

# TMCC 2003-2004 Course Catalog

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# ACADEMIC CALENDAR

## FALL SEMESTER

	FALL - 2003	FALL - 2004
Academic Semester Begins	Aug. 14, 2003	Aug. 19, 2004
Instruction Begins	Aug. 23, 2003	Aug. 28, 2004
Labor Day (Holiday)	Sept. 1, 2003	Sept. 6, 2004
Deadline for Students Opting Out of Directory Information Disclosure	Oct. 3, 2003	Oct. 8, 2004
Nevada Day (Holiday)	Oct. 31, 2003	Oct. 29, 2004
Veterans Day (Holiday)	Nov. 11, 2003	Nov. 11, 2004
Thanksgiving Break (Holiday)	Nov. 27-30, 2003	Nov. 25-28, 2004
Instruction Ends	Dec. 14, 2003	Dec. 19, 2004
Final Grades Due – Fall Semester Ends	Dec. 16, 2003	Dec. 21, 2004
No. Instructional Days*	75	75
No. Academic Days*	84	84

## SPRING SEMESTER

	SPRING - 2004	SPRING - 2005
Academic Semester Begins	Jan. 12, 2004	Jan. 10, 2005
Martin Luther King Day (Holiday)	Jan. 19, 2004	Jan. 17, 2005
Instruction Begins	Jan. 24, 2004	Jan. 22, 2005
Presidents Day (Holiday)	Feb. 16, 2004	Feb. 21, 2005
Deadline for Students Opting Out of Directory Information Disclosure	Mar. 5, 2004	Mar. 4, 2005
Spring Break	Mar. 13-19, 2004	Mar. 26-Apr. 1, 2005
Instruction Ends	May 16, 2004	May 15, 2005
Final Grades Due	May 18, 2004	May 17, 2005
Graduation – Spring Semester Ends	May 21, 2004	May 20, 2005
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 RINGLE, Ph.D.  
President

JOWEL LAGUERRE, Ph.D.  
Vice President  
Academic Affairs

DELORES SANFORD  
Vice President  
Finance and Administrative Services

ANNE-LOUISE BENNETT  
Executive Director  
Foundation/Institutional Advancement

KATHLEEN LUCCHESI  
Dean  
Student Services and Enrollment Management

## UCCSN BOARD OF REGENTS AND SYSTEM ADMINISTRATION

Dr. Stavros Anthony, Chair	Las Vegas
Marcia R. Bandera, Vice Chair	Elko
Mark Alden	Las Vegas
Dr. Jill Derby	Gardnerville
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

### DR. JANE NICHOLS, CHANCELLOR

Dan Miles, Vice Chancellor, Finance

Dr. Richard Curry, Vice Chancellor, Academic and Student Affairs

## TMCC FOUNDATION BOARD OF TRUSTEES

Marsha Berkbigler	Arthur Bonnel	Greg Brower	Eun-Woo Chang
Tony Ciorciari	John Ellsworth	Edward Estipona	Rhoda Evans
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Joel Glover	Joe Gremban	Daniel Grubic	Richard Harjo
Quincy Harris	Robert Hemsath	Karen Hruby	Robert Jones
Walt Katai	Bruce Krater	Barbara Marsh	Charles McNeely
Tom Morris	Susan Oldham	Paul Perkins	Tonya Powell
Carlos Romo	Phil Rose	Mike Rosenow	Sylvia Samano
Rod Sanford	Stan Thomas	Patty Wade-Snyder	

ANNE-LOUISE BENNETT  
Executive Director

## 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 157, the FACULTY OF THE COLLEGE beginning on page 231 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 27 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, on page 5, for new students 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 673-7114 to address any conduct concerns.)

Physically or learning disabled students may call (775) 673-7285 to receive a copy of this course catalog in a more accessible form.

## ACCREDITATION

TMCC is fully accredited by the Northwest Association of Schools and Colleges.

## 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 University and Community College System of Nevada 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.

## PRIVACY STATEMENT (Request to opt out of disclosure of directory information)

Directory information about current and former students may be provided to individuals or mailing services outside the institution for a variety of purposes. When requested, this information is provided solely at the discretion of the institution. At Truckee Meadows Community College, directory information is defined as name, address, telephone number, dates of attendance, full-time/part-time status, degree awarded, emphasis field and date of graduation. Directory information is used by the institution to mail notices to all students about changes in policies, fees or services. Directory information may also be provided for commercial solicitation, invitations to join honorary societies or other purposes at the discretion of the institution. TMCC does not provide student information for commercial purposes.

If you do not wish TMCC to release this information about you, please complete this form below and return it to the Office of Admissions and Records. This request will apply permanently to your record until you choose to reverse it by submitting a written change of status to the Office of Admissions and Records.

Warning: If you do choose to 'opt out' of directory information, TMCC will no longer be able to confirm graduation dates or dates of attendance to potential employers; automatically include your name in the commencement program or other publications; release your name for invitations to join honor societies or alumni associations. You would have to provide separate, written authorization to have your name included for each of these purposes.

Yes, I wish to opt out of the directory information, I realize that this request applies permanently to my record until or unless I choose to reverse it.

Student's full name \_\_\_\_\_

SSN \_\_\_\_\_

Student's 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](http://www.tmcc.edu).  
See page 77 of the fall 2003 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) 673-8240.
- Have you attended the orientation program?  
See page 15.  
Visit the Starting Point 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 6 for details.
- Check your admissions status online at [www.tmcc.edu](http://www.tmcc.edu); the 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 6 of the fall 2003 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 4 of the fall 2003 class schedule.
- Did you pay your fees by the due date?  
See page 4 of the fall 2003 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](http://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 support services. Both the Institute for Business & Industry, Adult Basic Education/English as a Second Language programs and the Community Services Division are housed at the Meadowood Center.

## TECHNICAL INSTITUTE, EDISON CAMPUS

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 PERFORMING ARTS CENTER

505 Keyston Avenue, Reno, NV 89503

# TMCC MISSION STATEMENT

To develop our communities' diverse human potential.

# VISION FOR TMCC

TMCC will become the nexus for life-long learning for all members of the community. TMCC faculty will accredit and guarantee learning, skill acquisition, employability skills and quality. TMCC will provide lower division transfer curriculum, student services and continuous training programs for the workforce. With the development and accessibility to information systems and networks (interactive learning), the community college will provide customized quality learning at any location, at any time, for any level of readiness and in flexible learning environments.

# 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 and who are United States citizens or immigrants 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](http://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](http://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 and radiologic technology. 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 31. 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 two years old) 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) 673-8240 or visit our Web site at [www.tmcc.edu/admissions/accuplacer.asp](http://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 three 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 counseling and advisement center at (775) 673-7060 for an appointment. 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 Bridgett Boulton at (775) 673-7223.

### 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.

### 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 COURSES

The college reserves the right to cancel any course. 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 community services 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 community services 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 community services 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).

