CA, B.S.	University of Southern California, Los Angeles, CA, M.S.
Deleon	Louis	Feati University, Manilla, Philippines, B.S.	
Desfor	Emily	California State University, Northridge, CA, B.A.	California State University, Northridge, CA, M.A.

Last Name	First name	Institution/Degree	Institution/Degree
Dibitonto	Mina	University of California, San Francisco, CA, B.A.	University of Nevada, Reno, NV, M.A.
Domitrovich	Joseph		Ohio University, Athens, OH, M.S.S.
Douglas	Earlene	University of Nevada, Reno, NV, B.A.	
Doyle	Gail	University of Nevada, Reno, NV, B.S. in Ed.	National University, La Jolla, CA, M.B.A.
Durand	Irene	Columbus State University, Columbus, GA, A.S.	
Eardley	Catherine	Ohio State University, Columbus, OH, B.S.E.	
Eissmann	Greg	D.D.S. License	
Erickson	Steven	Novell/Microsoft Certifications	
Ernette	Dawnee	University of Nevada, Reno, NV, B.A.	
Everts	Joanne	Winthrop College, Rock Hill, SC, B.S./ University of Oklahoma, Norman, OK, M.A.	Texas Women's University, Denton, TX, PhD
Farrell	Dick	University of Nevada, Reno, NV, B.A.	
Ferrell	Anne	University of Nevada, Reno, NV, B.A.	University of Nevada, Reno, NV, M.A.
Firby	James	San Francisco State University, San Francisco, CA, A.B.	University of California Berkeley, CA, M.A./PhD.
Fitzgerald	Meg		Northern Arizona University, Flagstaff, AZ, M.A.
Florea	Malcolm	Kettring University, Flint, MI, B.I.E.	University of Notre Dame, IN, M.B.A.
Foreman	Ron	University of San Francisco, CA, B.S.	University of Phoenix, AZ, M.A.
Fradianni	Maureen	Truckee Meadows Community College, Reno, NV, A.A.	Gallaudet University, Signing Naturally Certificate of Completion
Franzen	Gerald	Sonoma State University, Rohnert Park, CA, B.A.	
Fredericks	Debra	University of Nevada, Reno, NV, B.S./M.S.	University of Nevada, Reno, NV, Ph.D.
Fry	Robert	University of Nevada, Reno, NV, B.A.	McGeorge School of Law University of Pacific, Sacramento, CA, J.D./L.L.M.
Fryling	Mitch	Westen Michigan University, Kalamazoo, MI, B.S.	Westen Michigan University, Kalamazoo, MI, M.A.
Garcia	Adam	University of Nevada, Reno, NV, B.A.	University of Nevada, Reno, NV, M.A.
Garey-Sage	Darla	University of Nevada, Reno, NV, B.A.	University of Nevada, Reno, NV, M.A.
Garlock	Robert	Anderson University, Anderson, IN, B.A.	Vanderbilt University, Nashville, TN, M.Div.
Gehr	Denton	University of Nevada, Reno, NV, B.A.	St. Mary's College of California, Moraga, CA, M.A.
Gilbert	Helen	Utah State University, Logan, UT, B.S.	University of Nevada, Reno, NV, M.S./Colorado State University, Ft. Collins, CO, Ph.D.
Goins	Jamie	Truckee Meadows Community College, Reno, NV, A.S.	

Last Name	First name	Institution/Degree	Institution/Degree
Grimm	Robert	State University of New York at Plattsburgh, NY, B.A.	
Hadder	John	Depauw University, Green Castle, IN, B.A.	University of Cincinnati, OH, M.S.
Hall	Darryl	University of Nevada, Reno, NV, B.A.	University of Nevada, Reno, NV, M.A.
Hampton	William		University of Nevada, Reno, NV, M.A.
Hansen	Kristopher	San Francisco State University, San Francisco, CA, B.A.	Loyola Marymount University, Los Angeles, CA, M.A.
Harbor	Wes	Devry, Phoenix, AZ, B.S.	
Harmon	Chris	University of Nevada, Reno, NV, B.A.	
Harootunian	Jeff		University of Nevada, Reno, NV, M.Ed.
Harrison	Cristin	University of Nevada, Reno, NV, B.A.	University of Nevada, Reno, NV, M.A.
Heinlein	John	University of Toledo, Toledo, OH, A.S. Nursing	Kent State University, Kent, OH, M.A.
Hicks	Betty	University of Nevada, Reno, NV, B.A./B.S.	University of Nevada, Reno, NV, M.S.
Hill	Susan	Evergreen State College, B.A.	University of California, Berkeley, CA, M.A.
Hoadley	Richard	University of Nevada, Reno, NV, B.S.	University of Nevada, Reno, NV, M.A.
Holley	Donna	Sonoma State University, Rohnert Park, CA, B.A.	University of Nevada, Reno, NV, M.A.
Ilijana	Leonard	California State University, Sacramento, CA, B.A.	
Imswiler	Susan	University of Nevada, Reno, NV, B.A., M.A.	University of Nevada, Reno, NV, M.A.
Irverson	Sherman	State University of New York, Buffalo, NY, M.A.	State university of New York, Buffalo, NY, PhD
Jackman	Pricilla	University of Wyoming, Laramie, WY, B.A.	University of Wyoming, Laramie, WY, M.S.
Jackson	Christine	West Valley Junior College, Santa Clara, CA, A.A./San Jose State University, CA, B.S.	California State University, Hayward, CA, M.S.
Jacobs	Paul	Rutgers, The State University of New Jersey, A.B.	University of Northern Colorado, Greeley, CO, M.A.
Janvary	Zolton	College of Fine Arts, Budapest, Hungary, B.F.A. (both transcripts in Hungarian)	College of Fine Arts, Budapest, Hungary, M.F.A.
Johnson	Edward	Sonoma State University, Rohnert Park, CA, B.A.	
Johnson	Mark	University of Arizona, Tucson, AZ, B.A.	
Jones	Tirena	Chabot Junior College, Hayward, CA, A.A./California State University, Hayward, CA, BS	
Kamen	Donna	North Eastern Illinois University, Chicago, Il, B.A.	
Kaplan	Genevieve	University of California, Santa Cruz, CA, B.A.	The University of Iowa, IA City, Iowa, M.F.A.
Kass	Alan	University of Arizona, Tucson, AZ, B.S.	Cisco Certifications

Last Name	First name	Institution/Degree	Institution/Degree
Katrosits	Joy	University of Nevada, Reno, NV, B.A.	
Keenan	James	Cornell University, Ithaca, NY, B.S.	Michigan State University, Lansing, MI, M.S.
Kenyon	Timothy	University of New Hampshire, Durham, NH, B.A.	Goddard College, Plainfield, VT, M.F.A.
Kimball	Michael	Ohio State University, Columbus, OH, B.S.	
King	Elizabeth	Southern Oregon College, Ashland, OR, B.S.	
Kinion	Kerra	California State University, Sacramento, CA, B.A.	
Kirchoff	Veronica	University of California, Davis, CA, B.S.	University of Nevada, Reno, NV, M.S.
Kleinworth	Larry	B.A. & M.A. not on file	Clayton College Natural Health, Birmingham, AL, Ph.D.
Ladd	Sabrina	Truckee Meadows Community College, Reno, NV, A.A./University of Nevada, Reno, B.A.	University of Phoenix, AZ, M.A.
Lankenau	Pamela	College of Dupage, Glen Ellyn, IL, A.S.	
Laquaglia	Jeff	University of Nevada, Reno, NV, B.S.	University of Nevada, Reno, NV, Old School of Law, J.D.
Lauretig	Toni	University of Illinois, Chicago, IL, B.A.	Purdue University, West LaFayette, IN, M.S.
Lawson	Karen	University of Nevada, Reno, NV, B.A.	University of Nevada, Reno, NV, M.A.
Lee	Weston	California State University, Fullerton, CA, B.A.	
Leon	Miryam	National University of Colombia, B.A. (transcripts in Spanish)	University of Nevada, Reno, NV, M.A.
Lindstrom	Roselynn	Northern Michigan University, Marquette, MI, B.A.	
Lish	George	West Liberty State College, West Liberty, VA, B.A.	University of New Mexico, Albuquerque, NM, M.A.
Locke	Suneeti	Jabalpur University, India, B. Ed./M.A./PhD.	University of Nevada, Reno, NV, M.A.T.E.
Lowe	Charles	No degree - certifications and dean's letter on file	
Macias	Larry	University of New Mexico, Albuquerque, NM, B.A.	University of New Mexico, Albuquerque, NM, M.A./Naval Postgraduate School, Monterey, CA, M.S.
Mateo	Merlita	Certifications/License-Phlebotomy/Chemistry/Toxicology	
Maynard	Mark	University of San Diego, CA, B.A.	
Mccarroll	Geraldine	University of Nevada, Reno, NV, B.S.	
Mccool	Shannon	University of Nevada, Reno, NV, B.S.	University of Nevada, Reno, NV, M.S.
Meadows	Jacqueline	University of Oregon, Eugene, OR, B.A.	Pacific School of Religion, Berkeley, CA, M.A., M.D.
Merlino	Mara		University of Nevada, Reno, NV, M.A.

Last Name	First name	Institution/Degree	Institution/Degree
Molt	Barbara	Berklee College of Music, Boston, MA, B.M.	
Neal	Jack	University of Washington, Seattle, WA, B.A.	University of Nevada, Reno, NV, M.Ed.
Oksol	Erin		University of Nevada, Reno, NV, PhD
Oliver	Christine	University of Nevada, Reno, NV, B.A.	University of Nevada, Reno, NV, M.A.
Oneil	Linda	University of Nevada, Reno, NV, B.S.	University of Nevada, Reno, NV, M.S.
Oneil	Jenna	Sonoma State University, Rohnert Park, CA, B.A.	Sonoma State University, Rohnert Park, CA, M.A.
Ostrander-Elliott	Sherilyn	University of Nevada, Reno, NV, B.S.	Chapman University, Orange, CA, M.P.T.
Owings	Cindy	University of Denver Colorado, Denver, CO, B.A.	University of Northern Colorado, Greeley, CO, M.A.
Paige	Vernon	San Jose State University, San Jose, CA, B.S.	San Jose State University, San Jose, CA, M.S.
Parker	Jerry	California State University, Chico, CA, B.A.	California State University, Chico, CA, M.A.
Partridge	Maria	University of Florida, Gainesville, FL, B.A.	
Paul	Kellie	University of Nevada, Reno, NV, B.S.	University of Nevada, Reno, NV, M.S.
Pennington	Margaret	Sacramento State College, Sacramento, CA, B.A./B.S.	University of Nevada, Reno, NV, M.S.
Pollack	Kimberly		University of British Columbia, Vancouver, BC, Canada, M.S.
Prusa	Carolyn	Certified Wine Educator	
Quintana	Teresa	Certified Coding Specialist	
Rader	Harold	Brigham Young University, Provo, UT, B.S.	University of Nevada, Reno, NV, M.A., University of Alaska South East, Juneau, AK, M.P.A.
Randolph	Theresa	University of Nevada, Reno, NV, B.S.	
Redmon	Terry	University of Nevada, Reno, NV, B.S.	
Reid	Tanya	University of Nevada, Reno, NV, B.A.	University of Nevada, Reno, NV, M.A.
Rendleman	Eliot	University of Michigan, Flint, MI, B.A.	University of Nevada, Reno, NV, M.A.
Renwick	Todd	University of Phoenix, Phoenix, AZ, B.S.	
Richard	Toni	University of Nevada, Reno, NV, B.A.	
Righetti	Leslie	California State University, Hayward, CA, B.A/Santa Clara University, Santa Clara, CA, B.S.	University of Montana, M.A.
Robinson	Deborah	University of Nevada, Reno, NV, B.S.	
Rodriguez-Cochran	Silvia	Native language	
Rossi	Christopher	University of Phoenix, Phoenix, AZ, B.S.	

Last Name	First name	Institution/Degree	Institution/Degree
Rouse	Michael	University of New York, Fredonia, NY, B.A.	Middlebury College, Middlebury, VT, M.A./University of Nevada, Reno, NV, A.B.D.
Ruckman	Jack	Western State College, Gunnison, CO, B.A.	Brigham Young University, Provo, UT, Ph.D.
Rupp	Ann	Oklahoma State University, Stillwater, OK, B.S.	Arizona State University, Tempe, AZ, M.S.
Rybka	Theodore	University of British Columbia, Vancouver, Canada, B.A.	University of Saskatchewan, Skatoon, Canada, M.A./University of Oklahoma, Norman, OK, Ph.D.
Sabine	Charles	Beloit College, Beloit, WI, B.S./University of California, Riverside, CA, M.S.	University of Nevada, Reno, NV, PhD
Salapska	Joanna		University of Nevada, Reno, NV, M.A.
Salling	Dorla	Texas A&M University, Commerce, TX, B.S.	
Seltz	Norma	University of Northern Colorado, Greeley, CO, A.B.	San Jose State College, CA, M.S./John F. Kennedy University, Pleasant Hill, CA, M.A.
Shaft	Stanley	University of Nevada, Reno, NV, B.A.	University of Nevada, Reno, NV, M.A.
Shanley	Ann	University of Nevada, Reno, NV, B.S.	University of Nevada, Reno, NV, M.S.
Siderius	Janice		San Diego State University, CA, M.A.
Silverberg	Carol	University of Nevada, Reno, NV, B.A.	University of Nevada, Reno, NV, M.A.
Skeet	Tom	Truckee Meadows Community College, Reno, NV, A.G.S.	
Skelly	Muriel	No degree on file, letter from department on file	
Slowan-Pomeroy	Tina	University of Nevada, Reno, NV, B.S.	
Smalley	Alicia		University of Nevada, Reno, NV, M.A.
Smerkers	Kimberly	University of Nevada, Reno, NV, B.S. in Ed.	University of Nevada, Reno, NV, M.Ed.
Smith	Allison	University of Utah, Salt Lake City, UT, B.S.	University of Utah, Salt Lake City, UT, M.S.
Smith	Angela		University of Nevada, Reno, NV, M.A.
Sniffin	Amy	University of Nevada, Reno, NV, B.A.	University of Washington, Seattle, WA, M.A.
Sorenson	Daniel	University of California, Berkley, CA, B.A.	University of Nevada, Reno, NV, M.A.
Sosnowski	Henry	University of Nevada, Reno, NV, B.A.	University of Nevada, Reno, NV, M.Ed.
Spain	Stacy	Boise State University, Boise, ID, B.A.	Purdue University, West LaFayette, IN, M.F.A.
Spehar	Donna	Southern Illinois University Edwardsville, IL, B.A./M.A.	Texas Tech University, Lubbock, TX, PhD
Stafford	Maria		University of Arkansas, Fayetteville, AR, M.A.
Stathes	Connie	University of Nevada, Reno, NV, B.A., M.A.	University of Nevada, Reno, NV, Ph.D.

Last Name	First name	Institution/Degree	Institution/Degree
Stevenson	William	Certifications	
Stiller	Lisa	George Washington University, Washington DC, B.A.	George Washington University, Washington DC, M.Ed.
Summers	Robert	California State University, Sacramento, CA, B.A.	Central Michigan University Institute for Personal & Career Development Extended Study Program, Houston, TX, M.S.
Tanaka	Debbie		University of Nevada, Reno, NV, M.A.
Tasch	Tracilyn	Indiana University of Pennsylvania, Indiana, PA, B.A.	American University, Washington D.C., M.A.
Taylor	Kathleen	University of Texas at El Paso, TX, B.A.	University of Nevada, Reno, NV, M.A.
Thomas	Janet		University of Nevada, Reno, NV, M.S.
Thorton	Lisa	Fort Lewis College, Durango, CO, B.A.	Idaho State University, Pocatello, ID, M.ed.
Tichenor	Jennifer	University of Minnesota Twin Cities, MN, B.S.	University of Nevada, Reno, NV, M.S.
Turman	Thomas	University of Nevada, Reno, NV, B.A.	
Verdi	James	South Connecticut State College, New Haven, CT, B.S.	University of Nevada, Reno, NV, M.S./PhD.
Verre	Christine	University of Nevada, Reno, NV, B.S.	University of Nevada, Reno, NV, M.S.
Vetica	Thomas		University of Florida, Gainesville, FL, PhD
Waday	Erika	Mills College, Oakland, CA, B.A.	
Waldron	Lewis		University of Nevada, Reno, NV, M.Ed.
Waters	Sonnin	The University of New Mexico, Albuquerque, NM, B.A.	The University of New Mexico, Albuquerque, NM, M.A.
Webb	Monica	Native language	
Webster	Shirley		University of Alaska Anchorage, AL, M.S.
Weinert	Jeffery	University of Nevada, Reno, NV, B.S.	University of Nevada, Reno, NV, M.Ed.
Wilson	Thomas	University of Pacific, Stockton, CA, B.A.	University of San Francisco School of Law, San Francisco, CA, Juris Doctor
Witzleben	Anne		University of Nevada, Reno, NV, M.A.
Wright	Joan	University of Nevada, Reno, NV, B.S.	
Wright	Michael	Brigham Young University, Provo, Utah, B.S./University of Nevada, Reno, NV, B.S.	University of Nevada, Reno, NV, M.S.
Yorks	Rangle	University of Nevada, Reno, NV, B.A.	University of Nevada, Reno, NV, M.A.
Zandonella	Rene	Harvey Mudd College, Claremont, CA, B.S.	Golden Gate University, San Francisco, CA, M.B.A.