## SUMMER SESSION

Summer session, a self-supporting program at TMCC, runs for two five-week terms. Students may take transferable and occupational classes, community services and continuing education classes and special workshops or participate in college activities. For more information, please call the Starting Point at (775) 673-7111.

## 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.

### 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

Students wanting information released regarding their enrollment with TMCC must request in writing the information they want released. This request can be made in person at the admissions and records office, by mail or by fax at (775) 673-7028 and must include the student's social security number and signature. Forms are available to download from our Web site at [www.tmcc.edu/admissions/forms](http://www.tmcc.edu/admissions/forms). Allow a minimum of three working days for enrollment certification documents to be processed. Enrollment for the current term will not be processed until after the designated add/drop period at the beginning of the semester. (For regulations regarding the official transcript of a student's record, see page 9.)

### 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.

## 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 4 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.

## 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. 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: community services, 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
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.

### RETKING 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, community services and continuing education programs, business and industry workshops 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, which can be mailed or submitted in person to admissions and records to release this information. 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 with the dean of strategic enrollment management or designee, the director of admissions and records and other appropriate departmental consultants who 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 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. 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 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 University and Community College System of Nevada. 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 community services 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 2003 would be under the 2003-2003 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 8.0 percent at TMCC.

Since the majority of our students are not full time (only 21 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 2003-2004 school year.

- Nevada residents: \$51.25/credit
- Good Neighbor students: \$79.75/credit
- Out-of-state students in less than seven credits: \$103.25/credit
- Out-of-state students in seven or more credits: \$51.25/credit + \$2,253.50
- Out-of-state students enrolled in only distance education: \$74.50/credit
- Summer school 2004, all students: \$54.25/credit

NOTE: Auditors pay the same per-credit fees.

Community services 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 UCCSN 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 registration.

## HEALTH CENTER

You must be enrolled in at least one academic credit (excludes Community Service credits) to be eligible. Call the controller's office for details, (775) 673-7155. See page 19 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.

## UNR LOMBARDI RECREATION FEES

You can purchase recreation passes from the controller's office if you are enrolled for seven credits or more. See page 20 for additional information.

## GOOD NEIGHBOR TUITION

If you live in a neighboring California county, you may be eligible for the Good Neighbor rate of \$79.75 a credit. Refer to Appendix B for details.

## NONRESIDENT TUITION

Students classified as nonresident students taking seven or more credits shall pay nonresident tuition (\$2,253.50/semester) plus per credit registration fees. Registration in community services and summer courses, which are not state-funded, shall not cause tuition to be assessed, nor shall enrollment in community services 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 University and Community College System of Nevada. 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.

## SENIOR CITIZEN TUITION

If you are 62 or older and have been a Nevada resident for one year, 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 community services classes and full price for community services conferences, online courses and motorcycle workshops.

## COMMUNITY SERVICES COURSES

Registration fees for each community services 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. Community services 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.

## 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 UCCSN, 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.
- No refund is made after the first half of the term.
- 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 Immigration and Naturalization Services.
- 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 determined to have financial need according to the federal need analysis procedure.
- Be enrolled in classes that will apply to the degree requirements of the declared major (not to include community services 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 after January 2 of each year. Awards are made on a first-come, first-served basis. Students must have a completed file and be eligible at least seven weeks prior to the start of classes or they will be responsible for paying their own fees and buying their own books and supplies.

Scholarship applications are available online beginning December 1 at [www.tmcc.edu/finaid/scholarships.asp](http://www.tmcc.edu/finaid/scholarships.asp). The TMCC scholarship application has an annual due date of March 1.

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](http://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](http://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.

The student may then process his/her application via the Web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students may also 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.

When a student's file is complete it will contain the TMCC financial aid information sheet. Students may be asked to submit additional documents. Some forms are available via the Web at [www.tmcc.edu/finaid](http://www.tmcc.edu/finaid). The financial aid office will interpret or determine eligibility. The student will be notified of denial in writing. 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](http://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. 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/](http://millennium.state.nv.us/) or by calling (702) 485-3383.

### 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 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.

**Grant-in-Aid:** these limited funds are for Nevada residents who meet need and scholarship requirements. There is a separate application form for this grant available in the TMCC financial aid office (RDMT 315).

**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.

**Estate Tax Grant:** these limited funds are available for Nevada residents 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. To receive the separate loan application, the student must attend a group workshop. Previous TMCC borrowers are not required to attend a workshop and may request a loan by contacting financial aid. Prior to receiving the first loan check, the student must have attended either a group or individual "entrance interview" session. Prior to receiving their second disbursement, graduating or leaving school or dropping below six credits, students must attend an "exit interview" session or complete an online exit process.

**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 when 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.

**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 \$100. 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 FLEP 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](http://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](http://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](http://www.tmcc.edu/finaid/employment.asp).

## FINANCIAL AID STUDENT RIGHTS

All consumer information is available via the Web at [www.tmcc.edu/finaid](http://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 FAFSA. Any changes may result in the loss of eligibility and a delay in aid received.

**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 FAFSA 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](http://www.tmcc.edu/finaid). 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, address or educational goal/major. 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 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](http://www.tmcc.edu/finaid) or chat online, Monday-Friday from 3 to 5 p.m.

## 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 Learning Hub, 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 at Two O'clock, 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 the hub, 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 Learning Hub is located in the Vista Building on the Dandini Campus in room B106. 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 VSTA B108.

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

## THE ACT CENTER AT TMCC

The ACT center, hosted by TMCC, delivers state-of-the-art testing and training services via computer-based technologies, the Internet and other cutting-edge technologies.

- unique, high-end training programs for individuals and small groups
- variety of professional certifications and examinations
- a variety of affordable courseware products and delivery options

For more information, call (775) 673-7060.

## ADVISEMENT/EDUCATIONAL PLANNING

Counselors 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) 673-7060 for information or visit the counseling and advisement centers, Dandini Campus, Red Mountain Building, room 325 or TMCC Meadowood Center, room S302. For the answers to the most frequently asked questions, visit us online at [www.tmcc.edu/counseling/](http://www.tmcc.edu/counseling/)

## 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.

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 325, inside the counseling and advisement center. The career center hours vary. Please call (775) 673-7060. Students may connect online to the career center at [www.tmcc.edu/careercenter/](http://www.tmcc.edu/careercenter/) for more information.

## COUNSELING AND ADVISEMENT 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. Counseling appointments can also be scheduled for the TMCC Meadowood Center. Call (775) 824-8622 for details.

The counseling and advisement 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.

## 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 18 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 6 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 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 available to help simplify the job search process, identify potential needs and prepare job seekers for future challenges. For more information, call (775) 674-7661.

## TMCC'S ORIENTATION PROGRAMS

TMCC offers three orientation programs. Please choose the program that applies to you. For information, 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 and advisement 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 admissions and records lobby, 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 University and Community College System of Nevada and elsewhere. The counseling staff will assist students in understanding transfer policies and any other difficulties concerning the transfer of credits to another UCCSN school.

Students planning to transfer should make an appointment with a counselor to review degree requirements that will facilitate the transfer process to UNR and UNLV.

Transfer agreements between UNLV and UNR and Nevada's Community Colleges can be found at [www.nevada.edu/index2.html](http://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.

Member 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 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.

### 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.

### LATINO STUDENT ASSOCIATION

If interested in this club, contact the ASTM advisor at (775) 673-7164.

### LIZARD COLLEGE GAMING ASSOCIATION (LCGA)

The LCGA provides a safe, clean and wholesome environment for the TMCC community members to participate in multi-player networked computer games.

### 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/](http://www.tmcc.edu/iclub/)

### NATIVE AMERICAN CLUB

The Native American Club seeks to inform all students, the college and the public of the needs, wants and wishes of the Native American people while helping to improve the educational prospects for TMCC's Native American population.

### SCIENCE CLUB

The TMCC Science Club is one of the largest and most active, officially recognized ASTM student clubs at TMCC. The TMCC Science Club provides students many opportunities for exploring the enormous variety of career possibilities available in the fields of science, mathematics and engineering. Each year, the TMCC Science Club hosts numerous guest speakers from scientific fields and organizes a variety of science related club field trips. Many student members of the TMCC Science Club also participate in K-12 outreach by assisting with TMCC's Day on the Hill or by helping conduct mini workshops/demonstrations at local elementary schools.

The TMCC Science Club also maintains affiliations with various professional organizations. As a result, club members have opportunities to attend national conferences and regional meetings. Also, as a result of the club's affiliations, club members have greater accessibility to the many scholarship and internship opportunities available through these organizations and other sources. Student members of the TMCC Science Club regularly win prestigious scholarships and internships.

TMCC Science Club membership is open to any student interested in learning more about science, mathematics and/or engineering. For more information, contact faculty advisors Dr. Cinzia Muzzi at (775) 674-7652 or Dr. Daniel Loranz at (775) 673-8252.

### 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 315P.

# 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 University and Community College System of Nevada 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 095 Basic Writing II
- ENG 097 Basic Technical Communications
- ENG 112-A Bridge ESL Listening
- ENG 112-C Bridge Reading Skills
- ENG 112-D Bridge ESL Writing

#### 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

#### Mathematics

- MATH 091 Basic Mathematics
- MATH 093 Pre-Algebra
- MATH 095 Elementary Algebra
- MATH 096 Intermediate Algebra

### Learning Hub

The Learning Hub 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, math, chemistry and more.

For specific subject offerings, contact the Learning Hub at (775) 674-7517 or in the Vista Building, room B106.

### 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](http://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 are 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 who are United States residents or citizens and all other 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) 673-8240 or 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.

## Computer Classes for Nonnative English Speaking Adults

The community services division offers classes which help improve English skills of nonnative English speaking adults while learning computer skills. The class, "Introduction to Computers," includes keyboarding and computer software lessons while improving the English skills of the student. For more information, please visit the community services division at the Meadowood Center or call (775) 829-9014.

## FOOD SERVICES

Vending machines are available in each building.

## GENERAL ACCESS COMPUTER LAB

TMCC academic computing currently supports two open computer labs that provide free computer and Internet resources to all students, faculty and staff. The main general access 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 running Microsoft Windows, in addition to all 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](http://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 community services 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.

## LEAP PROGRAM

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 new 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 library provides traditional and electronic services and resources. The library Web page, [www.tmcc.edu/library](http://www.tmcc.edu/library), provides access to the online catalog (OPAC), over 2,500 full-text journals and periodicals and hundreds of Web links that support the TMCC curriculum. The OPAC provides access to the library collection of books and videos. Passwords are required to access the databases from off-campus. Ask at the reference desk or call (775) 674-7602 to get the passwords.

The library is located in the west half of the Sierra Building on the Dandini Campus. The library collection contains books, periodicals, newspapers, videos and paperback books for leisure reading. Reserve items are located at the circulation desk. Library materials are checked out at the circulation desk; the phone number is (775) 674-7600. The loan and fine rules are found in Appendix H.

Reference librarians provide one-on-one assistance to answer your questions and help you complete class assignments. The library provides instructional tours for classes, as requested by the instructors. Students learn how to find print and electronic resources and how to critically evaluate those resources. The reference collection contains hundreds of specialized reference books to assist students in their research.

The Nell J. Redfield e-Library is located at 475 Edison Way in the Technical Institute, Edison Campus. The e-Library contains materials for the Technical Institute, grant writing and career center. The e-Library has access to all the materials and full-text resources of the Elizabeth Sturm library. The e-Library can be accessed online at [www.tmcc.edu/edison/library](http://www.tmcc.edu/edison/library).

Although the majority of the collection is curriculum oriented, it includes new materials and standard works (both fiction and nonfiction) in related fields for wider coverage of information. The library welcomes your suggestions for additions to the collection.

## MULTICULTURAL DIVERSIFICATION OFFICE

The multicultural diversification office is responsible for creating and initiating cooperation from the institution to make the college more inclusive, aware and sensitive to the needs of a multicultural and diverse society. The areas of focus include cultural awareness workshops, diversity training, staff development leadership training, a mentoring program and serving as an advocate for under-represented students and staff at the college.

Functions coordinated by the office

- Academic diversity
- Annual multicultural festival
- Campus ethnic minority affairs committee
- Community advisory board meeting
- Cultural awareness and sensitivity training
- Enhance the diversity of students and faculty
- Mentor program
- Provide diversity reports to the Board of Regents
- Provide diversity training and networking to the community
- Workshops on diversity and multiculturalism
- Workshops on recruitment, retention, graduation and employment equity
- Workshops on recruitment, retention and promotion of faculty and staff

Multicultural diversification office, (775) 673-7105, RDMT 208, [www.tmcc.edu/diversity/](http://www.tmcc.edu/diversity/). Hours: 8 a.m. to 5 p.m., Monday through Friday.

## 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. Chapter advisors are Dr. Barbara Chism, (775) 829-9028, and Professor John Chism, (775) 829-9023. Both are located at the Meadowood Center.

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

## RECREATIONAL FACILITIES

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 community services 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.