APPENDICES

Appendix A

ADMISSION TO THE COLLEGE

General Admission Requirements

1. All applicants must qualify for admission by satisfying at least one of the following criteria
 - A. be at least 18-years-old; or
 - B. be a graduate of a U.S. high school or its equivalent; or
 - C. qualify for early admission or admission as a qualified high school student (see policy below); or
 - D. be a qualified nonimmigrant (see policy below).

POLICY: Early Admissions and Enrollment Policy for Youth and High School Students

- a. High school juniors, seniors and the gifted and talented may be admitted or enrolled on the following basis
 1. Occupational, developmental, community services and college-sponsored courses (including certain UCCSN transfers) with the recommendation of the high school principal or high school counselor.
 2. UCCSN transfer courses: (a) high school junior with grade point average of 3.00 or above; (b) high school senior with grade point average of 2.50 or above; (c) gifted and talented students and (d) recommendation of high school principal.
- b. High school juniors and seniors, identified as vocational program completers, may be admitted and enroll based on written, articulated occupational program agreements with designated school districts.
- c. Students below high school junior standing may enroll on an audit basis in workforce development and continuing education courses only and must have the permission of their parents, school and principal.
- d. High school students who have been officially excused from compulsory school attendance on the condition of equivalent instruction outside the school may be admitted in accordance with the criteria above.
- e. Youth who do not meet the above criteria for admission may be considered on a case-by-case basis based on established performance and/or test standards determined by the college.

Students may apply for admission by completing the required form, submitting the required documentation and obtaining all necessary signatures. Applicants should come to the college well before registration begins so all requirements for admission, including required signatures, may be satisfied.

POLICY: Admission of nonimmigrant students

- f. Nonimmigrant applicants must satisfy the general admission policy of the college.
- g. International students on a F-1 visa who want an I-20 from TMCC must have completed all admission requirements two weeks prior to the beginning of the semester. The specific dates are published in each semester class schedule. The following items complete the international student request for admission.
 1. International student application for admission, with an international student application fee.
 2. Sponsor form completed and signed by the sponsor stating the student will have sufficient funds available each year to cover tuition and cost of living expenses. Official bank verification, in sponsor's name, dated within the last six months. Contact the admissions and records office at 775-673-7042 or refer to the International Student Application form.
 3. Official evidence of an educational level equivalent to graduation from an accredited United States high school. Official transcripts of permanent academic records (must be in English). For prospective students, one copy each of the secondary school record and all post-secondary study is required. Applicants should have their transcripts

certified or notarized by an appropriate official prior to submitting them for evaluation.

4. Students who speak English as a second language should be able to demonstrate English preparedness for college classes by having completed one of the following.
 - a. Minimum score of 500 (paper-based test) or 173 (computer-based test) on the International TOEFL examination. The official score report must be sent directly to TMCC from ETS (Educational Testing Service). Copies are not acceptable.
 - b. Receive recommendation for academic study from the Intensive English Language Center (IELC) at UNR.
 - c. Completion of Freshman Composition (ENG 101, 113 or equivalent) at a U.S. school.
 - d. International students who graduate from a U.S. high school may provide official high school proficiency examination passing English scores in reading and writing. Proof must be provided by either the Nevada High School Proficiency Examination Program or the equivalent counterpart from any other state as mandated by the federal No Child Left Behind requirements. Scores recorded on official high school transcripts will be acceptable.
 - h. International students admitted into the country on an I-20 from TMCC must be enrolled in the college as a full-time student (a minimum of 12 credit hours) until they complete their full course of study or transfer to another institution and meet the progression standards outlined in Appendix F.

2. Admission to TMCC implies general admission to the college only and does not constitute admission to a specific curriculum or courses which may require additional admission criteria.

Appendix B

REGULATIONS FOR DETERMINING RESIDENCY AND TUITION CHARGES

These regulations have been enacted to provide uniform rules throughout the Nevada System of Higher Education (the "System") and all member institutions thereof, for the purpose of determining whether students shall be classified as resident students or nonresident students for tuition charges.

Definitions

For the purposes of these regulations, the terms stated below shall have the following meanings.

1. "Alien" means a person who is not a citizen of the United States of America.
2. "Armed Forces of the United States" means the Army, the Navy, the Air Force, the Marine Corps and the Coast Guard on active duty and does not include the National Guard or other reserve force.
3. "Clear and convincing evidence" means evidence that is clear in the sense that it is not ambiguous, equivocal or contradictory and convincing in the sense that it is of such credible, reliable, authentic and relevant nature as to evoke confidence in the truth of it.
4. "Continuously enrolled" means enrollment within a normal academic year for which continuous enrollment is claimed. A person need not attend summer sessions or other between-semester sessions in order to be continuously enrolled.
5. "Date of matriculation" means the first day of instruction in the semester or term in which enrollment of student first occurs,

except that at the University of Nevada School of Medicine it means the date that a notice of admittance is sent to a student, and at the community colleges it excludes correspondence courses and community service courses which are not state funded. A person who enrolled in an institution of the Nevada System of Higher Education but withdrew enrollment during the 100% refund period, may for the purposes of these regulations, be deemed not to have matriculated and any determination concerning residency status shall be voided until such time as the person again enrolls at a System institution.

6. "Dependent" means a person who is not financially independent and is claimed as an exemption for federal income tax purposes under Section 152 of the Internal Revenue Code (26 U.S.C. § 152) by another person for the most recent tax year.
7. "Family" means the natural or legally adoptive parent or parents of a dependent person, or if one parent has legal custody of a dependent person, that parent.
8. "Financially independent" means a person who has not been and will not be claimed as an exemption, for federal income tax purposes under Section 152 of the Internal Revenue Code (26 U.S.C. § 152) by another person, except his or her spouse, for the most recent tax year.
9. "Most recent tax year" means the income tax return submitted for the prior income year.
10. "Legal guardian" means a court appointed guardian of a dependent person, who was appointed guardian at least twelve (12) months immediately prior to the dependent person's date of matriculation and for purposes other than establishing the dependent person's residence.
11. "Nonresident" means a person who is not a resident.
12. "Objective evidence" means evidence that is verifiable by means other than a person's own statements.
13. "Relocated," means evidence of permanent, full-time employment or establishment of a business in Nevada prior to the date of matriculation.
14. "Residence," a term which for the purposes of these regulations is synonymous with the legal term "domicile," and means that location in which a person is considered to have the most settled and permanent connection, intends to remain and intends to return after any temporary absences. Residence results from the union of a person's physical presence in the location with objective evidence of an intent to remain at that location for other than a temporary purpose.
15. "Resident" means a person who has established a bona fide residence in the State of Nevada with the intent of making Nevada the person's true, fixed and permanent home and place of habitation, having clearly abandoned any former residence and having no intent to make any other location outside of Nevada the person's home and habitation. The term also includes a member of the Armed Forces of the United States who has previously established a bona fide residence in the State of Nevada, but who has been transferred to a military posting outside of Nevada while continuing to maintain a bona fide residence in Nevada. When residence for a particular period is required under these regulations, this shall mean that the person claiming residence for the period must be physically present and residing in Nevada during all of the period required, excluding temporary, short-term absences for business or pleasure.
16. "Returning student" means a student who reenrolls after a break in enrollment of one or more semesters. A "returning student" retains prior resident status, if any, as long as there is no indication that the student has established residency elsewhere.
17. "Student" means a person who is enrolled at an institution of the Nevada System of Higher Education.

18. "Tuition" means a monetary charge assessed against nonresident students which is in addition to registration fees or other fees assessed against all students.

Tuition Charges

1. Tuition shall not be charged to current enrollees or graduates of a Nevada high school.
2. Tuition shall be charged to nonresident students, except that at the community colleges no tuition shall be charged for registration in community service courses which are not state funded.
3. Tuition shall not be charged to a professional employee, classified employee, postdoctoral fellow, resident physician or resident dentist of the Nevada System of Higher Education currently employed at least half time, or the spouse or dependent child of such an employee.
4. Tuition shall not be charged to a graduate student enrolled in the Nevada System of Higher Education and employed by the System in support of its instructional or research programs, only during the period of time of such employment.
5. Tuition shall not be charged to a member of the Armed Forces of the United States on active duty, stationed in Nevada as a result of a permanent change of duty station pursuant to military orders, or a person whose spouse, family or legal guardian is a member of the Armed Forces of the United States stationed in Nevada as a result of a permanent change of duty station pursuant to military orders.
6. Tuition shall not be charged to a student enrolled in the University Studies Abroad Consortium or in the National Student Exchange Program, only during the period of time of such enrollment. Time spent in Nevada while a student is in the National Student Exchange Program shall not be counted towards satisfying the residence requirement Section 4, Paragraph 2 below, nor shall enrollment through the Consortium or the Exchange Program be included in the "date of matriculation" for evaluation of Nevada residency.
7. Tuition shall not be charged to members of federally recognized Native American tribes, who do not otherwise qualify as Nevada residents, and who currently reside on tribal lands located wholly or partially within the boundaries of the State of Nevada. (B/R 8/04)

Resident Students

As supported by clear and convincing evidence, any person to whom one of the following categories applies shall be deemed a resident student for tuition purposes:

1. Except as provided otherwise in this section, a dependent person whose spouse, family or legal guardian is a bona fide resident of the State of Nevada at the date of matriculation. Some or all of the following pieces of objective evidence of Nevada residency may be required with the student's application for enrollment.
 - a. Evidence of Nevada as the spouse's, parent's or legal guardian's permanent, primary residence at the date of matriculation (examples of evidence include home ownership, a lease agreement, rent receipts, utility bills).
 - b. The student's birth certificate or proof of legal guardianship.
 - d. The spouse's, parent's or legal guardian's tax return for the most recent tax year, which indicates the student claimed as a dependent.
 - d. A Nevada driver's license or Nevada identification card for the spouse, parent or legal guardian issued prior to the date of matriculation.

- e. A Nevada vehicle registration for the spouse, parent or legal guardian issued prior to the date of matriculation.
 - f. Nevada voter registration for the spouse, parent or legal guardian issued prior to the date of matriculation.
 - g. Evidence that the student's spouse, family or legal guardian has relocated to Nevada for the primary purpose of permanent full-time employment or to establish a business in Nevada (examples of evidence include a letter from the employer or copy of business license).
2. Except as provided otherwise in this section, a financially independent person whose family resides outside the State of Nevada, if the person himself or herself is a bona fide resident of the State of Nevada for at least six (6) months immediately prior to the date of matriculation. Some or all of the following pieces of objective evidence of Nevada residency may be required with the student's application for enrollment.
- a. Evidence of six months physical, continuous presence in the State of Nevada prior to the date of matriculation (examples of evidence include a lease agreement, rent receipts, utility bills).
 - b. The student's tax return for the most recent tax year, indicating a Nevada address. If no federal tax return has been filed by the student because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income. If the student is under the age of 24, a copy of the parent's or legal guardian's tax return for the most recent tax year that indicates the student was not claimed as a dependent.
 - c. The student's Nevada driver's license or Nevada identification card issued prior to the date of matriculation.
 - d. The student's Nevada vehicle registration issued prior to the date of matriculation.
 - e. The student's Nevada voter registration issued prior to the date of matriculation.
 - f. Evidence that the student, and/or the person's spouse, has relocated to Nevada for the primary purpose of permanent full-time employment or to establish a business in Nevada (examples of evidence include a letter from the employer or copy of business license).
3. A former member of the Armed Forces of the United States who was relocated from Nevada as a result of permanent change of duty station pursuant to military orders, will be considered a Nevada resident for tuition purposes under the following conditions:
- a. He/She was a resident of Nevada prior to leaving the state as a member of the Armed Forces; and
 - b. He/She maintained his/her Nevada residency while a member of the Armed Forces; and
 - c. He/She returns to the state of Nevada within one year of leaving the Armed Forces.
- It will be necessary for the student to supply documentation in support of each of these conditions (e.g., drivers license, property ownership, evidence of absentee voting, etc.).
- 4. Licensed educational personnel employed full time by a public school district in the State of Nevada, or the spouse or dependent child of such an employee.
 - 5. A teacher who is currently employed full time by a private elementary, secondary or postsecondary educational institution whose curricula meet the requirements of NRS 394.130, or the spouse or dependent child of such an employee.
 - 6. An alien who has become a Nevada resident by establishing bona fide residence in Nevada and who holds a permanent immigrant visa or has been granted official asylum or refugee status, or has been issued a temporary resident alien card, or

holds an approved immigration petition as a result of marriage to a U.S. citizen. An alien holding another type of visa shall not be classified as a resident student, except as may be required by federal law or court decisions and upon due consideration of evidence of Nevada residence.

Reclassification of Nonresident Status

There is a rebuttable presumption that a nonresident attending an institution of the Nevada System of Higher Education is in the State of Nevada for the primary or sole purpose of obtaining an education. Therefore, a nonresident who enrolls in an institution of the System shall continue to be classified as a nonresident student throughout the student's enrollment, unless and until the student demonstrates that his or her previous residence has been abandoned and that the student is a Nevada resident. Each student seeking reclassification from nonresident to resident student status must satisfy the following four conditions.

1. Application and Written Declaration

The student must apply in writing to the appropriate Records Office of the institution for reclassification to resident student status. The application must include a written declaration of intent to relinquish residence in any other state and to certify to the establishment of bona fide residence in Nevada. A declaration form prescribed by the Chancellor and approved by the Board shall be utilized by each institution. The filing of a false declaration will result in the payment of nonresident tuition for the period of time the student was enrolled as a resident student and may also lead to disciplinary sanctions under Chapter Six of the Nevada System of Higher Education Code. Disciplinary sanctions include a warning, reprimand, probation, suspension or expulsion.

2. Bona Fide Residence in Nevada

The student, or the parents or legal guardians of the student, must document continuous physical presence as a Nevada resident for at least twelve (12) months immediately prior to the date of application for reclassification. No fewer than four (4) of the following pieces of objective evidence must be submitted with the application for reclassification.

- a. Ownership of a home in Nevada.
- b. Lease of living quarters in Nevada.
- c. Mortgage or rent receipts and utility receipts for the home or leased quarters.
- d. Nevada driver's license or Nevada identification card issued twelve (12) months prior to the date of application.
- e. Nevada vehicle registration issued twelve (12) months prior to the date of application.
- f. Nevada voter registration issued twelve (12) months prior to the date of application.

3. Financial Independence

The student must provide evidence of financial independence. A dependent person whose family or legal guardian is a nonresident is not eligible for reclassification to resident student status. The following piece of objective evidence must be submitted with the application for reclassification:

- a. A true and correct copy of the student's federal income tax return for the most recent tax year showing a Nevada address. If no federal tax return has been filed because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income must be submitted. If the student is under the age of 24, a copy of the parent's or legal guardian's tax return for the most recent tax year must be submitted that indicates the student was not claimed as a dependent.

4. Intent to Remain in Nevada

The student must present clear and convincing, objective evidence of intent to remain a Nevada resident. No fewer than three (3) of the following pieces of objective evidence must be submitted with the application for reclassification.