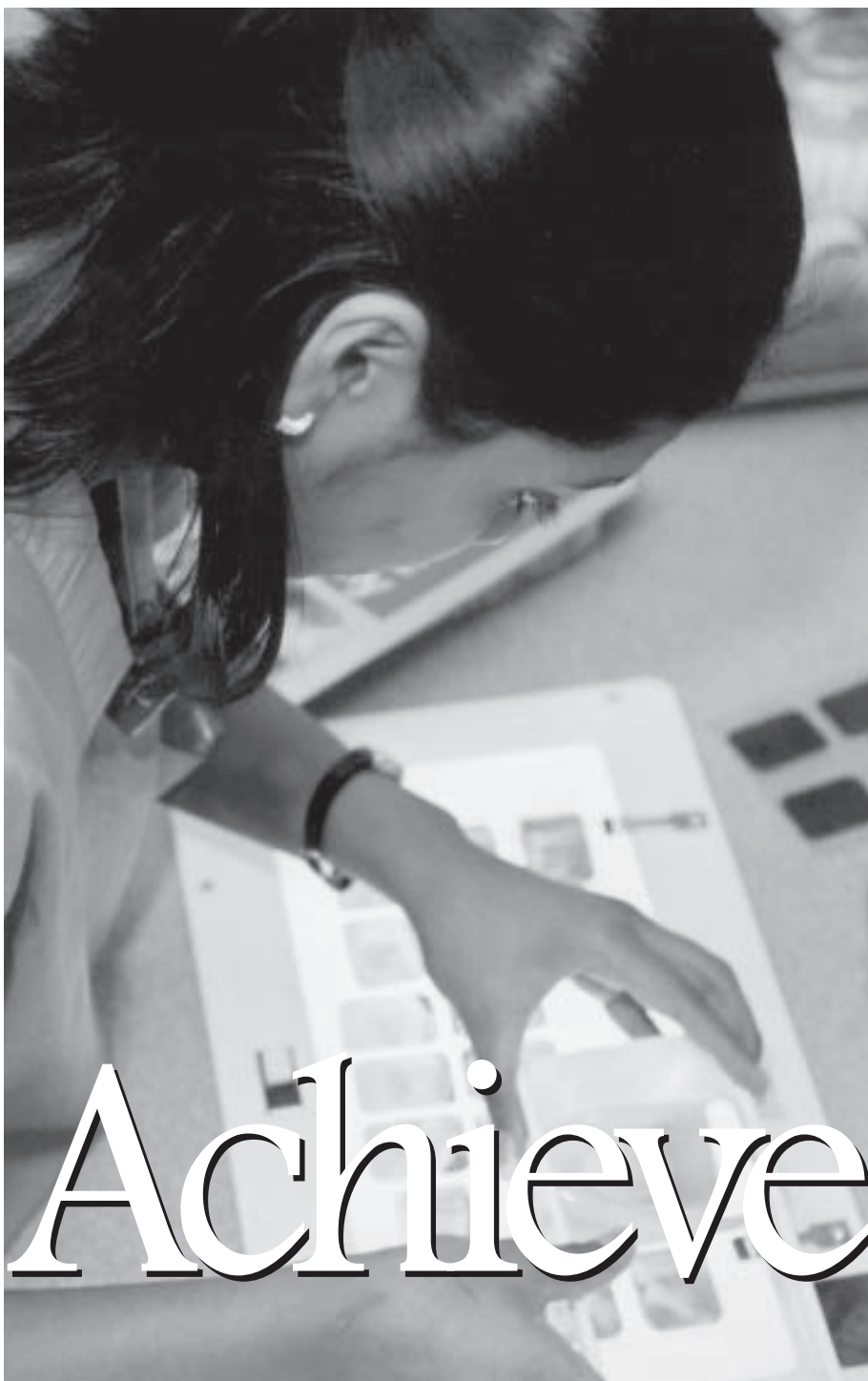
## TRANSPORTATION

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 348-RIDE (348-7433) or visit [www.citifare.com](http://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.

TMCC 2003-2004  
Course Catalog



Achieve

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DEGREE PROGRAMS, ADVISORS  
AND WORKSHEETS

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# DEGREE PROGRAMS, ADVISORS AND WORKSHEETS

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# TMCC CERTIFICATES, DEGREES, CLASSES, TRAINING AND WORKSHOPS

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

	As Spec Area	As Spec Area	As Spec Area	As Spec Area
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-TRA)	•	•	•	
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-BSS)	•	•	•	
Carpenter Apprentice (AS-CAR, CT-CAR)	•	•	•	
Certified Nursing Assistant (CNA)			•	
Chemistry			•	
Cisco Networking	•	•	•	
Community Policing and Problem Solving (AA-GOP)		•		
Computer Information Technology			•	
CIT, Computer Programming (AS-PGM)		•	•	
CIT, Networking (AS-NET, CT-NET)	•	•	•	
CIT, Technical Support	•	•		
CIT, Webmaster (AS-WEB)		•	•	
Computer and Office Technology			•	•
Construction Management (AS-CON, CT-CON)	•	•	•	•
Construction Technology	•	•	•	•
Cooperative Education Internship			•	
Corrections/Probation (AS-CRP)		•	•	
Cosmetology			•	•
Counseling and Personal Development			•	
Criminal Justice (AA-CRJ, 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)		•	•	
Developmental Disabilities Technician (AS-MHD)		•	•	
Diesel Technician (AS-TRD, CT-TRD)	•	•	•	
Dietetic Technician (AS-DIT)		•	•	
Digital Media (CT-DGM)	•	•		

	As Spec Area	As Spec Area	As Spec Area	As Spec Area
Diversity			•	•
Diversity, Applied Anthropology (CT-DIV)	•	•		
Drafting (AS-END, CT-END)	•	•	•	
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 (SCI-EN)			•	
Environmental Science, Conservation Biology (SCI-BI)			•	
Environmental Science, Natural Resource Mgmt. (SCI-NR)			•	
Environmental Science, Applied (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	•	•	•	

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

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

	AA	AS	CT	W
History			•	
Human Development and Family Studies			•	
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			•	
Office Suites				•
Operating Engineers Apprentice (AS-OPR, CT-OPR)	•	•	•	
Painter/Decorator Apprentice (AS-PTR, CT-PTR)	•	•	•	
Paralegal/Law		•	•	
Paramedic (CT-PAR)	•	•		
Philosophy			•	
Phlebotomy (LTE)			•	
Physics			•	
Pipefitter Apprentice (AS-PFR, CT-PFR)	•	•	•	

	AA	AS	CT	W
Plumber Apprentice (AS-PLU, CT-PLU)	•	•	•	
Political Science			•	
Portuguese			•	
Presentation Applications			•	
Presentation Software				•
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			•	
Spreadsheets				•
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 Technician (CT-VET)	•	•		
Volunteer Firefighter (CT-FV)	•	•		
Water Wastewater			•	
Weather (see ATMS)			•	
Webmaster (AS-WEB)			•	
Welding Technology (AS-WEL, CT-WEL)	•	•	•	
Western Traditions			•	
Wildland Firefighter (AS-FW)		•	•	
Women's Studies			•	
Woodworking			•	•
Word Processing Applications			•	•
Word Processing				•