- a. Employment in Nevada for twelve (12) months immediately prior to date of the application.
- b. A license for conducting a business in Nevada.
- c. Admission to a licensed practicing profession in Nevada.
- d. Registration or payment of taxes or fees on a home, vehicle, mobile home, travel trailer, boat or any other item of personal property owned or used by the person, for which state registration or payment of state tax or fee is required, for the twelve (12) month period prior to the date of the application.
- e. A Nevada address listed on selective service registration.
- f. Evidence of active savings and checking accounts in Nevada financial institutions for at least twelve (12) months immediately prior to the date of the application.
- g. Evidence of summer term enrollment at a UCCSN institution.
- h. Voting or registering to vote in Nevada.
- i. Any other evidence that objectively documents intent to abandon residence in any other state and to establish a Nevada residence.

5. The presentation by a person of one or more items of evidence as indicia of residence is not conclusive on the issue of residency. Determinations of residence shall be made on a case-by-case basis and the evidence presented shall be given the weight and sufficiency it deserves, after taking all available evidence into consideration.

6. Because residence in a neighboring state other than Nevada is continuing qualification for enrollment in the good neighbor, children of alumni or WICHE Western Undergraduate Exchange Policies at a UCCSN institution; a student who was initially enrolled in a System institution under any of those policies shall not normally be reclassified as a resident student following matriculation. A nonresident student who subsequently disenrolls from the good neighbor, children of alumni or WICHE Western Undergraduate Exchange Policy and pays nonresident tuition for at least twelve (12) months must apply for reclassification to resident student status. An application for reclassification may also be submitted under the provisions of this section if the material facts of a student's residency, or the parent's or legal guardian's residency, have substantially changed following matriculation.

7. When a student has been reclassified to resident student status, the reclassification shall become effective at the registration period in the System institution immediately following the date the student receives notice of the reclassification decision.

8. No reclassification under these regulations shall give rise to any claim for refund of tuition already paid to the Nevada System of Higher Education (B/R 8/04).

9. Administration of the Regulations

Each institution of the Nevada System of Higher Education shall designate an appropriate office to implement and administer these regulations.

1. Each designated office shall make the initial decisions on the resident or nonresident student status of persons enrolling in the institution.
2. Each designated office shall make the initial decision on application for reclassification from nonresident to resident student status.

3. 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. (B/R 5/95)

4. In exceptional cases, where the application of these regulations works an injustice to an individual who technically does not qualify as a resident student, but whose status, either because of the residence of the student or his family, is such as to fall within the general intent of these regulations, then the appellate board shall have the authority to determine that such a student be classified as a resident student. It is the intent of this provision that it applies only in the infrequent, exceptional cases where a strict application of these regulations results, in the sole judgment of the appellate board, in an obvious injustice.

10. Uniformity of Decisions

The decision of an institution of the Nevada System of Higher Education to grant resident student or nonresident status to a person shall be honored at other System institutions unless a person obtained resident student status under false pretenses or the facts existing at the time resident student status was granted have significantly changed. Students granted nonresident student status by an institution retain the right to apply for reclassification under the provision of the chapter.

Effective Date of Regulations

These regulations took effect in the Nevada System of Higher Education at the beginning of the spring semester 1997 for each System institution. However, the application of these regulations shall not affect the status of any student now classified as a resident (in-state) student before the effective date of these regulations. Any student enrolled in a System institution prior to the beginning of the spring semester 1997 who had been classified as a nonresident (out-of-state) student is eligible for reclassification as a resident student under the Board of Regents residency regulations in effect at the time the student commenced his or her current period of continuous enrollment. No reclassification under these regulations shall give rise to any claim for refund of tuition already paid to the Nevada System of Higher Education.

NOTICE: Filing a false Declaration of Intent of Residency will result in the payment of nonresident tuition for the period of time a student was enrolled as a resident student and may also lead to disciplinary sanctions under Chapter Six of the Nevada System of Higher Education Code. Disciplinary sanctions include a warning, reprimand, probation, suspension or expulsion.

Good Neighbor Nonresident Tuition Policy

A graduate of a specifically designated high school or community college in a state bordering on Nevada may be charged a differential rate when enrolling as an undergraduate or graduate student at the universities or the community colleges of the

Nevada System of Higher Education. Furthermore, any person who resides in a county in which a designated high school or community college is located, and who has maintained a **bona fide** legal resident status for a period of at least 12 consecutive months prior to the first day of the semester in which enrollment is sought, may also be charged reduced nonresident rate. (B/R 5/95)

1. Those high schools and community colleges located in Arizona and southern California, bordering on Nevada and for which a town or a city in Nevada provides a significant source of goods and services include the following: (B/R 5/95)
 - Mohave County, Arizona:** Mohave Union High Schools: Kingman High School, Bullhead City High School, Colorado City High School, Lake Havasu High School and Mohave Community College (three campuses).
 - San Bernardino County, California:** 29 Palms High School, AB Miller High School, Alta Loma High School, Apple Valley High School, Baker High School, Barstow College, Barstow High School, Big Bear High School, Bishop High School, Bloomington High School, Cajon High School, Central High School, Chaffey College, Chaffey High School, Chino High School, College of the Desert, Colton High School, Crafton Hills College, Don Lugo High School, Etiwanda High School, Fontana High School, Hesperia High School, Lucerne Valley High School, Montclair High School, Monument High School, Needles High School, Ontario High School, Pacific High School, Rancho Cucamonga High School, Redlands High School, Rialto High School, Rim of the World High School, Rueben Ayala High School, San Bernardino High School, San Bernardino Valley College, San Geronio High School, Silver Valley High School, Sky High School, Sultana High School, Upland High School, Victor Valley College, Victor Valley High School, Yucaipa High School, Yucca Valley High School.
 - Inyo County, California:** Big Pine High School, Palisade High School, Bishop High School, Death Valley High School, Owen Valley High School and Lone Pine High School.
2. Those high schools and community colleges, located in areas of northern California bordering Nevada for which a town or city in Nevada provides a significant source of goods and services include the following: (B/R 5/95)
 - Modoc County, California:** Modoc High School, Surprise Valley High School and Warner High School.
 - Lassen County, California:** Credence High School, Herlong High School, Lassen College, Lassen High School, Rander High School and Lassen Community College.
 - Plumas County, California:** Almanor High School, Beckworth High School, Chester Jr.-Sr. High School, Greenville Jr.-Sr. High School, Indian Valley High School, Portola Jr.-Sr. High School, Quincy Jr.-Sr. High School, Sierra High School, and Feather River Community College.
 - Sierra County, California:** Downieville Jr.-Sr. High School and Loyalton High School.
 - Nevada County, California:** Tahoe-Truckee Jr.-Sr. High School.
 - Placer County, California:** North Tahoe High School, Sierra High School and Sierra College.
 - El Dorado County, California:** Mt. Tallac High School, Lake Tahoe Community College and South Tahoe High School.
 - Alpine County, California:** (includes residents of the designated high school or community college districts in El Dorado or Mono Counties).
 - Mono County, California:** Coleville High School, Lee Vining High School and Mammoth High School.
3. Beginning fall semester 1995 a student entering one of the community colleges shall be charged a differential tuition of current in-state fees charged an FTE undergraduate student plus an additional good neighbor fee.

Appendix C

TRANSFER CREDIT POLICY ON THE EVALUATION OF PREVIOUS TRAINING AND EDUCATION

1. Advanced Standing from Other Colleges and Universities
 - A. Applicants must submit an official transcript from all colleges and universities previously attended.
 - B. The accreditation of the institution 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.
 - a. Credit may be granted for courses in which a grade of D or better is earned at any of the institutions with general (AG), or provisional (AP) ratings in the Transfer Credit Practices of Designated Educational Institutions. Credit may always be granted as elective credit, but credit intending to satisfy a department equivalent or department elective must be approved by the specific instructional division offering the degree. Transfer credit may be disallowed and may not apply toward certificate or degree requirements if the course was taken so long ago that the student would not possess current knowledge and/or skills. Courses in this category may still be applied as elective credit. Students who believe they have current skills and knowledge in the subject area should contact the appropriate division chair for information on validation or verification. Acceptance of credit for qualification into the health sciences special selection programs requires a grade of C or better.
 - b. Credit is not accepted from schools that are non-acceptable (N or NP rating). If the school is not listed, refer to the section of this catalog entitled nontraditional credit policy. Exceptions: TMCC will accept credits from Carson College, Carson City, NV and Tahoe Paradise, California except for the associate of arts degree.
 - c. A maximum of 45 transfer credits may be accepted toward any associate degree.
2. Advanced Standing for Credit by Examination
 - A. The maximum number of credits earned by examination that may apply toward a degree may not exceed 30 credits.
 - B. Grading for examinations will be on an S/U basis. Credit is granted on the basis of the policy below and is posted on the transcript with a grade of S (Satisfactory). Examinations which are graded U (Unsatisfactory) will not be posted to the transcript.
 - C. Credit earned by examination may not apply toward satisfying the minimum 15 credits in residence required for graduation purposes.
 - D. Each student is responsible for arranging to complete the various examinations and for requesting the official score reports be sent directly to the admissions and records office.
 - E. TMCC reserves the right to deny any petition for credit.
 - F. Credit by examination does not count as part of a student's credit load for any given semester nor is it computed into the grade point average.
 - G. Any student seeking credit by examination must be an admitted TMCC student.
 - H. No examination may be taken or repeated for additional credit.

- I. Credit may not be earned for an examination that covers, at an elementary level, the subject matter of a more advanced course for which the student has already received credit or is currently enrolled in. Decisions about the hierarchy of classes shall be made by the appropriate academic division.
- J. Credit will be granted as general elective credit only, unless specific examinations have been placed on the college's Challenge List, and therefore have been determined to be equivalent to specific general education or departmental core requirements. If an additional satisfactory essay or demonstration is required in addition to an exam on the challenge list, credit will not be granted unless the additional requirement is fulfilled.
- K. Specific Examinations and Limitations
 - a. ACT PEP (Proficiency Examination Program): In general, three credits may be granted for each examination for scores of 50 or above, a letter grade of C or higher, or a Pass grade, and a satisfactory essay where required.
 - b. CBAPE (College Board Advanced Placement Examination): Three or more credits may be granted for scores of 3, 4 or 5 and a satisfactory essay where required.
 - c. CLEP (College Level Examination Program): Three or more credits may be granted for general exams with a score of 50 or above, or for subject exams with a score that meets the ACE recommendations for credit. Some exams may require an essay in addition to the objective test.
 - 1. Students who have earned 30 semester credits or more are not eligible to take any of the General exams.
 - 2. Students who have earned six or more semester credits in any one of the Subject areas are not eligible to take the General exam in that area.
 - d. DANTES (Defense Activity for Nontraditional Education Support) Examinations: Three or more credits may be granted for completion of an exam with a score of 50 or higher, and a satisfactory essay, where required.
 - e. Departmental Examinations
 - 1. Only examinations on approved course challenge list may be applied for.
 - 2. A student may not retake a departmental examination.
 - 3. From the time of application for a departmental examination, a student has one full semester in which to complete the examination.
- 3. **Advanced Standing from Nontraditional Sources (Military training and schools; United States Armed Forces Institute (USAFI); Defense Activity for Nontraditional Education Support (DANTES); correspondence; extension; certificate; and proprietary schools.)**
 - A. Applicants must submit all official documents and specific information on the length, content, and other pertinent documentation before an evaluation will be completed.
 - B. A maximum of 25 percent of the credits required for the degree/certificate may be accepted in this category (except as noted below).
 - C. Credit granted in this category may be used for the associate of applied science and associate of general studies degrees and other degrees with the approval of the appropriate dean.
 - D. Credit is granted on the basis of the policy below and is posted on the transcript.
 - E. Credit earned from nontraditional sources may not apply toward satisfying the minimum fifteen credits in residence required for graduation purposes.
 - F. Specific Policies
 - a. LEAP (Learning Experience Assessment Program) provides the opportunity to earn credit toward a certificate or degree through the assessment of prior learning experiences equivalent to the learning gained through formal college level instruction.

The applicant:

- 1. must be a current TMCC student with a minimum of 12 credits earned at TMCC;
 - 2. must be enrolled in an appropriate degree program and have completed the English/communications general education requirement for that degree;
 - 3. may not apply for credit that duplicates credit already earned; and
- b. Military Training and Schools
 - 1. Four elective credits in physical education are granted if the applicant has completed basic training. This credit is applicable toward all associate degrees.
 - 2. The Community College of the Air Force is considered an accredited college. Refer to the section in this course catalog on Advanced Standing from Other Colleges and Universities.
 - 3. Military Schools: (1) Applicants must submit an in-service training record and DD 214, unless still on active military duty, for an evaluation of service school training; (2) Applicants must show the exact title of the course, location of the course and length of the course in weeks. Credit may be granted based on the recommendations found in A Guide to the Evaluation of Educational Experiences in Armed Services. If a course is not listed, no credit will be granted; (3) In the case a course is relevant to a student's occupational degree objective, a decision as to acceptance and applicability of credit will be made by the division chair. Other courses may be acceptable as elective credit. A maximum of 30 credits may be accepted and applied toward the occupational requirements of the associate of applied science degree in military occupations; (4) The college may require the student to take a test to validate skills in certain areas before credit is granted.
 - c. 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.
 - d. Correspondence

Only courses from extension divisions of accredited colleges and universities are acceptable. Only elective credit may be granted. Correspondence courses from the University of Nevada, Reno or the University of Nevada, Las Vegas may be applicable toward degree requirements based on the decision of the vice president for academic affairs.
 - e. 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 from the University of Nevada, Reno or the University of Nevada, Las Vegas may be applicable toward degree requirements based on the decision of the vice president for academic affairs.
 - f. Certificates

Only certificates in the applicant's occupational area for an associate of applied science degree are reviewed. Only elective credit, general or departmental, 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. Adult education courses from Washoe County School District taken prior to 1973 may be accepted for occupational credit requirements in the associate of applied science degree. The decision of acceptability will be made by the vice president for academic affairs. A current, valid state-approved Emergency Medical Technicians (EMT) training program of 110 hours may be evaluated for six elective credits. Refresher course programs will not be accepted for credit. This policy is restricted to students pursuing an associate of applied science degree or

certificate of achievement in the following emphasis occupational areas: criminal justice, fire science technology and all health science majors.

The 200-hour certified firefighter certificate may be accepted for up to six credits, three of which may be used in lieu of FS 101B, upon approval of the vice president for academic affairs. Any certificate training completed after May 1, 1992 will be awarded a maximum of six credits applied towards the fire science technology certificate of achievement or associate degree.

g. Proprietary Schools

A proprietary school must be accredited by a business, technical, or private accreditation association. Credit may be granted for arts and sciences courses with the approval of the vice president for academic affairs. Skill courses may be accepted for occupational credit requirements for the associate of applied science degree. Students must provide course descriptions or catalogs along with an official transcript. Applicability of credit toward the associate of applied science degree is a decision of the vice president for academic affairs. The college may require the student to take a test to validate skill in the area before credit is accepted. Credit will be accepted for approved continuing education work when applied toward either a certificate of achievement or associate of applied science degree in business with an emphasis in real estate.

h. 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, the vice president for academic affairs or the Washoe County School District.

i. Other Recognized Sources

1. Peace Officers Standard Training (POST): eight elective credits will be granted for those taking training after October 1973. For training taken prior to 1973, four credits may be granted for a basic certificate and/or four credits may be granted for an intermediate certificate. Any POST certificate is worth eight credits. Between 1988 and 1998, students who completed the High Sierra Regional Law Enforcement Academy could purchase 24 credits within two years of completion, excluding POST credit.
2. Practical Nursing Hospital Training (LPN) - Courses taken under auspices of the Nevada State Department of Education and local school districts are evaluated on the following basis: (1) a maximum of 24 elective credits may be granted; (2) a Nevada practical nursing license is required for acceptance of credit; (3) an individual must either be currently employed as a licensed practical nurse or have had one year of experience as a licensed practical nurse for acceptance of credit; (4) acceptance of LPN training does not guarantee acceptance into the associate degree in nursing (ADN) program or the application of credits toward the ADN program; (5) Credits by examination may be required for specific courses upon the recommendation of the vice president for academic affairs.
3. American Institute of Banking (AIB)-Credits are evaluated as regular college or university transfer courses. An official AIB transcript is required for evaluation and the AIB catalog is used to determine the equivalent credit value. The applicability of credit toward degree requirements is the decision of the vice president for academic affairs.
4. Advanced American Red Cross - Adult Education - One elective credit of physical education may be granted.

Appendix D

PROGRESSION STANDARDS FOR MILLENNIUM SCHOLARSHIP

Please refer to the Nevada State Treasurer's office at millennium.state.nv.us or call (702) 486-3383.

PROGRESSION STANDARDS FOR FINANCIAL AID STUDENTS

As a financial aid recipient, a student must meet the following grade point average and credit completion requirements in order to maintain financial aid eligibility. These academic standards do not affect a student's eligibility to continue taking classes at TMCC without financial assistance.

SATISFACTORY PROGRESS REPORT: If a student is funded for fall and spring semester in one of the following enrollment categories, the student must complete the appropriate minimum number of credits for that category of enrollment and maintain a cumulative GPA of 2.0 to remain in good standing.

Full time	12 credits or more
Minimum	12 credits
3/4 Time	9, 10, 11 credits
Minimum	9 credits
1/2 Time	6, 7, 8 credits
Minimum	6 credits
Less than 1/2 Time	1-5 credits
Minimum	1 credit

If a student is funded for one semester in an academic year, the student must complete the minimum required number of credits during that one semester in order to be eligible for financial aid during the next enrollment period. It is possible to be enrolled in different categories during the academic year. For example, a student can enroll as a half-time student in the fall semester and a full-time student in the spring semester.

If a student has not used all of the Pell Grant during the academic year (fall and spring semesters), the grant may be used to enroll for summer session. The summer session enrollment form is available on the Web at www.tmcc.edu/finaid.

TIME LIMITATION: Students receiving federal financial aid are expected to complete their educational objectives within the prescribed length of time required by the specific program for which enrolled. Students whose total credits earned exceed 150 percent of the program requirements for the degree declared with the admissions and records office may not receive further financial aid.

ACADEMIC STANDARDS: For purposes of meeting academic performance as outlined in this policy, letter grades are interpreted as follows:

1. a course will be considered complete if a grade of "A" through "D," "P" or "S" is awarded;
2. a course will not be considered complete if a grade of "U," "X," "W," "I," "NR" or "F" is awarded; and
3. an audit, repeat course, "AD," CLEP credits, workforce development and continuing education courses or challenged credits are not considered as part of your credit load or completion rate. To calculate GPA, see instructions in the records section of this course catalog.

Probation, Suspension, Reinstatement

Grade Point Average: Students must have a cumulative campus GPA of 2.0 to be eligible for aid. Immediate financial aid suspension will occur whenever the cumulative GPA is less than 2.0.

To re-establish financial aid eligibility after being suspended, a student must, without financial aid assistance, earn a 2.0 GPA

Course Completion: If a student completes less than the required credit load recognized in the financial aid award, the student will be placed on financial aid probation or suspension for the next semester of enrollment. To be released from probation, the student must complete 100 percent of the probationary semester credit load plus any deficiency and maintain a cumulative GPA of 2.0. If the credit deficiency is not made up the student will be placed on financial aid suspension.

If placed on financial aid suspension the student must, without financial aid assistance, successfully complete the deficient credits from the semester of suspension or go through the appeal procedure. Credit deficiencies should be made up within the same award year. Students may attend TMCC by using personal funds, even though on financial aid probation or suspension.

Appeal Procedures: If a student is placed on suspended status, the student may appeal. To appeal, the student must meet with a financial aid officer and complete an appeal form. The financial aid review committee may render a decision or refer the appeal to the financial aid director or assistant director.

Funding Level	Maintain satisfactory academic progress if complete	Placed on financial aid probation if complete	Placed on financial aid suspension if complete
Full-time (enroll 12)	12 or more	11,10,9	Less than 9
Three-quarter time (enroll 9)	9 or more	8,7,6	Less than 6
Half-time (enroll 6)	6 or more	No probation for half-time status	Less than 6
Less than half-time (enroll 1-5)	1 or more	No probation for less than half-time status	Less than 1

Federal regulations permit TMCC to exercise professional judgement, on a case-by-case basis, in determining if unusual circumstances can be documented for federal student financial aid purposes. If a student is dependent by definition, but believes unusual circumstances exist to establish "independence," the student may request a review by meeting with a financial aid officer and completing an appeal form.

Degree Requirements: Financial aid students must declare a major and carefully review their courses and degree programs. **Transfer-general, job upgrade, millennium scholarship, undeclared and personal interest are not eligible degree programs for receiving financial aid.** (The transfer general major should not be confused with the associate of arts transfer degree or the associate of general studies degree.) It is the responsibility of the student to order transcripts from institutions previously attended. Students who have attended other institutions must request a degree audit report from admissions and records in order to have their transcripts evaluated.

Refund Policy: After institutional charges have been deducted, all grant and/or loan monies will be returned to the original grant or loan accounts, in accordance with federal guidelines and the Higher Education Act of 1999.

If the refund is insufficient to cover required payment, it will be the responsibility of the student to make the necessary payment. A student owing repayment for any federally sponsored student aid program cannot receive federal funds for future enrollment periods, unless repayment arrangements have been made with the appropriate financial aid office. Those students who owe federal funds will be reported to the NSLDS database within the U.S. Department of Education.

Appendix E

PROGRESSION STANDARDS FOR STUDENTS RECEIVING VETERANS' BENEFITS

To be eligible for veterans' assistance, veterans must meet the following grade point average, credit completion and attendance requirements in order to maintain eligibility. These progression standards in no way affect a student's eligibility to continue attendance at TMCC without veterans' benefits.

Student who feel, because of extenuating circumstances, they have not been able to meet their progression standards, may request a hearing before the student policies and appeals board. Requests to appear before the appeals board should be made to the dean of student services and enrollment management. Satisfactory progress is defined as follows.

- Grade Point Average**—Students must maintain a minimum cumulative grade point average of 2.00. As the "W" grade has no impact in determining the grade point average, it is interpreted as no credit, as if the class were never taken. Veterans who receive a W grade will therefore be given a credit load reduction and may be required to pay back a portion of their veterans' benefits received for that semester.

Students who are receiving veterans' benefits and whose cumulative grade point average is less than 2.00 will be placed on veterans' benefits probation for the following semester of enrollment. Students will be released from probation when their cumulative grade point average equals 2.00 or above. Failure to obtain the minimum 2.00 grade point average during the probationary semester will result in suspension of veterans' benefits. To reestablish eligibility, students may take courses, paid for with their own funds, until the minimum 2.00 grade point average is achieved.

- 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
 - that all such credits are directly applicable to the degree objective.

To ensure that all courses are applicable, veterans must report all previous education and training to the college. It is the student's responsibility to order transcripts from institutions previously attended. After two semesters of enrollment, the Department of Veterans Affairs will be notified if the student has failed to order transcripts. This may cause a stop in veteran's benefits. This includes any work done without veteran's benefits. Veterans may be denied benefits or asked to reimburse benefits received for credit earned in excess of their degree requirements.

Persons having questions regarding withdrawal from courses are encouraged to visit the admissions and records office for assistance in reporting all facts to the Veterans Administration (VA) upon which a decision should be based. This will ensure timely responses from the VA on payment status and prevent delays of possible payment due.

3. **Attendance**—Students are expected to attend all classes for which they have registered. Veterans are required to obtain instructors' signatures verifying regular attendance during the semester.

Appendix F

PROGRESSION STANDARDS FOR F-1 INTERNATIONAL STUDENTS ON TMCC'S I-20

In order to maintain full-time student status, International students with F-1 visas on TMCC's I-20 must meet the following grade point average, attendance and credit completion requirements.

1. **SATISFACTORY PROGRESS REPORT:**

The student must enroll in and maintain a minimum of 12 credit hours per academic semester. Enrollment in fewer than 12 credits for valid academic or medical reasons must be approved by the foreign student's advisor. When the student fails to maintain the 12 credits, he/she will be put on probation for the following semester and his/her progress will be documented. If the student does not enroll in a full course of study the semester following this probationary period, he/she will need to be reinstated.

The student must maintain a grade point average (GPA) of 2.0 to remain in good standing. Students whose cumulative GPA is less than 2.0 will be placed on probation for the following semester. Failure to obtain a minimum 2.0 GPA during the probationary semester will result in suspension and/or the need for reinstatement.

2. **ACADEMIC STANDARDS:**

For purposes of meeting academic performance as outlined in this policy, letter grades are interpreted as the following definitions and categories:

- A. A course will be considered complete if a grade of "A," "B," "C," "D" or "P" is awarded.
- B. A course will not be considered complete if a grade of "W" or "I" is awarded.
- C. An audit or "N" grade is not considered as part of your credit load or completion rate. To calculate GPA, see instructions in the records section of this course catalog.

3. **ATTENDANCE:**

Students are expected to attend all classes for which they have registered. The admissions and records office will send out progress reports to all instructors of international students to verify attendance and progress in each course.

Appendix G

STATEMENT OF POLICY IN ACCORDANCE WITH THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Each semester, TMCC publishes information in the class schedule for students concerning the Family Educational Rights and Privacy Act of 1974, as amended. This act was designed to

protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. This is not a means for challenging the fairness of a grade. A student wishing to challenge the fairness of a grade should read the section on Appeal of Grade in the Appeals Procedures section of this course catalog.

No one shall have access to, nor will the campus disclose any information from a student's educational records without the written consent of the student except to personnel within the institution and college work study students performing an assigned college function; the Nevada System of Higher Education Police performing an assigned System function; the Controller General of the United States; the Secretary of the United States Department of Health, Education and Welfare; the United States Commissioner of Education; the Assistant Secretary of Education; the Nevada State Education Department; officials of other institutions in which the student is seeking to enroll; to accrediting agencies carrying out their accreditation function; to persons in compliance with a judicial order; to parents who have established the student's dependency as defined by the Internal Revenue Code of 1954, Section 152; to officials providing student financial aid; to the Veterans Administration, Social Security Administration, the Guaranteed Student Loan program, Wells Fargo Bank, Bank of America, Chase Manhattan Bank, City Bank Corporation of New York and the United Student Aid Fund; to organizations conducting studies for or on behalf of educational agencies and to persons in an emergency in order to protect the health and safety of students or other persons.

At the registrar's discretion, the campus may provide directory information to agencies, businesses and individuals with legitimate interest in the educational or career goals of the student, in accordance with the provisions of the Act to include: student name, address, telephone number, semesters of enrollment, full-time/part-time status, degree(s) awarded, emphasis field(s) and date(s) of graduation.

Students may have directory information withheld by filing a petition for exemption with the admissions and records office. TMCC assumes that failure to specifically request the withholding of directory information indicates individual approval for disclosure. TMCC maintains records of requests and disclosures of personally identifiable information with the exception of the information disclosed to parties described above in the performance of their duties. The records of request, whether granted or not, shall include the names of the persons who requested the information and their legitimate interests in the information.

The law provides students with the right to inspect and review information in their educational records, to challenge the content of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their file if they feel the decision of the hearing panel to be unacceptable.

Students wishing to review their educational records must file a written request with the custodian of the records listing the item or items of interest. Records covered by the Act will be made available for inspection within 30 days of the request. Students may have copies made of their records with certain exceptions, e.g., a copy of academic records for which a financial 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 students.
- **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, and Washoe County School District Inservice records. The custodian of these records is the director of admissions and registrar.
- **Business office:** may include registration payments, student loan files and miscellaneous fee records. Custodian of the records is the controller.
- **Institutional Research and Assessment office:** may include test scores. The custodian of these records is the director of assessment.
- **Student Development office:** may include appeals and grievances. The custodian of these records is the dean of student services and enrollment management.
- **Financial Aid office:** may include financial aid records, scholarship records, and employment records. The custodian of these records is the director of financial aid.
- **Instructional departments:** may include records of students under the Job Training Partnership Act (JTPA) and records relating to student academic course work. Custodian of these records is the vice president for academic affairs.
- **Special Training Projects:** may include records of students under Adult Basic Education (ABE) and English as a Second Language (ESL). The custodian of these records is the coordinator of adult basic education/ English as a second language.

Students may not inspect the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment, job placement or honors to which they have waived their rights of inspection and review; or educational records containing information about more than one student, in which case the campus will permit access only to that part of the record which pertains to the inquiring student. The campus is not required to permit a student to inspect and review confidential letters and recommendations placed in the student's file prior to January 1, 1975 provided those letters were collected under established policies of confidentiality and were used only for the purpose for which they were collected.

Students who believe that their educational records contain information that is inaccurate or misleading or is otherwise in violation of their privacy or other rights may discuss their problem informally with the custodian of that record. If the decision is in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the record will

not be amended, and will be informed by the custodian of the record of any right to a formal hearing before the student appeals board, except in the case of a grade appeal. The policy on grade appeals is printed in the paragraph "Appeal of Grade" in the Appeals Procedures section of this course catalog. Student requests for a formal hearing must be made in writing to the dean of student services and enrollment management. 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 will consist of written statements summarizing the evidence and stating the reasons for the decision, and will be delivered to all parties concerned. The educational records will be corrected or amended in accordance with the decision of the board if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place with the educational records a statement setting forth any reason for disagreeing with the decision of the Board. The statement will be placed in the educational records, maintained as a part of the student's records and released whenever the records in question are disclosed.

Students who believe that the adjudication of their challenge was unfair, or not in keeping with the provisions of the Act may request in writing, assistance from the president of TMCC. Further, students who believe their rights have been abridged, may file complaints with the Family Educational Rights and Privacy Act office, Department of Health, Education and Welfare, Washington, D.C. 20201, concerning the alleged failure of TMCC to comply with the Act. Revisions and clarifications of college policies will be published as experience with the law warrants.

USE OF SOCIAL SECURITY NUMBERS: The Privacy Act of 1974 requires that when any federal, state or local government agency requests disclosure of an individual's social security number, that individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited and what use will be made of it.

Accordingly, students are advised that disclosure of their social security number is not required as a condition of registration at TMCC. Students desiring to register who do not wish to disclose their social security number may be assigned a special 10-digit student identifier number by the admissions and records office. Students are responsible for utilizing the same identifier number throughout their attendance at TMCC to ensure accurate and complete records.

The social security number is used to verify the identity of the applicant and as an identifier on student records throughout the enrollment periods of the student in order to accurately record all necessary data. All permanent academic records maintained by the college utilize the social security number as the unique identifier for a student.

As an identifier the social security number is used in program activities such as determining enrollment, recording grades, certifying school attendance, generating student transcripts and student fees.

Authority is granted under the law for requesting disclosure of a student's social security number for the University and Community College System of Nevada, Student Accounting system.

Retention and Disposition of Student Records

- ADMISSIONS
 - Applications for admission
 - Retain five years after last date of attendance and destroy
 - Application for resident fees (same)
 - Admission files for no shows
 - No retention
 - Incomplete admission files
 - No retention
 - Transcripts from other colleges
 - Retain five years after last date of attendance and destroy
 - Military service documents
 - Retain 5 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 year and destroy
 - Enrollment certifications
 - Retain one year and destroy
 - Class lists
 - Retain one year and destroy

Appendix H

OFFICIAL LIBRARY CIRCULATION CODE

The Elizabeth Sturm Library is located in the west half of the Sierra Building on the Dandini Campus. Students are invited to visit and use the pleasant study areas. Library resources are available to the TMCC community. The Nell J. Redfield e-Library is located at 475 Edison Way in the Technical Institute, Edison Campus. The Meadowood Center library is located at 5720 Neil Road, on the third floor of the Meadowood Center.

General Library Privileges

Library materials may be used in the library. TMCC and UCCSN students may check out books for two weeks and videos for two days. There is a \$2 rental charge for videos.

TMCC and UCCSN faculty and staff may check out books for one semester. Videos may be checked out for one semester or for one week, depending on the video. Faculty is encouraged to reserve videos for a specific class date, if desired.

Borrowers must present current library card to check out all materials.

Identification

To update or to receive a library card, borrowers are required to have picture identification. Special borrowers are required to furnish a second identification imprinted with the borrower's current mailing address/residence. Call 775-674-7600 for specific requirements.

Loan Periods

- A. General library materials
 - a. Students, staff, community borrowers: 14 days
 - b. Faculty/part-time faculty semester loan periods
- B. Periodicals: library use only (faculty may check out)
- C. Videos
 - a. Faculty—one week
 - b. Students—two days (but not AV reserve videos)
- D. Reserve materials: See RESERVES
- E. Limited audiovisual equipment reserved for student use may be checked out for a short loan period.