# PROGRAM ADVISORS

<b>A+ CERTIFICATION</b>		
Gary Neace .....	673-8281	
<b>ACCOUNTING</b>		
Marjorie Ashton .....	674-7585	
Paula Ringkob .....	674-7971	
Phil Smilanick .....	673-7296	
<b>ADMINISTRATIVE ASSISTANT</b>		
Jim New .....	673-7056	
<b>AMERICAN SIGN LANGUAGE</b>		
Ellis Antunez .....	673-7291	
<b>ANTHROPOLOGY</b>		
Julia Hammett .....	673-7589	
<b>APPRENTICESHIP PROGRAMS</b>		
Marian Miller .....	856-5302	
<b>ARCHITECTURE PROGRAMS</b>		
Ellis Antunez .....	673-7268	
Ric Licata .....	674-7921	
<b>ART PROGRAMS</b>		
Erik Lauritzen .....	673-7009	
Carola Naumer (Art History Emphasis) .....	673-8269	
<b>ASSOCIATE OF ARTS DEGREE</b>		
<b>ASSOCIATE OF GENERAL STUDIES</b> .....	673-7060	
<b>AUTOMOTIVE</b>		
Scott Allen .....	856-5312	
Ray Scow .....	856-5311	
Jonathan Young .....	857-4956	
<b>BOOKKEEPING</b>		
Marjorie Ashton .....	673-7132	
Paula Ringkob .....	674-7585	
Phil Smilanick .....	674-7971	
<b>BUILDING SYSTEMS MAINTENANCE</b>		
Wes Evans .....	856-5316	
<b>BUSINESS TRANSFER AND AAS DEGREES</b> .....	673-7132	
Barbara Chism .....	829-9028	
Steve Streeper .....	673-7282	
<b>CISCO NETWORKING</b>		
Fred Crooks .....	674-7950	
Bill Doherty .....	673-7284	
<b>COMPUTER INFORMATION TECHNOLOGY</b>		
Jim New .....	673-7056	
<b>COMPUTER GRAPHICS</b>		
Dan Bouweraerts .....	673-7266	
<b>COMPUTER AND OFFICE TECHNOLOGY DEGREE</b> .....	673-7186	
Jim New .....	673-7056	
<b>COMPUTER PROGRAMMING</b>		
Cindy Mortensen .....	674-7596	
Jeff Wallace .....	673-7136	
<b>CONSTRUCTION MANAGEMENT</b>		
Ellis Antunez .....	673-7265	
Rich Green .....	856-5304	
<b>CONSTRUCTION TECHNOLOGIES</b>		
Bruce Lucia .....	875-4949	
<b>COSMETOLOGY</b>		
Kathy Odynski .....	829-9010	
<b>COURT REPORTING PROGRAM</b>		
829-9010		
<b>CRIMINAL JUSTICE PROGRAMS</b>		
Alan Mentzer .....	673-7233	
<b>CULINARY ARTS PROGRAMS</b>		
Karen Cannan .....	674-7917	
<b>DENTAL ASSISTING PROGRAMS</b>		
Julie Muhle .....	673-7125	
<b>DENTAL HYGIENE PROGRAM</b>		
Laura Webb .....	674-7554	
<b>DIESEL TECHNOLOGY</b>		
Les Garaventa .....	857-4999	
<b>DIETETIC TECHNICIAN/NUTRITION</b>		
Janice Grover .....	673-8218	
<b>DIGITAL MEDIA</b>		
Daniel Bouweraerts .....	673-7266	
Ron Marston .....	674-7938	
<b>DRAFTING PROGRAMS</b>		
Dennis Hennings .....	673-7143	
Brian Ruf .....	674-7690	
<b>EARLY CHILDHOOD EDUCATION</b>		
Sue Turbow .....	673-7191	
<b>ECONOMICS</b>		
Diana McCoy .....	674-7651	
Steven Streeper .....	673-7282	
<b>ELECTRONICS PROGRAM</b>		
Leon Lucchesi .....	856-5317	
<b>EMT PROGRAM</b>		
673-7115		
<b>ENGLISH</b>		
Hugh Fraser .....	673-7287	
<b>ENVIRONMENTAL SCIENCE</b> .....	673-7183	
<b>FINANCE</b> .....	673-7132	
<b>FIRE SCIENCE PROGRAMS</b>		
Brent Harper .....	789-5513	
<b>FLORIST TRAINING PROGRAM</b>		
829-9010		
<b>GENERAL BUSINESS</b>		
Barbara Chism .....	829-9028	
<b>GOLF COURSE MANAGEMENT</b>		
Ellis Antunez .....	673-7268	
<b>GRANT WRITING</b>		
Phil Johncock .....	856-5307	
<b>GRAPHIC COMMUNICATIONS PROGRAMS</b>		
Daniel Bouweraerts .....	673-7266	
Ron Marston .....	674-7938	
<b>HEATING, VENTILATION AND AIR CONDITIONING PROGRAMS</b>		
Wes Evans .....	856-5316	
<b>HUMANITIES</b>		
John Scally .....	673-7802	
<b>IMAGING TECHNOLOGIES</b>		
Ron Marston .....	674-7938	
<b>INDUSTRIAL MAINTENANCE</b>		
Charley Dickinson .....	857-4957	
<b>INFORMATION SYSTEMS</b>		
Jim New .....	673-7056	
<b>INTERNSHIPS, COMPUTER TECHNOLOGIES DEPARTMENT</b>		
Jim New .....	673-7056	
<b>INTERNSHIPS, PBS DIVISION</b> .....	673-7132	
<b>LANDSCAPE MANAGEMENT</b>		
Ellis Antunez .....	673-7268	
Ric Licata .....	674-7921	
<b>MANAGEMENT</b>		
John Chism .....	829-9023	
<b>MESSAGE PROGRAM</b> .....	829-9010	
<b>MATHEMATICS</b>		
Bill Gallegos .....	673-7181	
<b>MENTAL HEALTH SERVICES PROGRAMS</b>		
Bob Fletcher .....	674-7572	
<b>MILITARY OCCUPATIONS</b> .....	789-5512	
<b>MUSIC</b>		
Jennifer Martin .....	674-7521	
<b>NETWORKING</b>		
Steve Bale (Microsoft) .....	674-7587	
Cathy Catania (UNIX/Linux) .....	674-7969	
Fred Crooks (Cisco) .....	674-7950	
Ralph Shafer (Microsoft) .....	674-7550	
<b>NURSING PROGRAM</b>		
Emily Jo Hasley .....	674-7934	
<b>NUTRITION</b>		
Janice Grover .....	673-8218	
<b>NEWSPAPER INTERNSHIP</b> .....	829-9010	
<b>NEWSPAPER, THE ECHO</b>		
Neil Whitehurst .....	673-7171	
<b>PARALEGAL/LAW PROGRAM</b>		
Kathe Berning .....	829-9046	
<b>PARAMEDIC</b> .....	673-7115	
<b>PRE-ENGINEERING</b>		
Bill Newhall .....	673-7068	
<b>RADIOLOGIC TECHNOLOGY PROGRAM</b>		
Deborah Baker .....	673-7121	
Warren Hejny .....	673-7281	
<b>REAL ESTATE</b>		
Ben Scheible .....	674-7910	
<b>RECREATION, PHYSICAL EDUCATION AND DANCE</b> .....	829-9010	
<b>SCIENCE</b> .....	673-7183	
<b>SOCIAL SCIENCES</b>		
John Reid .....	673-8280	
<b>SUMMER SESSION</b>		
Pat Slavin .....	673-7812	
<b>TELEVISION INTERNSHIP</b> .....	829-9010	
<b>THEATER PROGRAMS</b>		
Carolyn Wray .....	829-9024	
Paul Aberasturi .....	824-8606	
<b>TRAVEL INDUSTRY PROGRAM</b> .....	829-9010	
<b>UNDECIDED ABOUT PROGRAM</b>		
673-7060		
<b>VETERINARY TECHNOLOGY</b>		
Phyllis Henderson .....	673-7023	
<b>WEBMASTER PROGRAM</b>		
Jim New .....	673-7056	
<b>WELDING PROGRAMS</b>		
Scott Holcomb .....	856-5318	
<b>WORD PROCESSING</b>		
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

**Community Services**—100C-299C

**Developmental Courses**—001-099

## TRANSFER COURSES

Courses with three-digit numbers and no letter following the number, 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.