All materials, depending on availability, are subject to limits varying from one to five items.

Renewals

General library materials (except reserves, videos and equipment) may be renewed for a period of time equal to the original loan period, unless requested by another borrower. One renewal may be made in person or by telephone with the patron's library bar code number and item bar code number.

Overdue Fines

- 14 day books
 - \$.15 per day (\$7.50 maximum per item)
- Videos
 - \$1 per day (\$5 maximum per item)
- Reserve materials
 - \$.25 per hour (\$5 maximum per item)
- Audiovisual items and equipment
 - Fines vary by item

PLEASE RETURN ALL BORROWED MATERIAL TO THE ORIGINAL LENDING LIBRARY. THERE IS NO GUARANTEED RETURN OF MATERIALS TO OTHER LIBRARIES.

Failure to receive an overdue notice or invoice does not exempt a borrower from accumulating fines. Days on which the libraries are closed are not counted in computing overdue fines.

Library materials that are seven days overdue generate a bill for fines accrued. Official holidays and Sundays are not included.

Lost Items

If an item is deemed "lost," the charge to replace the item will be included on the bill.

Replacement Charges

All borrowers are subject to replacement charges for lost materials and for repair charges for damaged materials. Lost books, periodicals or special materials must be replaced either by copies acceptable to the library or by the current price of the lost

material. If the material is not repairable, the current replacement will be charged. Out of print items will be charged at the current market rate.

Audiovisual equipment replacements and repairs will be made at current cost. All checks are to be made payable to: "Board of Regents."

Reserves

LIBRARY USE ONLY: May be borrowed in-house for two hours.

24-HOUR BOOKS: May be borrowed for 24 hours.

TWO-DAY BOOKS: May be borrowed for two days.

THREE-DAY BOOKS: May be borrowed for three days.

SEVEN-DAY BOOKS: May be borrowed for one week.

EQUIPMENT: Variable checkout

Hold

A patron request for a specific item creates a hold to reserve a particular item. A hold item will not be renewed. Request a hold at the circulation desk; a return request will be generated and sent when the book has been checked out for two weeks. The borrower will be notified and the book will be held at the circulation desk for three days.

Searches

A search request will initiate an official search by the library. If a borrower is unable to find the item on the shelves and has checked with the circulation desk to ascertain if checked out, a staff member will initiate a detailed search. When an item is located as a result of a search, the library will notify the borrower. The item will be at the circulation desk for three days.

Cassette Reproduction

The library will reproduce TMCC classroom lectures and class support tapes without charge if patron provides tape(s). Blank tapes may be purchased from the circulation desk. Loss or damage of a master tape given to be copied is not the responsibility of the library and no restitution will be made. There is a 24- to 48-hour turn around time on reproductions. For details, call 775-674-7600. **Copyrighted material will not be duplicated.**

Loan Agreement

The agreement is made between the borrower and library each time materials are borrowed:

The undersigned hereby acknowledges receipt of the items listed below, to be in working condition, except as otherwise noted. Borrower assumes full responsibility for the material and agrees to reimburse the library for the loss or damage thereto. Sanctions may be involved for failure to make restitution for loss or damage under this agreement. If a student, this may include the holding of grades, transcripts and future registration.

Appendix I

TRAFFIC AND PARKING REGULATIONS

SECTION I: GENERAL

1. The purpose of these regulations is to inform all individuals of the policies regarding use of vehicles at the college and to establish uniform regulations.
2. These regulations are promulgated under the provisions of NRS 396.110 and NRS 396.435 which are part of Chapter 19, Policy Codification of the Board of Regents.

SECTION II: Definitions

1. Vehicle is defined as any mechanical device designed and/or used for the transportation of persons or cargo.
2. Operator is defined as the person in control of the vehicle when in motion or at the time it was most recently stopped or parked.
3. Violation is any action contrary to the policies established in this code.
4. Loading zone is defined as a temporary parking space to be used solely for loading and unloading either passengers or cargo.

SECTION III: Vehicle Registration

1. All motor driven vehicles must be currently registered under the laws of the state of residence of the owner of the vehicle.
2. Non-motor driven vehicles do not presently require registration by other government agencies.

SECTION IV: Vehicle Use

1. Speed Limit. No person shall drive or otherwise operate a vehicle on the campus at a rate of speed which is excessive for the conditions of traffic or weather then encountered, nor at any time at a speed exceeding **FIFTEEN MILES PER HOUR**, or as posted.
2. Reckless Driving. No person shall drive or otherwise operate a vehicle on campus in a reckless or otherwise careless manner which endangers life or property.
3. Intoxicated Persons. No person shall be in or about a vehicle on the college campus while either intoxicated or under the influence of drugs or intoxicating liquors.
4. Driver's License and State Registration Certificate. No person shall operate a motor vehicle on the college campus without being the holder of a valid operator's license and without appropriate state vehicle registration papers.
5. Bicycles shall be operated in such manner as not to restrict motor vehicle traffic or be a hazard to pedestrians.
6. During construction projects, vehicles will not interfere with the movement of contractor equipment or be stopped near excavations or construction sites.
7. Any vehicle which has not been moved for five consecutive days will be considered abandoned and may be towed at the owner's expense.
8. Any accident involving a vehicle, no matter how minor, will be reported to the TMCC police department for investigation.

SECTION V: Vehicle Parking Other Than Handicapped

1. The only reserved parking is for handicapped, state vehicles and others as designated by signs. All other spaces are available to everyone on a first-come basis. A space may not be reserved by any individual who is temporarily absent from the campus during working hours.
2. Vehicles will be subject to tow at the owner's expense to include, but not limited to, the following instances:
 - a. vehicles parked in clearly marked "no parking" areas,
 - b. adjacent red painted curbs,
 - c. adjacent any roadway or travelway edge shoulder or curb,
 - d. loading zones and loading dock areas,
 - e. reserved spaces,
 - f. when the parked vehicle impedes the operation of the facility or compromises the safety of the facility or persons,
 - g. behind barricades placed for purpose of closing parking area and travelways,
 - h. in handicapped spaces without placard properly displayed and
 - i. vehicles parked in any area that is not asphalt or concrete paved unless specifically signed for parking.
3. Vehicles may not be parked within fifteen feet of a fire hydrant or traffic way intersection.
4. Vehicles must be parked inside designated spaces.
5. Parking on slopes and trafficway shoulders is prohibited.
6. Observe all signage.

SECTION VI: Handicapped Parking

1. Handicapped parking spaces are designated near each major building entrance. The number of handicapped spaces will be adjusted to meet parking demands and to comply with laws and regulations.
2. Those individuals who have a DMV handicapped placard or license plate, a temporary handicapped parking permit, or a decal issued by TMCC may use the designated handicapped parking spaces. Decals are available from the TMCC Police Department, RDMT 335. Any other vehicle in these spaces is subject to citation.
3. Persons who need a temporary handicapped permit should bring a statement of need from their physician to the TMCC Police Department, RDMT 335. To be consistent throughout the county, TMCC will only issue permits for one week. Longer term permits are issued by DMV.
4. Handicapped parking restrictions are in effect at all times.

SECTION VII: Administration and Violations

1. This traffic code is subject to review and approval by the Board of Regents of the Nevada System of Higher Education and is enforced by local law enforcement and the TMCC department of public safety.
2. Violators of these parking and traffic regulations will be subject to citations.
3. Violations of the state traffic laws will result in the issuance of state citations which will be referred to the proper authorities or the courts for appropriate action.
4. Towing or immobilization will be authorized by the TMCC department of public safety, and/or facilities services, for emergency situations, operational interference, offenders in handicapped parking areas or in the case of repeat offenders.

Appendix J

REGULATIONS CONCERNING STUDENT SPONSORED EVENTS

The scope of these regulations extends to all student sponsored events. For the purposes of these regulations, such events include the presentation of speakers, programs, concerts, dances, solicitation of funds, distribution and posting of materials, circulation of petitions and surveys and the sale of materials.

The regulations are designed to enhance the students' opportunities to enrich their educational experiences, to protect constitutional rights of free expression and to ensure that there will be no interference with college instructional programs.

The general purpose of all student groups as organized, recognized and approved under the supervision of the college administration shall be in conformity with the Board of Regents policy of the Nevada System of Higher Education and TMCC.

All student organizations are subject to the regulations of and derive their authority from the Board of Regents, Nevada System of Higher Education and the rules and regulations of TMCC.

I. Recognized Student Organizations

1. **Definition:** A recognized student organization is defined as a group which adheres to the following policies.
 - A. Operates under the advisorship of a member of the college full-time faculty or administration.
 - B. Maintains in the student government office, a constitution which has been approved by the student senate and the college president; a current list of officers; and signature of the faculty or administrative staff advisor. Membership in campus student organizations is limited to registered students of TMCC.
 - C. Meets regularly and announces meetings in the campus newspaper and on campus bulletin boards.
 - D. Deposits all organizational funds and expends those funds through the college controller's office and complies with the procedures of that office.
2. **Privileges:** The privileges of recognized student organizations include
 - A. use of the name of the Associated Students of TMCC;
 - B. use of the campus building, equipment and services of the college when available and officially scheduled; and
 - C. publicity for the events, use of bulletin boards on campus and the campus newspaper, ECHO.
3. **Procedures for presentation of programs or activities**
 - A. Programs intended solely for members of the recognized student organization require no approval other than that of the student activities board of the Associated Students of TMCC.
 - B. The presentation of programs or activities open to the entire student body requires that the sponsor adhere to the following procedures.
 - a. The sponsor must submit a request to the activities board 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 activities board will place the event on the student senate agenda for approval/disapproval.

- b. The program must be presented for review by the college president if a controversial speaker or issue is involved. Determination of applicability of this section will be made by the dean of student services and enrollment management.
- c. Sponsors of events which involve professional performers, speakers or artists, may pay at a rate agreed upon by the performer, the sponsor and the dean of student services and enrollment management.

4. 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. Special permission is required for facility use on days and hours when the college is not offering instructional programs. The college can require the organization to pay for facility use and/or special supervision and security in these instances.
- C. Once the availability of a facility has been established, the sponsor must confirm the reservation with the scheduling office.
- D. Programs must be implemented in such a manner so as not to constitute interference with the instructional programs or general college operations. Only at times when classes are not in session may sound amplifying equipment be used.

5. Distribution of materials

The college regulations governing the distribution of printed and manufactured materials are designed to permit maximum freedom of expression and to prevent attempts to coerce or intimidate students into buying or receiving printed materials.

- A. Organizations desiring to distribute such material on campus must identify the organization and request approval from the dean of student services and enrollment management.
- B. Distribution of any material in classrooms is expressly prohibited.
- C. Commercial material may not be distributed at TMCC unless it includes the following disclaimer:

Note: The contents of this document does not reflect the opinions or endorsement by TMCC; not printed or distributed at TMCC expense; delivery beyond drop-box level is optional.
- D. Materials may be distributed at designated areas near the student government office, the atrium or at scheduled meetings.
- E. Tables may be set up in authorized areas by campus organizations. Requests must be submitted to the dean of student services and enrollment management office. Tables may not be scheduled for periods longer than one week at a time.
- F. Tables must be staffed at all times with a placard identifying the organization displayed.
- G. The distribution of materials is to be coordinated with the dean of student services and enrollment management 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 dean of student services and enrollment management.
- H. Written material of any kind is not to be distributed in parking areas. Such distribution of materials on the windshields of cars or other locations that results in littering may be considered by the college as a violation of the littering law and the distributor and/or company or organization responsible may be subject to a fine.

- I. The collection of signatures for petitions or request for completion of surveys is subject to the same regulations as those which govern distribution of materials. Such matters should be submitted to the dean of student services and enrollment management.

6. Fundraising on campus

- A. The procedure for solicitation should follow that outlined in "procedures for presentations of programs or activities" (Section C).
- B. The solicitations of funds in classrooms is expressly prohibited.
- C. All funds collected for an activity on campus (including membership dues) must be deposited to the credit of the organization involved with the college cashier within 24 hours of collection. Funds may be withdrawn through the normal fund expenditure procedures outlined by the college controller's office.
- D. Tables for fund raising purposes may be placed only in designated areas.

7. Posting of materials

- A. All materials to be posted by student organizations must be approved and stamped by the publications and public information office.
- B. All materials must clearly designate the sponsoring organization.
- C. Material may be authorized for posting only on bulletin boards located outside classrooms. Any material posted in unauthorized locations, or without being stamped by the publications and public information office, is subject to removal.
- D. Material may not be posted on doors, painted surfaces, classrooms, or outside of buildings. Bulletin boards outside classrooms are available for the posting of material on a space available basis. Sponsors are responsible for the removal of their material after the expiration date or once the material becomes obsolete. Any obsolete material may be removed by any member of the college staff.
- E. The number and size of posters any one organization may post is subject to limitation by the publications and public information office.

8. Alcoholic beverages

If a group or organization desires to serve alcohol for a special event on or off campus they must submit a written request to the president of the college.

The college president has the authority to designate the time and place for special events where alcoholic beverages may be served.

If serving of alcohol is approved, the sponsor must provide approved security to check identification of any student attending the function to ensure compliance with Nevada State Law and the legal and appropriate use of alcohol.

II. Ad Hoc Organizations

- 1. An ad hoc organization is defined as a group which
 - A. is organized for a specific and temporary purpose;
 - B. operates with the approval of the student senate and under the advisorship of a member of the college full-time faculty or administration;
 - C. files a statement of purpose with the student activities board and a roster of at least six student members; and
 - D. operates for a period not to exceed sixty calendar days.

2. Privileges
 - A. An ad hoc student organization will be granted all privileges of a recognized student organization and must follow the procedural requirements outlined above.

Appendix K

REGULATIONS CONCERNING OFF-CAMPUS ORGANIZATIONS

Organizations that are not affiliated with TMCC may request approval from the scheduling office for activities or events to be conducted on the campus.

1. Procedures for presentation of programs or activities

The presentation of programs or activities that are open to the entire college population including the student body and the staff require that the sponsor adhere to the following procedures.

- A. The sponsor must submit a request to the scheduling office outlining appropriate details regarding the planned programs.
- B. The program must be presented for review by the college president if the nature of the program, event or activity is not covered by TMCC and Nevada System of Higher Education (UCCSN) policy and/or if the vice president for student services feels it is an important issue for the president and the president's cabinet to be aware of the proposed activity.
- C. TMCC may charge a rental and/or activity fee to off-campus organizations. These rates are applied according to campus rental and activity fee schedules. This rate can be waived by the president.

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. Facility use on days and hours when the college is not offering instructional programs is possible, however. The college can require the organization to pay an additional fee for special supervision and security in these instances.
- C. Programs must be implemented in a manner so as not to constitute interference with the instructional programs or general college operations. Only at times when classes are not in session may sound amplification equipment be used in any public area except the campus auditorium or on the grounds outside the building.

3. Distribution of materials

The college regulations governing the distribution of printed and manufactured materials is designed to permit maximum freedom of expression and to prevent attempts to coerce or intimidate students into buying or receiving printed materials.

- A. Organizations desiring to distribute printed and manufactured material on campus must identify the organization and request approval from the dean of student services and enrollment management.
- B. Distribution of any material in classrooms is expressly prohibited.
- C. Advertising material may not be distributed at TMCC without approval and inclusion of the following disclaimer:

Note: The contents of this document does not reflect the opinions or endorsement by Truckee Meadows

Community College; not printed or distributed at TMCC expense; delivery beyond drop-box level is optional.

- D. Materials may be distributed only in the designated areas, the student government office, the atrium or at scheduled meetings.
- E. Tables may be set up in authorized areas. Requests must be submitted to the vice president for student services. Tables may not be scheduled for periods longer than one week at a time. These tables and the distribution of materials must not obstruct or delay traffic. Organizations distributing materials will be asked to keep noise at a level that does not interfere with or interrupt classroom instruction.
- F. Tables must be staffed at all times and a placard identifying the organization must be displayed.
- G. Written material of any kind is not to be distributed in parking areas. Such distribution of materials on the windshields of cars or any locations that results in littering may be considered by the college as a violation of the littering law and the distributor and/or company or organization responsible for the distribution may be subject to a fine as determined by campus policy.
- H. The collection of signatures for petitions or request for completion of surveys is subject to the same regulations as those which govern distribution of materials. Such matters should be submitted to the vice president for student services.
- I. TMCC has a fee structure in the rental of space for the purpose of distributing material on campus. Rates will be assessed by the scheduling office.