Courses with a "C" after the course number, such as TI 199C, indicates that the course is under the community services 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 University and Community College System of Nevada 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/counseling](http://www.tmcc.edu/counseling).

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](http://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. This does not preclude transfer to four-year colleges and universities in other states. Students intending to transfer to 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. 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 UCCSN TRANSFER STUDENTS

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

UCCSN 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 UCCSN 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](http://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 or ENG 113

ENG 102 or ENG 114

### II. Mathematics (3-4 credits)

MATH 120, 126, 127, 176, 181

**NOTE:** effective fall 2002 both MATH 126 and 127 must be taken for UNR core.

### III. Natural Science (6-8 credits, two courses with lab, one must be in biology, chemistry, geology or physics)

ANTH 102, ATMS 117, BIOL 100, 150, 190, 191, CHEM 100, 121, 122, ENV 100, GEOG 103, GEOL 100, 101, NUTR 121, PHYS 100, 151 and 151L, 152 and 152L, 180 and 180L, 181 and 181L

### IV. Western Traditions (9-12 credits)\*

Select from each group:

a. WT 201 or ENG 231 or HIST 105 or PHIL 200

b. WT 202 or ENG 232 or HIST 106

c. WT 203 or PSC 103 or HIST 101 and 102 or HIST 217

**\*Any student can take WT 201, 202 and/or 203 at the community colleges or universities, but fully enrolled UNR students cannot take the ENG, HIST, PHIL or PSC equivalent course to meet this requirement.**

### V. Fine Arts (3 credits)

ART 100, 160, 260\*, 261\*, HUM 101, 102, 105, 106, MUS 121, 123, 124, THTR 100, 105, 180, 210, 221

### VI. Social Sciences (3 credits)

ANTH 101, 201, 202, EGON 103, 102, GEOG 106, PSC 211, 231, PSY 101, SOC 101

### VII. Diversity (3 credits)

ANTH 201, 205, 270, EDU 203, ENG 267, HIST 208, 209, 211, 212, 227, 247, 295, 298, HDFS 252, HUM 211, 225, PHIL 210, PSY 276, SOC 205, 276, SPAN 225

# 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 114 Cities and Buildings of the World (Same as HUM 114)
- 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 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 291 Introduction to Women's History and Literature
- HIST 294 Introduction to African American History II
- HUM 114 Cities and Buildings of the World (Same as AAD 114)
- HUM 211 Survey of Chinese Culture (Same as HIST 211)
- HUM 225 A Cultural Perspective Spain... New Mexico (Same as SPAN 225)
- 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 SPAN 225)

## 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.

# GENERAL EDUCATION REQUIREMENTS

## UNIVERSITY TRANSFER DEGREES —

### ASSOCIATE OF ARTS GENERAL EDUCATION REQUIREMENTS

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

<b>DIVERSITY</b>	_____	<b>(3 credits)</b>
See the diversity section of the general education descriptions for a complete list of courses.		
<b>ENGLISH</b>	_____	<b>6 credits</b>
ENG 101 and 102 or ENG 113 and 114		
<b>FINE ARTS</b>	_____	<b>3 credits</b>
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, 123 or 124, THTR 100, 105, 180, 200, 205, 206, 207, 209, 210, 224, 231, 235, 245, 252, 253, 255 or 258		
<b>HUMANITIES</b>	_____	<b>6 credits</b>
Choose courses 100-level or above from the following areas (courses with B designation do not transfer to UNR): AAD 114, American sign language, ART 160, 260*, 261*, 263, 264, 265, 270, 295 and 296, DAN 138 or 139, English (except ENG 101, 102, 103, 107, 108, 113, 114, 181 and 297), foreign languages, HIST 105, 106, 208, 209, 227, 247, humanities, MUS 121, 123, 124, 125, philosophy, THTR 100, 209, 210, 224, 231, 252, 253, 255 and 258, WT 201, 202 and 203		
<b>MATHEMATICS</b>	_____	<b>3 credits</b>
MATH 120, 126, 127, 152, 176, 181, 182, 283 or 285		
<b>SCIENCE</b>	_____	<b>3 credits</b>
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 and 151L, 152 and 152L, 180 and 180L or 181 and 181L		
<b>SOCIAL SCIENCES</b>	_____	<b>9 credits</b>
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, WT 201, 202 or 203		
<b>U.S. AND NEVADA CONSTITUTIONS</b>	_____	<b>3 credits</b>
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		
<b>Total General Education Requirements</b>	_____	<b>33 credits</b>

### ASSOCIATE OF SCIENCE GENERAL EDUCATION REQUIREMENTS

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

<b>DIVERSITY</b>	_____	<b>(3 credits)</b>
See the diversity section of the general education descriptions for a complete list of courses.		
<b>ENGLISH</b>	_____	<b>6 credits</b>
ENG 101 and 102 or ENG 113 and 114		
<b>FINE ARTS</b>	_____	<b>3 credits</b>
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, 123 or 124, THTR 100, 105, 180, 200, 205, 206, 207, 209, 210, 224, 231, 235, 245, 252, 253, 255 or 258		
<b>HUMANITIES</b>	_____	<b>6 credits</b>
Choose courses 100-level or above (except those with a 'B' designator) from the following areas (exceptions noted): AAD 114 or HUM 114, American sign language, ART 160, 260*, 261* and 265, DAN 138 or 139, English (except ENG 101, 102, 103, 107, 108, 113, 114, 181 and 297), foreign languages (except those with a "B" designator), HIST 105, 106, 208, 209, 227 and 247, humanities, MUS 121, 123 and 124, philosophy, THTR 100, 209, 210, 224, 231, 252, 253, 255 or 258		
<b>MATHEMATICS</b>	_____	<b>6 credits</b>
MATH 126, 127, 152, 176, 181, 182, 283 or 285		
<b>SCIENCE</b>	_____	<b>12 credits</b>
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 and 151L, 152 and 152L, 180 and 180L or 181 and 181L		
<b>SOCIAL SCIENCES</b>	_____	<b>6 credits</b>
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, WT 201, 202 or 203		
<b>U.S. AND NEVADA CONSTITUTIONS</b>	_____	<b>3 credits</b>
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		
<b>Total General Education Requirements</b>	_____	<b>42 credits</b>

## 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.

<b>ENGLISH/COMMUNICATIONS</b>	_____	<b>6 credits</b>
Choose one course from each group. English—BUS 106 or 108, ENG 101, 102, 107, 108, 113, 114 or 181, JOUR 201 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		
<b>HUMAN RELATIONS</b>	_____	<b>3 credits</b>
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.		
<b>QUANTITATIVE REASONING</b>	_____	<b>3 credits</b>
Choose from BUS 117B, GOT 110B*, ECON 261 or 262, CUL 245, mathematics (100-level or above), PSY 210, SOC 210		
<b>SCIENCE</b>	_____	<b>6 credits</b>
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		
<b>SOCIAL SCIENCES/HUMANITIES</b>	_____	<b>3 credits</b>
Choose any course 100-level or above from the following areas (exceptions noted): Humanities—AAD 114, American sign language, art, English (except 101, 102, 103, 107, 108, 113 and 114), foreign languages, humanities, philosophy or choose from GRC 111B, HIST 105, 106, 208, 209, 227, 247 or 248, MUS 121, 123, 124 or 125, THTR 100, 209, 231, WT 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, WT 201, 202 or 203		
<b>U.S. AND NEVADA CONSTITUTIONS</b>	_____	<b>3 credits</b>
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), WT 203 (both constitutions), HIST 101 and 102 or HIST 101 and PSC 208 or HIST 101 and 217		
<b>Total General Education Requirements</b>	_____	<b>24 credits</b>

### 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.

<b>COMMUNICATIONS</b>	_____	<b>3 credits</b>
<b>HUMAN RELATIONS**</b>	_____	<b>3 credits</b>
<b>QUANTITATIVE REASONING**</b>	_____	<b>3 credits</b>
**Human relations and quantitative reasoning skills may be embedded in other required courses for a certificate rather than required as specific general education courses.		
<b>Total General Education Requirements</b>	_____	<b>9 credits</b>

# GENERAL EDUCATION REQUIREMENTS, CONT.

## GENERAL STUDIES DEGREES—

### ASSOCIATE OF GENERAL STUDIES GENERAL EDUCATION REQUIREMENTS

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

<b>COMPUTER SCIENCE</b>	<b>3 credits</b>
Choose from COT 201B, 202B, 204 or 206, IS 101 or 115, CIT 133*	
<b>DIVERSITY</b>	<b>(3 credits)</b>
See the diversity section of the general education descriptions for a complete list of courses.	
<b>ENGLISH/COMMUNICATIONS</b>	<b>9 credits</b>
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	
<b>FINE ARTS</b>	<b>3 credits</b>
Choose from art (any course 100-level or above), DAN 138 or 139, ENG 220 or 221, HUM 101, 102, 105 or 108, MUS 101, 121, 123 or 124, THTR 100, 105, 200, 205, 206, 209, 210, 224, 235, 245, 252, 253, 255, 258	
<b>HUMANITIES</b>	<b>3 credits</b>
Choose any course 100-level or above from AAD 114 or HUM 114, American sign language, art, English (except 101, 102, 103, 107, 108, 113 or 114) foreign languages, humanities, philosophy or choose from AAD 114, DAN 138 or 139, HIST 105, 106, 208, 209, 227 or 247, MUS 121, 123, 124 or 125, THTR 100, 209, 210, 224, 231, 252, 253, 255 or 258, WT 201, 202 or 203	
<b>HUMAN RELATIONS</b>	<b>3 credits</b>
Choose from CE 195B, CPD 117, 122, 124B, 126B, 129B, 132B, 133B or 218B, MGT 171, 201, 212 or 235, PSY 102	
<b>QUANTITATIVE REASONING</b>	<b>3 credits</b>
Choose any course 100-level or above from accounting, mathematics or choose from BUS 117B, CIT 131*, 132, COT 110B*, 266, CUL 245, EGON 261 or 262, PSY 210, SOC 210	
<b>SCIENCE</b>	<b>3 credits</b>
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, CPD 116, GEOG 103, MGT 201	
<b>SOCIAL SCIENCES</b>	<b>3 credits</b>
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, WT 201, 202 or 203	
<b>US and NEVADA CONSTITUTION</b>	<b>3 credits</b>
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), WT 203 (both constitutions), HIST 101 and 102 or HIST 101 and 217 or HIST 101 and PSC 208	
<b>Total General Education Requirements</b>	<b>33 credits</b>

## CERTIFICATE OF ACHIEVEMENT GENERAL STUDIES GENERAL EDUCATION REQUIREMENTS

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

<b>ENGLISH/COMMUNICATIONS</b>	<b>6</b>
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	
<b>FINE ARTS/HUMANITIES</b>	<b>3</b>
Choose any course 100-level or above from AAD 114 or HUM 114, 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, 123, 124 or 125, THTR 100, 105, 200, 205, 206, 207, 209, 210, 224, 231, 235, 245, 252, 253, 255 or 258, WT 201, 202 or 203	
<b>HUMAN RELATIONS</b>	<b>3</b>
Choose from CE 195B, CPD 117, 122, 124B, 126B, 129B, 132B, 133B or 218B, MGT 171, 201, 212 or 235, PSY 102	
<b>SCIENCE/QUANTITATIVE REASONING/COMPUTER SCIENCE</b>	<b>3</b>
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*, CPD 116, CSCO 120, CUL 245, EGON 261 or 262, GEOG 103, IS 101, 115 or 201, MGT 201, PSY 210, SOC 210	
<b>SOCIAL SCIENCE</b>	<b>3</b>
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, WT 201, 202 or 203	
<b>Total General Education Requirements</b>	<b>18</b>

Note: the vice president for academic affairs may approve community services classes for elective credit for either the associate degree or certificate.



# 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: \$9 to \$12 hourly  
 Five years of experience: \$15 to \$22 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.