4. Fund raising on campus

Limited fund raising activities by off-campus organizations may be conducted. These activities are subject to the Board of Regents and campus policies. Application may be made to the vice president for student services and approved by the president's cabinet.

5. Posting of materials

Permission may be granted to post materials on a space-available basis to educational institutions or public service agencies to announce activities and events. Requests for such posting should be directed to the publications and public information office.

- A. All materials to be posted by students and student organizations must be approved and stamped by the publications and public information office.
- B. All materials must clearly designate the sponsoring organization.
- C. Material may be authorized for posting only on bulletin boards located outside classrooms. Any material posted in unauthorized locations or without stamped approval from the publications and public information office is subject to removal.
- D. Material may not be posted on doors, painted surfaces, classrooms, or outside classrooms. Bulletin boards outside classrooms are available for the posting of material on a space-available basis.
Sponsors are responsible for the removal of their material after the expiration date or once the material becomes obsolete. Any obsolete material may be removed by any member of the college staff.
- E. The number and size of posters any one organization may post is subject to limitation by the publications and public information office.
- F. The publications and public information office will advise organizations and individuals of areas where information may not be posted. This may include, but is not limited to classrooms, doors and windows and reserved bulletin boards.

Appendix L

RULES AND DISCIPLINARY PROCEDURES FOR MEMBERS OF THE UNIVERSITY COMMUNITY

The following conduct, being incompatible with the purposes of an academic community, is prohibited for all members of the community of the System, including but not limited to the faculty and students, shall constitute cause for discipline and may lead to the procedures and disciplinary sanctions established in Title 2, Section 6.3 of the UCCSN Code.

1. Commission of any act interfering with academic freedom.
2. The use of, or threat to use, force or violence against any member or guest of the System community, except when lawfully permissible.
3. Interference by force, threat or duress with the lawful freedom of movement of persons or vehicles on the premises of the System.
4. The intentional disruption or unauthorized interruption of functions of the System, including but not limited to classes, convocations, lectures, meetings, recruiting interviews and social events, on or off premises of the System.
5. Willful damage, destruction, defacement, theft or misappropriation of equipment or property belonging to, in the possession of or on premises occupied by the System.
6. Knowing possession on any premises of the System of any firearms, explosives, dangerous chemicals or other instruments of destruction, or other dangerous weapons as defined by the laws of the State of Nevada, without the written authorization of the president of any System institution or the president's authorized agent, unless such possession reasonably relates to duly recognized System functions by appropriate members of the faculty, other employees or students.
7. Continued occupation of buildings, structures, grounds or premises belonging to, or occupied by, the System after having been ordered to leave by the president of a System institution or the president's designee.
8. Forgery, alteration, falsification or destruction of System documents or furnishing false information in documents submitted to the Nevada System of Higher Education.
9. Making an accusation which is intentionally false or is made with reckless disregard for the truth against any member of the System community by filing a complaint or charges under this Code or under any applicable established grievance procedures in the System.
10. The repeated use of obscene or abusive language in a classroom or public meeting of the System where such usage is beyond the bounds of generally accepted good taste and which, if occurring in a class, is not significantly related to the teaching of the subject matter.
11. Willful incitement of persons to commit any of the acts herein prohibited.
12. Disorderly, lewd or indecent conduct occurring on System premises or at a System sponsored function on or off such premises.
13. Any act prohibited by local, state or federal law which occurs on System premises or at a System sponsored function on or off such premises.
14. The use of threats of violence against a faculty member or the faculty member's family in order to secure preferential treatment for grades, loans, employment or other service or privilege accorded by the System.

15. Any act of unlawful discrimination based on race, creed, color, sex, age, handicap or national origin or any act of employment or educational retaliation against any person who has made a complaint about such discrimination.
16. Any act of sexual harassment when submission to a request or demand of a sexual nature is either an explicit or implicit term or condition of employment or of academic study or grading, or where verbal or physical conduct of sexual nature has the effect of creating an intimidating, offensive or hostile work or educational environment.
17. Acts of academic dishonesty, including but not limited to cheating, plagiarism, falsifying research data or results, or assisting others to do the same.
18. Willfully destroying, damaging, tampering with, altering, stealing, misappropriating or using without permission any system, program or file of the Nevada System of Higher Education.
19. Acts of hazing. Hazing is defined as any method of initiation into or affiliation with the university or community college, a student organization, a sports team, an academic association or other group engaged in by an individual that intentionally or recklessly endangers another individual.
20. Any other conduct which violates applicable stated prohibitions, policies, procedures, rules, regulations or bylaws of the Board of Regents or a System institution.

The following disciplinary sanctions are applicable to members of the community of the Nevada System of Higher Education for conduct prohibited as listed above. Depending on the seriousness of the misconduct, these sanctions may be imposed in any order.

Warning: Notice, oral or written, that continuation or repetition of prohibited conduct may be the cause for more severe disciplinary action.

Reprimand: A formal censure or severe reproof administered in writing to a person engaging in prohibited conduct.

Restitution: The requirement to reimburse the legal owners for a loss due to defacement, damage, fraud, theft or misappropriation of property. The failure to make restitution shall be the cause for more severe disciplinary action.

Probation: Probation is applicable to students only. It consists of a trial period not exceeding one year in which the conduct of the student will be evaluated in terms of whether any prohibited acts are committed. Probation may include exclusion from participation in privileged or extracurricular activities of the System. The person placed on probation shall be notified, in writing, that the commission of prohibited acts will lead to more severe disciplinary sanctions. The official transcript of the student on probation may be marked "DISCIPLINARY PROBATION" for the period of the probation and any exclusions may also be noted. Parents or legal guardians of minor students shall be notified of the action.

Reduction in Pay: A reduction in pay may be imposed at any time during the term of an employment contract upon compliance with the procedures established in Chapter 6, UCCSN Code.

Suspension

1. **For Students Only**
 - A. Exclusion for a definite period of time from attending classes and from participating in other activities of the System, as set forth in a written notice to the student. The official transcript of the student shall be marked "DISCIPLINARY SUSPENSION EFFECTIVE (date) TO (date)." Parents or legal guardians of minor students shall be notified of the action.
 - B. A student who is not currently enrolled in the System and who was not registered during the previous semester or who

graduated at the end of the previous semester may request that the notation of the disciplinary suspension be removed from the official transcript when two years have elapsed since the expiration of the student's suspension. Such request must be submitted in writing to the president. If the request is not granted, the student at yearly intervals thereafter may submit a request for removal of the notation.

2. For Employees Only

Exclusion from assigned duties for one or more workweeks without pay, as set forth in a written notice to the employee. The phrase "workweek" has the meaning ascribed to it in Section 7(a) of the Fair Labor Standards Act; 29 U.S.C. § 207(a). (B/R 10/93).

Expulsion or Termination

1. For Students Only

Termination of student registration and status for an indefinite period of time. Permission of the president shall be required for readmission. The official transcript of the student shall be marked "DISCIPLINARY EXPULSION EFFECTIVE (date)." The parents or legal guardians of minor students shall be notified of the action.

2. For Employees Only

Termination of employment for cause. A hearing held under the procedures established in Section 6.12 and other applicable provisions of this chapter shall be required before the employment of an employee may be terminated for cause.

For more information, see the Board of Regents Handbook, Title 2, Chapter 6.

Appendix M

GRIEVANCE PROCEDURES RELATING TO EQUAL OPPORTUNITY

TMCC is an equal opportunity/affirmative action institution and is committed to the principle that there shall be no difference in the treatment of persons because of race, creed, color, sex, national origin, disability or sexual orientation.

Persons who feel aggrieved because of alleged acts of discrimination which are in violation of rights guaranteed by the Nevada System of Higher Education and/or the Institutional Equal Employment Opportunity/Affirmative Action Policy Statement must try to resolve the complaint(s) within the following procedures. Complaints of discrimination shall be investigated by the appropriate affirmative action officer pursuant to UCCSN Code.

1. Filing Complaint(s) of Discrimination

- A. Formal complaint(s) must be filed with TMCC's affirmative action officer by the complainant(s) on the Institutional Complaint form. A complainant shall state the remedy or corrective action which he/she wishes to see implemented.
- B. Complaints of discrimination in employment process— hiring, promotion, demotion, evaluation, transfer or termination—must be filed with TMCC's affirmative action officer within one hundred and eighty (180) calendar days after the discovery of the alleged act of discrimination. Complaints of discrimination resulting from a student grievance regarding housing, access to course offerings, counseling, financial assistance, athletics, or any educational programs/activities must be filed with the Institutional

affirmative action officer within one hundred and eighty (180) calendar days after the discovery of the alleged act of discrimination. Complaints based upon sex discrimination in admission shall also be processed in accordance with this section.

2. Notification of Respondent

TMCC's affirmative action officer, within five (5) working days of receipt of the written complaint, shall notify the person against whom the complaint is filed, hereafter referred to as the respondent(s) and shall forward a copy of the complaint(s) to said respondent(s).

3. Preliminary Review by TMCC's Affirmative Action Officer

- A. Within five (5) working days of receipt of the written complaint, TMCC's affirmative action officer shall initiate mediation procedures. If this does not resolve the complaint, TMCC's affirmative action officer shall investigate the complaint. If TMCC's affirmative action officer believes that there are reasonable grounds to support the complaint, a grievance committee shall be organized.
- B. If the mediation resolves the complaint, a written statement of mediation's outcome will be presented to TMCC's president.

Additional information may be obtained by contacting the affirmative action office, 775-674-7679.

FOR MORE INFORMATION, see the Board of Regents handbook, Title 4, Chapter 8.

Appendix N

UCCSN POLICY AGAINST SEXUAL HARASSMENT AND COMPLAINT PROCEDURE BOARD OF REGENTS HANDBOOK

Title 4, Chapter 8, Section 13 UCCSN May 2003 1

A. Sexual Harassment is Illegal under Federal and State Law.

The Nevada System of Higher Education (UCCSN) is committed to providing a place of work and learning free of sexual harassment. Where sexual harassment is found to have occurred, the UCCSN will act to stop the harassment, to prevent its recurrence, and to discipline those responsible in accordance with the UCCSN Code or, in the case of classified employees, the Nevada Administrative Code. Sexual harassment is a form of discrimination; it is illegal.

No employee or student, either in the workplace or in the academic environment, should be subject to unwelcome verbal or physical conduct that is sexual in nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior of a sexual nature that is not welcome, that is personally offensive, and that interferes with performance.

It is expected that students, faculty and staff will treat one another with respect.

B. Policy Applicability and Sanctions.

All students, faculty, staff, and other members of the campus community are subject to this policy. Individuals who violate this policy are subject to discipline up to and including termination and/or expulsion, in accordance with the UCCSN Code or, in the case of classified employees, the Nevada Administrative Code. Other, lesser sanctions may be imposed, depending on the circumstances.

This policy is not intended to and does not infringe upon academic freedom in teaching or research as established in the UCCSN Code, Ch. 2.

C. Training.

All employees shall be given a copy of this policy and each institution's Human Resources Office shall maintain documentation that each employee received the policy. New employees shall be given a copy of this policy at the time of hire and each institution's Human Resources Office shall maintain documentation that each new employee received the policy.

Each institution shall include this policy and complaint procedure in its general catalog.

Each institution shall have an on-going sexual harassment training program for employees.

D. Sexual Harassment Defined.

Under this policy, unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status;
2. submission to or rejection of the conduct is used as a basis for academic or employment decisions or evaluations, or permission to participate in an activity; or
3. the conduct has the purpose or effect of substantially interfering with an individual's academic or work performance, or of creating an intimidating, hostile or offensive environment in which to work or learn.

Sexual harassment may take many forms-subtle and indirect, or blatant and overt. For example,

- It may occur between individuals of the opposite sex or of the same sex.
- It may occur between students, between peers and/or co-workers, or between individuals in an unequal power relationship.
- It may be aimed at coercing an individual to participate in an unwanted sexual relationship or it may have the effect of causing an individual to change behavior or work performance.
- It may consist of repeated actions or may even arise from a single incident if sufficiently severe.
- It may also rise to the level of a criminal offense, such as battery or sexual assault.

Determining what constitutes sexual harassment under this policy will be accomplished on a case by case basis and depends upon the specific facts and the context in which the conduct occurs. Some conduct may be inappropriate, unprofessional, and/or subject to disciplinary action, but would not fall under the definition of sexual harassment. The specific action taken, if any, in a particular instance depends on the nature and gravity of the conduct reported, and may include disciplinary processes as stated above.

Examples of unwelcome conduct of a sexual nature that may constitute sexual harassment may, but do not necessarily, include, and are not limited to:

- physical assault;
- sexually explicit statements, comments, questions, jokes, innuendoes, anecdotes, or gestures;
- unnecessary touching, patting, hugging, or brushing against a person's body or other inappropriate touching of an individual's body;
- remarks of a sexual nature about a person's clothing or body;
- use of electronic mail or computer dissemination of sexually oriented, sex-based communications;
- sexual advances, whether or not they involve physical touching;

- requests for sexual favors in exchange for actual or promised job or educational benefits, such as favorable reviews, salary increases, promotions, increased benefits, continued employment, grades, favorable assignments, letters of recommendation;
- displaying sexually suggestive objects, pictures, magazines, cartoons, or screen savers;
- inquiries, remarks, or discussions about an individual's sexual experiences or activities and other written or oral references to sexual conduct.

Even one incident, if it is sufficiently serious, may constitute sexual harassment. One incident, however, does not usually constitute sexual harassment.

E. Procedure.

The Chancellor and each president shall designate no fewer than two administrators to receive complaints of alleged sexual harassment. The administrators designated to receive the complaints may include the following: (1) the Human Resources Officer at the institution; (2) the Affirmative Action Program Officer; or (3) any other officer designated by the president. If the Human Resources Officer or the Affirmative Action Program Officer or another officer designated by the president, is not the individual who initially receives the complaint of alleged sexual harassment, then the individual receiving the complaint must immediately forward the complaint to either the Human Resources Officer or the Affirmative Action Program Officer.

An individual filing a complaint of alleged sexual harassment shall have the opportunity to select an independent advisor for assistance, support, and advice and shall be notified of this opportunity by the Human Resources Officer or the Affirmative Action Program Officer, or by their designee. It shall be the choice of the individual filing the complaint to utilize or not utilize the independent advisor. The independent advisor may be brought into the process at any time at the request of the alleged victim. The means and manner by which an independent advisor shall be made available shall be determined by each institution or unit.

Supervisors' Responsibilities: Every supervisor has responsibility to take reasonable steps intended to prevent acts of sexual harassment, which include, but are not limited to:

- Monitoring the work and school environment for signs that harassment may be occurring;
- Refraining from participation in, or encouragement of actions that could be perceived as harassment (verbal or otherwise);
- Stopping any observed acts that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved individuals are within his/her line of supervision; and
- Taking immediate action to minimize or eliminate the work and/or school contact between the two individuals where there has been a complaint of harassment, pending investigation.

If a supervisor receives a complaint of alleged sexual harassment, or observes or becomes aware of conduct that may constitute sexual harassment, the supervisor must immediately contact one of the individuals identified above to forward the complaint, to discuss it and/or to report the action taken.

Failure to take the above action to prevent the occurrence of or stop known harassment may be grounds for disciplinary action.

Complaints of sexual harassment must be filed within one hundred eighty (180) calendar days after the discovery of the alleged act of sexual harassment with the supervisor, department chair, dean, or one of the administrators listed above and/or designated by the president to receive complaints of alleged sexual harassment. Complaints of prohibited conduct, including

sexual harassment, filed with an institution's administrative officer pursuant to UCCSN Code Chapter 6, Section 6.8.1, are not subject to this 180 day filing requirement.

1. Employees.

- a. An employee who believes that he or she has been subjected to sexual harassment by anyone is encouraged-but it is neither necessary nor required to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A person who receives such a request must immediately comply with it and must not retaliate against the employee for rejecting the conduct.
- b. The employee may also choose to file a complaint with his or her immediate supervisor, who will in turn immediately contact one of the officials listed above.
- c. If the employee feels uncomfortable about discussing the incident with the immediate supervisor, the employee should feel free to bypass the supervisor and file a complaint with one of the other listed officials or with any other supervisor.
- d. After receiving any employee's complaint of an incident of alleged sexual harassment, whether or not the complaint is in writing, the supervisor will immediately contact any of the individuals listed above to forward the complaint, to discuss it and/or to report the action taken. The supervisor has a responsibility to act even if the individuals involved are not supervised by that supervisor.

2. Students.

- a. A student who believes that he or she has been subjected to sexual harassment by anyone is encouraged-but it is neither necessary nor required-to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A person who receives such a request must immediately comply with it and must not retaliate against the student for rejecting the conduct.
- b. The student may also choose to file a complaint with his or her major department chair, who will in turn immediately contact one of the officials listed above.
- c. If the student feels uncomfortable about discussing the incident with the department chair, the student should feel free to bypass the chair and file a complaint with one of the above officials or to any chair or dean, who will in turn immediately contact one of the officials listed above to forward the complaint, whether or not the complaint is in writing, to discuss it and/or to report the action taken. The chair or dean has a responsibility to act even if the individuals are not supervised by that chair or dean.

3. Non-Employees and Non-Students.

Individuals who are neither UCCSN employees nor UCCSN students and who believe they have been subjected to sexual harassment by a UCCSN employee during the employee's work hours or by a UCCSN student on campus or at a UCCSN sponsored event may utilize any of the complaint processes set forth above in this section.

4. Investigation and Resolution.

- a. After receiving a complaint of the incident or behavior, an investigation by one of the above listed officials will be initiated to gather information about the incident. Each institution may set guidelines for the manner in which an investigation shall be conducted.
- b. At the completion of the investigation, a recommendation will be made to the appropriate management regarding the resolution of the matter. The recommendation is advisory only.
- c. After the recommendation has been made, a determination will be made by appropriate management regarding the resolution of the matter. If warranted, disciplinary action up to and including involuntary termination or

Health Risks Associated with Drug Abuse

Health Risks - Here are some of the risks you face if you use alcohol or some common drugs. While the effects of substance abuse are listed here, craving for the drug and other effects of withdrawal often affect performance as well.

Alcohol

Performance Effects—Poor concentration, coordination and judgement, absenteeism or lateness, mood swings, fatigue

Health Risks—Liver disease, ulcers, birth defects, depression, malnutrition, heart disease and stroke, certain cancers and brain damage

Anti-anxiety drugs (Valium, Xanax, Librium, etc.)

Performance Effects—Drowsiness, poor attention span, memory and coordination confusion

Health Risks—Birth defects, possible liver disease

Cocaine (crack) and amphetamines

Performance Effects—Nervousness, short attention span, poor judgement, mood swings, paranoia or hallucinations

Health Risks—Death from heart or respiratory failure, stroke or seizures, lung and voice damage, hepatitis or depression caused by withdrawal, AIDS

Heroin (and other opiates)

Performance Effects—Drowsiness, confusion and disorientation

Health Risks—Slows breathing rate, sometimes to the point of death, coma, hepatitis or AIDS

Marijuana

Performance Effects—Poor short-term memory, slowed reflexes, problems judging time, depth and distance

Health Risks—Lung damage, may harm immune system or fertility

PCP (angel dust)

Performance Effects—Disorganization, hostile feeling toward others, short attention span, poor motor skills

Health Risks—Self-inflicted injury, brain hemorrhage, convulsions, coma and death

Steroids

Performance Effects—Aggressive behavior, mood swings, withdrawal can cause depression

Health Risks—Liver disease, high cholesterol levels. In men, breast development, small testicles and sterility. In women, deep voice, acne, hair growth and decrease in breast size.

Drug Abuse

Services and Programs—Confidential information and counseling services for alcohol and other drugs are available at TMCC and in the Reno/Sparks area. Counseling services include prevention, crisis intervention, assessments and evaluations and treatment via on-campus services and/or community referrals.

Toll-free Information

National Institute on Abuse Hotline 1-800-662-HELP
—Refers people to local drug treatment centers and support groups.

American Council on Alcoholism Help Line 1-800-527-5344
—Refers callers to local alcohol and drug treatment centers.

Cocaine Hotline 1-800-COCAINE
—Will send a brochure on cocaine use.

Local Groups for Families

Alcoholics Anonymous 775-355-1151

Al-Anon 775-348-7103

Family Counseling Service of Northern Nevada 775-329-0623

Narcotics Anonymous

Reno 775-322-4811

Carson City 775-883-5110

expulsion will be taken. Any such disciplinary action shall be taken in accordance with UCCSN Code Chapter 6, or, in the case of classified employees, NAC Chapter 284. Other appropriate actions will be taken to correct problems, if any, caused by or contributing to the conduct. If proceedings are initiated under Chapter 6, the investigation conducted pursuant to this policy may be used as the Chapter 6 investigation. The administrative officer, in his or her discretion, may also supplement the sexual harassment investigation with additional investigation.

d. After the appropriate management has made a determination regarding the resolution of the matter, and depending on the circumstances, both parties may be informed of the resolution. Certain actions made confidential under UCCSN Code Chapters 5 and 6 or NAC Chapter 284 shall remain confidential.

F. Prompt Attention

Complaints of sexual harassment are taken seriously and will be dealt with promptly. Where sexual harassment is found to have occurred, the UCCSN institution or unit where it occurred will act to stop the harassment, to prevent its recurrence, and to discipline those responsible.

G. Confidentiality

The UCCSN recognizes that confidentiality is important. However, confidentiality cannot be guaranteed. The administrators, faculty or staff responsible for implementing this policy will respect the privacy of individuals reporting or accused of sexual harassment to the extent reasonably possible and will maintain confidentiality to the extent possible. Examples of situations where confidentiality cannot be maintained include, but are not limited to, necessary disclosures during an investigation, circumstances where the UCCSN is required by law to disclose information (such as in response to legal process), or when an individual is in harm's way.

H. Retaliation

Retaliation against an individual who in good faith complains of alleged sexual harassment or provides information in an investigation about behavior that may violate this policy is against the law, will not be tolerated, and may be grounds for discipline. Retaliation in violation of this policy may result in discipline up to and including termination and/or expulsion. Any employee or student bringing a sexual harassment complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment and/or academic standing, nor discriminated against, terminated, or expelled because of the complaint. Intentionally providing false information is also grounds for discipline.

"Retaliation" may include, but is not limited to, such conduct as:

- the denial of adequate personnel to perform duties;
- frequent replacement of members of the staff;
- frequent and undesirable changes in the location of an office;
- the refusal to assign meaningful work;
- unwarranted disciplinary action;
- unfair work performance evaluations;
- a reduction in pay;
- the denial of a promotion;
- a dismissal;
- a transfer;
- frequent changes in working hours or workdays;
- an unfair grade;
- an unfavorable reference letter.

I. Relationship to Freedom of Expression

The UCCSN is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental rights and this policy is not intended to stifle teaching methods or freedom of expression. Sexual harassment, however, is neither legally protected expression nor the proper exercise of academic freedom; it compromises the integrity of institutions, the tradition of intellectual freedom and the trust placed in the institutions by their members.

Appendix O

DRUG AND ALCOHOL PREVENTION POLICY

As a part of the Drug-Free Schools and Communities Act, campuses are asked to provide students and employees with information on campus rules and regulations pertaining to alcohol and other drugs, the health and social effects, legal sanctions and counseling and treatment programs available.

Standards of Conduct - The unlawful manufacture, distribution, dispensation, possession or use of alcohol and illegal drugs is prohibited; a violation of any such prohibition will result in disciplinary action up to and including termination of employment or expulsion of students.

The TMCC president has the authority to designate the time and place for special events where alcoholic beverages may be served on the TMCC campus to persons 21-years-old or over. Except as provided above, the storage, possession or use of alcoholic beverages is not permitted on TMCC-owned or supervised property.

Any student or employee who exhibits offensive behavior on TMCC-owned or supervised property while under the influence of alcoholic beverages or illegal drugs shall be subject to disciplinary action (UCCSN Board of Regents Handbook, Title 4, Chapter 20).

Legal Sanctions - Any act prohibited by local, state or federal law which occurs on TMCC premises or at a TMCC-sponsored function on or off such premises shall constitute cause for discipline which, for students, can include a warning, reprimand, restitution, probation, suspension or expulsion. Sanctions against employees can include any of the above in addition to termination of employment.

It is the policy of the State of Nevada, with respect to employees of state agencies, that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace is prohibited. Any employee who violates this policy is subject to disciplinary action which may include termination of employment. The specifics of the policy are addressed in Chapter 453 of the Revised Statutes of Nevada, Nevada Administrative Code 284.650.

Federal penalties for trafficking in methamphetamine, heroin, cocaine, PCP, LSD, fentanyl, marijuana and hashish include imprisonment for five years to life and fines of up to \$8 million. Federal penalties for illegal possession of a controlled substance include imprisonment for one year to 20 years and fines of up to \$250,000.

See "Health Risks ASSOCIATED WITH DRUG ABUSE" and "DRUG ABUSE Services and Programs" on page AP-19.

TMCC Awareness and Campus Security Report Crime Statistics

DANDINI CAMPUS	2004	2003	2002
Murder/Non-negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape/Forcible or Nonforcible Sex Offenses	0	0	0
Robbery	1	0	0
Aggravated Assault	0	0	0
Burglary	9	5	6
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate/Prejudice Crimes	0	0	0
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	1	0
Liquor Law Violations	0	0	0
TOTALS	10	6	6

DESERT RESEARCH INSTITUTE	2004	2003	2002
Murder/Non-negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape/Forcible or Nonforcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	1
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate/Prejudice Crimes	0	0	0
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
TOTALS	0	0	1

Desert Research Institute, Public Property	2004	2003	2002
Murder/Non-negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape/Forcible or Nonforcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	1	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate/Prejudice Crimes	0	0	0
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
TOTALS	0	1	0

IGT APPLIED TECHNOLOGY CENTER	2004	2003	2002
Murder/Non-negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape/Forcible or Nonforcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	1	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate/Prejudice Crimes	0	0	0
Weapon Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
TOTALS	1	0	0

TMCC Awareness and Campus Security Report Crime Statistics

TAHOE EDUCATION CENTER	2004	2003	2002
Murder/Non-negligent Manslaughter	N/A	0	0
Manslaughter by Negligence	N/A	0	0
Rape/Forcible or Nonforcible Sex Offenses	N/A	0	0
Robbery	N/A	0	0
Aggravated Assault	N/A	0	0
Burglary	N/A	0	0
Motor Vehicle Theft	N/A	0	0
Arson	N/A	0	0
Hate/Prejudice Crimes	N/A	0	0
Weapon Law Violations	N/A	0	0
Drug Abuse Violations	N/A	0	0
Liquor Law Violations	N/A	0	0
TOTALS	N/A	0	0

MEADOWOOD EDUCATION CENTER	2004	2003	2002
Murder/Non-negligent Manslaughter	0	0	n/a
Manslaughter by Negligence	0	0	n/a
Rape/Forcible or Nonforcible Sex Offenses	0	0	n/a
Robbery	0	0	n/a
Aggravated Assault	0	0	n/a
Burglary	0	1	n/a
Motor Vehicle Theft	2	0	n/a
Arson	0	0	n/a
Hate/Prejudice Crimes	0	0	n/a
Weapon Law Violations	0	0	n/a
Drug Abuse Violations	0	0	n/a
Liquor Law Violations	0	0	n/a
TOTALS	2	1	n/a

RENO TOWN MALL EDUCATION CENTER	2004	2003	2002
Murder/Non-negligent Manslaughter	N/A	N/A	0
Manslaughter by Negligence	N/A	N/A	0
Rape/Forcible or Nonforcible Sex Offenses	N/A	N/A	0
Robbery	N/A	N/A	0
Aggravated Assault	N/A	N/A	0
Burglary	N/A	N/A	0
Motor Vehicle Theft	N/A	N/A	0
Arson	N/A	N/A	0
Hate/Prejudice Crimes	N/A	N/A	0
Weapon Law Violations	N/A	N/A	0
Drug Abuse Violations	N/A	N/A	0
Liquor Law Violations	N/A	N/A	0
TOTALS	N/A	N/A	0

Reno Town Mall Education Center closed December 2002

Tahoe Education Center closed June 2003

Meadowood Center opened January 2003

Redfield Performing Arts Center opened September 2003 and reports zero in all categories for 2004

Appendix P

SAFETY AND SECURITY

This information is being provided as part of the TMCC commitment to safety and security on campus and is in compliance with the Crime Awareness and Campus Security Act of 1990.

TMCC is a state-supported institution of higher education within the Nevada System of Higher Education (NSHE). The Dandini campus is located approximately 10 minutes north of downtown Reno in the foothills of Red Peak. The Meadowood Center is located at 5270 Neil Road. The Technical Institute, Edison Campus is located at Edison Way and Energy Way.

Reporting of Criminal Actions or Emergencies

To report a crime in progress or an emergency, dial 911. Faculty, staff and students on the Dandini campus should dial 674-7900 to advise the campus operator that they have reported a crime. The switchboard is staffed from 7:30 a.m. until 8 p.m.. The operator will notify the department of public safety of any emergencies and they will coordinate with emergency personnel or will take care of the problem.

The department of public safety is responsible for coordination of law enforcement, safety and emergency response at TMCC. The police department is located in room 241 of the Red Mountain Building, TMCC, 7000 Dandini Blvd., Reno, NV 89512.

Fire, police and emergency medical personnel are all available through dialing 911. Non-emergency crime reports should be made to the TMCC department of public safety.

An exterior courtesy telephone is located by the enclosed bus waiting area on the Dandini Campus.

Access to Campus Facilities

Campus buildings and facilities are accessible to members of the campus community and both guests and visitors during normal hours of business, Monday-Friday and limited hours on designated Saturdays and Sundays. The campus is closed on state holidays.

Safety of Campus Facilities

The college maintains a very strong commitment to campus safety and security. Exterior lighting is an important part of this commitment. Motor vehicle parking lots, pedestrian walkways and building exteriors are well lighted. Surveys of exterior lighting on campuses are conducted by police officers on a daily basis. A comprehensive survey of all exterior lighting is conducted by the facilities services department representatives at least once a year. Members of the campus community are encouraged to report any exterior lighting deficiencies to the facilities services department at 775-673-7100.

The facilities services department periodically conducts a comprehensive survey of every exterior door on campus. The purpose of this survey is to ensure that each exterior door and its locking mechanisms are working properly.

Exterior doors on campus buildings are locked and secured each evening by the facilities services department. Door and security hardware operating deficiencies are also reported by the police officers on a daily basis.

Shrubbery, trees and other vegetation on campuses are trimmed on a regular basis. Shrubbery is routinely trimmed at a height of no more than 24" from the ground. Trees are routinely trimmed so that their limbs are no less than six feet from the ground. The facilities services department periodically surveys the grounds of the campus to ensure that shrubbery, trees and other vegetation have been properly trimmed.

Parking lots, buildings and grounds areas are actively patrolled by police officers.

Law Enforcement Authority & Interagency Relationships

TMCC is policed by the department of public safety. TMCC police officers have the same training and authority as other municipal, county or state peace officers. All police officer training exceeds the standards set by the Nevada Peace Officers Standards and Training division. Community services officers are trained non-enforcement safety personnel.

The TMCC department of public safety maintains close working relationships with the Washoe County Sheriff's office and the Reno Police departments. The department of public safety coordinates police services at other TMCC locations, such as the Meadowood Center, the IGT Applied Technology Center and TMCC High School.

TMCC Police Department Mission Statement

The mission of the TMCC police department is to provide quality law enforcement services founded in community-oriented policing and problem solving principles to effectively meet the demands and unique needs of a regional community college population.

Safety Awareness and Crime Prevention Programs

It is the philosophy of the college that we would much rather prevent crimes from occurring than react to them after the fact. A primary vehicle for accomplishing this goal is the college's comprehensive crime prevention program. The college's crime prevention program is based upon the dual concepts of eliminating or minimizing criminal opportunities, whenever possible, and encouraging students and employees to be responsible for their own safety and the safety of others. The following is a listing of the crime prevention programs and projects employed by TMCC.

1. **Escort Program**—Provides an escort service, particularly during hours of darkness, for persons walking on campus.
2. **New Student Orientation**—Crime prevention tips are included in the student handbook and other printed material is made available.
3. **Crime Prevention Presentations**—Crime prevention presentations are made upon request to such campus groups or organizations as physical plant employees, commuter students, handicapped or disabled students, international students, student government, faculty senate, classified council, specific campus departments and recognized student organizations.
4. **New Employee Orientation**—Campus safety policies are made available to new employees.
5. **Printed Crime Prevention Materials**—Printed crime prevention brochures, posters and bookmarks related to motor vehicle security, bicycle security, the escort service, employee security and library security are distributed at crime prevention presentations. Sexual assault and domestic violence prevention/informational brochures are also available at the TMCC police department office, room 241 of the Red Mountain Building.

6. **Electronic Alarm Systems**—An electronic monitoring system monitors a comprehensive network of intrusion detection and duress alarm systems.
7. **Architectural Design**—Technical and crime prevention specialists make significant input into the design of all new and renovated campus facilities as it relates to physical and electronic security systems.
8. **Safety Surveys**—Safety surveys or audits are made periodically for a number of campus facilities each year.
9. **Facilities Surveys**—Comprehensive surveys of exterior lighting, exterior doors and grounds are conducted each year.
10. **Crime Prevention Publicity**—Crime prevention articles and material are published in the student newspaper and the online employee newsletter.

Crime Reporting

Numerous efforts are made to advise members of the campus community on a timely basis about campus crime and crime-related problems.

1. **Annual Report**—A comprehensive annual report of crime-related information is compiled, published and widely distributed. This annual report is available to the media and any member of the campus community.
2. **Student Newspaper**—The student newspaper, ECHO, publishes a summary of criminal incidents that occurred the preceding month. If a serious or unique crime(s) has occurred, a special article is usually printed in the student newspaper.
3. **Special Alerts**—If circumstances warrant it, special printed crime alerts can be prepared and distributed selectively or throughout campus.
4. **Crime Statistics**—The college believes that an informed public is a safety-conscious public. Campus crime statistics are published annually by TMCC in compliance with the Crime Awareness and Campus Security Act of 1990 in the TMCC course catalog. TMCC crime statistics are also available on the TMCC police department Web page at www.tmcc.edu/policedept. If you have any questions, contact the department of public safety at 775-674-7900.
5. **Registered Sex Offenders**—Section 1601 of Public Law 106-386 requires all sex offenders who are employees of, students of, or visitors to the Truckee Meadows Community College to register with TMCC Police Department. This includes employees of private contractors or other public entities who work at the college.

Offenders must comply with the registration requirements of NRS 179D. Pursuant to NRS 179D.240, offenders must register if they are a resident of the state or are present for 48 hours or more in any jurisdiction in which they will have a presence.

Additional information is available at the department of public safety, 775-674-7900.

Safety Tips

- Avoid working or studying alone at night.
- Stay in well-lit areas, walk mid-point between curbs and buildings, away from alleys and bushes.
- Don't carry extra credit cards or money.
- Walk with someone whenever possible; use the buddy system
- Use TMCC's escort service after dark.
- If your purse or wallet is snatched, don't fight back. Turn it over rather than risk personal injury and report the incident immediately.
- Do not place purses, portable radios, stereos, TV sets or other valuables near windows, which can be smashed by a tempted burglar.

- Carry a whistle. This can serve as a reminder to exercise caution and can alert anyone in the area that you need help.
- Keep an inventory of valuable possessions.
- Keep doors locked, even if you are only away for a few moments.
- Do not mark your key chain with your name, address or license number; lost keys lead to theft.
- Get to know your neighbors. Establish a neighborhood watch system and share information on suspicious circumstances.
- Call the department of public safety with any safety concerns.

Tips for Safe Biking

Bicycling is an enjoyable and practical means of transportation on TMCC campuses. However, a recent increase in cyclists has caused an increase in bicycle injuries and thefts. In fact, bike theft accounts for the largest percentage of theft on college campuses. Most problems can be avoided, however, if simple safety and security rules are followed.

- Register your bike. Call the Reno Police Department at 775-334-2121 for registration times and locations.
- Use bicycle racks and high security locks.
- Report suspicious activity around bike racks.
- Perform routine bike maintenance.
- Walk your bike across the busy intersections.
- Ride defensively and with caution.

Safety in the Workplace

Here are some suggestions for ensuring safety in the office or laboratory.

- When working late, make sure doors are locked.
- Keep your purse in a locked cabinet or drawer. Never leave it on or underneath a desk.
- If you live around the Dandini Campus, use the escort service when traveling to and from your car.
- Avoid using stairs in remote sections of a building.
- Never prop doors open, especially fire doors, even for a short time.
- Do not hold the door open for strangers after normal business hours.

SEXUAL ASSAULT INFORMATION

What is Sexual Assault?

Sexual assault is a violation of Nevada state law. Sexual assault is an act in which a person subjects another person to sexual penetration, or who forces another person to make a sexual penetration on himself or another, or on a beast, against the will of the victim or under conditions in which the perpetrator knows or should know that the victim is mentally or physically incapable of resisting or understanding the nature of his conduct (NRS 200.366).

Who are the victims of sexual assault?

Anyone can be a victim of sexual assault, regardless of age, race, socioeconomic status, cultural background, religion, marital status, physical or mental ability, gender or sexual orientation. A person can be assaulted by their spouse. One out of every three women will be assaulted at least once in their lifetime. One out of every four girls and one out of every six boys will be assaulted before their 18th birthday (Retrieved on September 25, 2003 from <http://crisiscenter.org>).

What should you do if you are sexually assaulted?

- Get to a safe place
- Get medical attention immediately
- Do not change your clothes
- Do not bathe or douche
- Do not brush your teeth or use mouthwash
- Do not eat or drink anything
- Do not apply medication
- Do not clean up the crime scene
- Report the incident to the Police

Who can help you?

Truckee Meadows Community College, Dandini Campus

- TMCC Police Department, RDMT 335, 674-7900
- Counseling Center, RDMT 325, 673-7060
- Student Services, RDMT 328, 673-7114

Community Services

- Sexual Assault Support Services (24-hour), 784-8090
- www.crisiscallcenter.org, 1-800-992-5757
- Nevada Victims of Crime Program, 688-2900
- Victim-Witness Assistance Program, 328-3249

Appendix Q

RELIGIOUS HOLIDAY OBSERVATIONS

It is the policy of UCCSN to be sensitive to the religious obligations of its students. Religion is one area of diversity recognized by TMCC. Any student missing class, quizzes, examinations or any other class or lab work because of observance of religious holidays shall, whenever possible, be given an opportunity during that semester to make up the missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor in writing, on the first day of class or no later than 10 days in advance, of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. Examples of such holidays are Rosh Hashanah and Yom Kippur.

If the student has notified the instructor in a timely manner, and the instructor will not provide an opportunity to make up the work, the student shall have the right to appeal the decision. This appeal shall be directed to the dean of the instructional division or other appropriate administrative officer, who will be the final authority for determining whether a make-up is feasible.

Appendix R

POLICY ON UNSUPERVISED CHILDREN

TMCC discourages students, staff and visitors from leaving children unsupervised in the building or campus grounds. TMCC employees and security 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 security personnel contacting Washoe County Child Protective Services or the Reno Police Department. Responsible adults may face charges of abandonment and/or neglect of younger children.

Parents or adults responsible for children are encouraged to find appropriate care for their children during the period they are attending classes at TMCC.

Children are not allowed to sit in on TMCC classes. Any exception to this policy must be approved by the instructor.

Parents seeking drop-in child care services can call the Child Care Resource Council at 775-785-4200 for a list of child care facilities.

TMCC has partnered with the Boys and Girls Club of Truckee Meadows to establish a new school-aged drop-in facility on the Dandini Campus. It is open from 4:45 to 10:15 p.m. Monday through Thursday, in the Vista Building, room B104. Transportation will be available from many area schools to the Boys and Girls Club at 2680 East 9 Street, and from there to TMCC. To enroll, all you need to do is complete a membership application, pay a \$15 annual fee per child, and attend an orientation. Space is limited. For more information, call Mike Wurm, Boys and Girls Club, 775-331-3605.

Appendix S

NEVADA SYSTEM OF HIGHER EDUCATION AIDS GUIDELINES

The Nevada System of Higher Education, in order to address the personal, administrative, medical, and legal problems associated with the Acquired Immune Deficiency Syndrome (AIDS), has established the following guidelines. These are intended to provide direction for our institutions when dealing with the disease of AIDS and AIDS-related issues.

1. The primary response of Nevada System of Higher Education institutions to AIDS should be increasing awareness and education—for students, employees, faculty and others. Effective education based upon the best currently available information will aid in preventing the spread of the disease.
 2. Individuals will not be required to undergo screening for AIDS as a condition of enrollment, employment or financial services. Faculty, students and staff who are diagnosed as having AIDS, AIDS-related complex or a positive antibody test and who are otherwise qualified should be afforded normal classroom attendance, working conditions, benefits and participation in curricular and extracurricular activities in an unrestricted manner, as long as they are physically and psychologically able to do so. Decisions regarding such individuals will be made on a case-by-case basis, taking into account the individual's behavior and physical condition.
 3. The American College Health Association special report entitled AIDS on the college campus contains guidelines based upon current knowledge of AIDS-related issues. It is suggested UCCSN institutions refer to this report for guidance in addressing local needs.
 4. It is also recommended that the Center for Disease Control guidelines be used to ensure safety of students, staff and faculty handling human blood, blood products and other body secretions.
 5. Each UCCSN institution will establish procedures to respond to AIDS-related concerns, as well as to public inquiries.
- These guidelines will be revised as necessary, in response to the release of new scientific information.

INDEX

Glossary

This glossary defines words that are commonly used in the catalog. Please refer to the page number for more detailed information.

Add/Drop (see page GI-6)

Add—to increase the number of credits one is taking during a semester. Students may add classes any time during the published registration period. Late starting classes may be added using the registration system before the published start date of the class.

Drop—to decrease the number of credits one is taking during a semester. Students may use the registration system to drop classes two weeks prior to the official last day of the semester for full-term classes. Students must drop rather than stop attending a class to be officially withdrawn from the course.

Administrative Withdrawal—Although it is the students' responsibility to officially drop classes that they are unable to attend, in certain circumstances—such as nonattendance or lack of prerequisites—instructors may administratively drop students from class. Students are held financially responsible for courses they have enrolled in. Please refer to the refund policy for specific details.

Articulation—the process a college or university uses to accept and/or apply credits from another institution toward a degree program.

Assessment/Testing (see page GI-5)—some of the testing services available at TMCC include ACCUPLACER testing of English and math skills and credit by examination—College Level Examination Program (CLEP). These tests either help identify the appropriate course level for student or provide college credit.

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

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

Associate of Applied Science—for students who are preparing for a specific occupation in health, business, industrial or technical areas. This degree does not transfer to a Nevada four-year college or university, but individual courses may transfer.

Associate of General Studies (see page WS-83)—for students who want to study a variety of subjects and are not planning to transfer to a university to earn a bachelor's degree. This degree does not transfer to a four-year college or university, but individual courses may transfer.

Audit (see page GI-6)—enroll in a class for no credit and no grade.

B and C designators—

"B" designator—indicates either that the course will not transfer to a Nevada university or that the Nevada universities have not, as yet, made a determination of transfer status (see page WS-6).

"C" designator—indicates that the course is under the workforce development and continuing education division and implies personal interest. The course will not transfer to a Nevada university.

Call Number—the five-digit number used to identify each class at TMCC.

Certificates of Achievement—for students who need specialized training but not a college degree for an occupation in health, industry, or technology. Certificates do not transfer to a four-year college or university, but individual courses may transfer.

Certificate of Enrollment—a document available from the admissions and records office which verifies the number of credits earned and semesters the student has attended TMCC. Students may need a certificate of enrollment for insurance purposes or loan deferments.

Class Schedule—the official listing of all TMCC classes, instructors' names, call numbers, registration information, locations and dates, published each semester.

Commencement—a ceremony held in May to honor students who have been graduated with an associate degree or certificate of achievement during the fall, spring or summer term.

Continuing Students—students who are currently enrolled or have previously enrolled at TMCC.

Course Catalog—an annual publication listing degree programs, course descriptions, policies, procedures and student responsibilities at TMCC.

Course Number—a number that identifies a specific course by level of proficiency, e.g., ENG 101. See also B and C designators.

001 - 099—Developmental

100 -199—Freshman level

200 - 299—Sophomore level

Corequisite—a course that must be taken during the same semester as another course.

Credit Hour—The number of hours per week and the number of weeks a course meets define the number of credit hours assigned to each course. Academic credit is a measure of the total time commitment required of a typical student in a particular course of study. Total time consists of three components:

- 1) time spent in class
- 2) time spent in the laboratory, studio, fieldwork or other scheduled activity; and
- 3) time devoted for reading, studying, problem solving, writing or preparation.

Credit Overload—taking more than 17 credits in fall or spring or more than six credits during a summer session. An overload requires an advisor's approval.

Degree Audit Report (DAR) (see page GI-7)—a report available from the Admissions and Records office that evaluates the credits, including transfer credits, students have accumulated toward a degree and/or certificate.

Degree Requirements—

Core Requirements—required courses within an emphasis area. All emphases within a degree program require completion of common core courses.

Electives—self-selected courses taken in addition to the required courses to earn 60 credits for an associate degree. Many of the associate of applied science degrees do not have elective requirements.

Emphasis Requirements—required courses in the occupational and technical areas.

General Education Requirements—groups of required courses, such as math and English, which support development of the emphasis.

Drop—(see add/drop)

Dual Credit—courses approved by Washoe County School District for high school juniors and seniors attending TMCC to earn both college and high school credits.

Dual Degree (see page GI-9)—earning more than one degree from TMCC.

Dual Enrollment—attending TMCC and a high school or another college or university at the same time.

Freshman Students—students who have earned fewer than 30 credits.

Good Neighbor—a policy enabling students to be eligible for a reduced tuition rate if they reside in or were graduated from a school in one of the approved counties neighboring Nevada.

Grade Point Average (GPA)—the averages computed by multiplying the number of credits of a class by the points associated with the grade earned and dividing by the total number of credits taken.

Internships (see pages WS-120)—courses that integrate classroom study with related work experience in the student's place of employment or major field of academic interest.

Matriculating Catalog—the course catalog in use when the student first enrolled.

Matriculation—the date of the first day of instruction in the semester in which enrollment first occurs. A grade for the course need not be earned.

New Students—students who have never attended an institution of higher education.

Orientation—an introduction to TMCC that includes a general overview of the college, campus tour, student development presentation, pre-admission process and academic advisement.

Prerequisite—a class, test or other requirement that must be completed before a student takes a higher level course.

QUEST—Quality Education Starts at TMCC is a program designed for first-year, degree-seeking, full-time students to build a strong foundation for college success by taking English, math and college success classes the first semester.

Repeat—taking certain approved courses more than once for additional credit.

Resident (see pages AP-1 to AP-5)—the determination that a student is a resident of Nevada and therefore qualifies for resident tuition.

Retake—taking a course more than once to improve a grade. Credit is granted once, both classes appear on the student's record, and the higher grade is used to compute the GPA.

Senior Citizen (see page GI-10)—In-state persons who are 62-years-old or older may be eligible for reduced fees. Fees may be FREE for some classes.

Sophomore Student—a student who has earned 30 credits, but has not completed all of the requirements for an associate degree.

Transcript of Record (see page GI-8)—a cumulative report summarizing the student's enrollment: grades, credits and grade point summaries.

Transfer Guide—a publication available from the counseling and advisement center that outlines the curriculum for university majors and identifies required courses that can be taken at TMCC and transferred to the University of Nevada, Reno.

Transfer Students—students who have not attended TMCC but have attended college elsewhere.

UCCSN System Transfer Guide—a publication that explains how each course transfers within the post-secondary schools of Nevada. The UCCSN System Transfer Guide is available online at www.nevada.edu.

University Parallel—TMCC courses that are the same as the courses taught at a university or four-year college.

Web-Reg—online registration system (www.tmcc.edu) used to enroll in classes, pay fees, check admission and financial aid status and view grades or print unofficial transcripts.

Work Study (see page GI-12)—for eligible students, a program that provides federal or state funds that can be earned by working in an approved job. Jobs can be on campus or off-campus at a local nonprofit agency. Students apply by using the free financial aid application, which is available online at www.tmcc.edu.

Western Undergraduate Exchange (WUE)—an agreement by which students from a western state can participate in TMCC educational programs at a reduced tuition rate.

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