<b>General Education Requirements</b>	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	
<b>Total General Education Requirements .....</b>	<b>12</b>

### **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
<b>Accounting Technology Series—choose two credits from the following.</b>	
ACC 124B Forecasts and Projections Using MS Excel .....	2
ACC 295B Work Experience .....	2
<b>Total Core Requirements .....</b>	<b>24</b>

**TOTAL  
 CERTIFICATE  
 REQUIREMENTS**

36

Students are advised to review the Common Course Numbering Table on pages 152-156 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 28) 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
<b>Total General Education Requirements .....</b>	<b>24</b>

### 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
<b>Choose three credits from the following.</b>	
ACC 135B Bookkeeping I .....	3
ACC 201 Financial Accounting .....	3
<b>Choose three credits from the following.</b>	
MGT 103 Small Business Management .....	3
MGT 171 Supervision .....	3
MGT 201 Principles of Management .....	3
<b>Total Core Requirements .....</b>	<b>18</b>

### Emphasis Requirements

	Credits
CIT 202 Excel Certification Preparation .....	3
CIT 203 Access Certification Preparation .....	3
<b>Total Emphasis Requirements .....</b>	<b>6</b>

### 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
<b>Total Emphasis Requirements .....</b>	<b>13</b>

### 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
<b>Total Emphasis Requirements .....</b>	<b>13</b>

**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	
<b>Total General Education Requirements .....</b>	<b>12</b>

Core Requirements	Credits
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
<b>Total Core Requirements .....</b>	<b>18</b>

**TOTAL  
CERTIFICATE  
REQUIREMENTS**

**30**

Students are advised to review the Common Course Numbering Table on pages 152-156 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 28) 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	
<b>Total General Education Requirements .....</b>	<b>33</b>

### 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
<b>Total Core Requirements .....</b>	<b>29</b>

### Elective Requirements

Approved Electives .....	3
Choose from: ANTH/SOC 205, ENG 107, ENV 100 or consult with advisor/counselor.	
<b>Total Elective Requirements .....</b>	<b>3</b>

**TOTAL  
DEGREE  
REQUIREMENTS**

65



# 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	
<b>Total General Education Requirements .....</b>	<b>9</b>

### 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
<b>Total Core Requirements .....</b>	<b>12</b>

### 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
<b>Total Elective Requirements .....</b>	<b>9</b>

**TOTAL  
CERTIFICATE  
REQUIREMENTS**

**30**

Students are advised to review the Common Course Numbering Table on pages 152-156 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 and Plumber), Bricklayer, Carpenter, Electrician, Floor Coverer, UNR Building Maintenance Program (Industrial Maintenance Specialist), Ironworker, Painter/Decorator, Pipefitter, Plumber, Sheet Metal Worker, Teamsters (Construction Truck Driving), 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 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 28) 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**

66

Students are advised to review the Common Course Numbering Table on pages 152-156 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

### 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.

<b>General Education Requirements</b>	Credits
COMMUNICATIONS .....	3
Recommended: ENG 107 or 108	
HUMAN RELATIONS .....	3
Recommended: CE 195B	
QUANTITATIVE REASONING .....	3
Recommended: MATH 108B	
<b>Total General Education Requirements .....</b>	<b>9</b>

<b>Core Requirements</b>	Credits
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.	
<b>Total Core Requirements .....</b>	<b>6</b>

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

**TOTAL  
CERTIFICATE  
REQUIREMENTS**

45

Students are advised to review the Common Course Numbering Table on pages 152-156 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.



# 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 28) 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), WT 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 and 151L, 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 107 Architectural Construction .....	3
AAD 114 Cities and Buildings of the World .....	3
AAD 126 Fundamentals of Design Theory I .....	3
AAD 127 Architectural Design Applications I .....	2
AAD 128 Architectural Design Theory II .....	3
AAD 129 Architectural Design Applications II .....	2
AAD 226 Architectural Design Theory III .....	3
AAD 227 Architectural Design Applications III .....	2
AAD 228 Architectural Design Theory IV .....	3
AAD 229 Architectural Design Applications IV .....	2
AAD 235 Architectural Design and Delineation I .....	3
AAD 236 Architectural Design and Delineation II .....	3
<b>Total Core Requirements .....</b>	<b>41</b>

### Note

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

**TOTAL  
DEGREE  
REQUIREMENTS**

74

Students are advised to review the Common Course Numbering Table on pages 152-156 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 28) 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 114	
U.S. AND NEVADA CONSTITUTIONS .....	3
Required: U.S. and Nevada Constitutions	
<b>Total General Education Requirements .....</b>	<b>26</b>

### Electives

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

### Core Requirements

AAD 100 Introduction to Architectural Design .....	3
AAD 107 Architectural Construction .....	3
ADT 105 Architectural Drafting I .....	5
ADT 211B Advanced CAD and Design or ADT 214B Advanced AutoCAD for Landscape .....	3
ADT 256B Introduction to Land Use Planning .....	3
ADT 290B Internship in ADT .....	3
CONS 103 Introduction to the Uniform Building Code .....	3
CONS 110B Surveying I .....	4
DFT 131 Introduction to Computer-Aided Drafting .....	3
SOL 100B Introduction to Solar Energy .....	3
<b>Total Core Requirements .....</b>	<b>33</b>

**TOTAL  
DEGREE  
REQUIREMENTS**

62

Students are advised to review the Common Course Numbering Table on pages 152-156 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

## 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
<b>Total General Education Requirements .....</b>	<b>9</b>

### Core Requirements

AAD 100 Introduction to Architectural Design .....	3
AAD 126 Fundamentals of Design Theory I .....	3
AAD 127 Architectural Design Applications I .....	2
ADT 105 Architectural Drafting I .....	5
ADT 106B Architectural Drafting II .....	5
ADT 230B Mechanical and Electrical Equipment for Building or ADT 218B Landscape Irrigation Design .....	3
CONS 103 Introduction to the Uniform Building Code .....	3
<b>Total Core Requirements .....</b>	<b>24</b>

Emphasis Requirements	Credits
AAD 107 Architectural Construction .....	3
CONS 123B Blueprint Reading-Construction Trade .....	3
<b>Choose three credits from the following.</b>	
AAD 235 Architectural Design and Delineation I .....	3
ADT 108 Architectural Landscaping I .....	3
ADT 168B Landscape Management I .....	3
ADT 228B Landscape Plant Materials .....	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.)	
<b>Total Emphasis Requirements .....</b>	<b>9</b>

## TOTAL CERTIFICATE REQUIREMENTS

42

Students are advised to review the Common Course Numbering Table on pages 152-156 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 28) 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 SCIENCE .....	9
U.S. AND NEVADA CONSTITUTIONS .....	3
<b>Total General Education Requirements .....</b>	<b>33</b>

#### 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
<b>Total Core Requirements .....</b>	<b>9</b>

#### 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, or go to the following Web sites and check the transfer guides:

UNR — [www.unr.edu/stsv.trcenter/agreetr.html](http://www.unr.edu/stsv.trcenter/agreetr.html)

UNLV — [www.unlv.edu/Registrar/transfercenter/tmcc.html](http://www.unlv.edu/Registrar/transfercenter/tmcc.html)

Emphasis Requirements	Credits
<b>A minimum of 12 credits must be from the following.</b>	
ART 209 Introduction to Gallery Practices .....	3
ART 244 Digital Media .....	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 285 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
<b>A maximum of six credits may be from the following.</b>	
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.	
<b>Total Emphasis Requirements .....</b>	<b>18</b>

**TOTAL  
DEGREE  
REQUIREMENTS**

60

Students are advised to review the Common Course Numbering Table on pages 152-156 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.

<b>General Education Requirements</b>	<b>Credits</b>
DIVERSITY .....	(3)
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page 28) 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
<b>Total General Education Requirements .....</b>	<b>33</b>

<b>Elective Requirements</b>	<b>Credits</b>
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.	
<b>Total Elective Requirements .....</b>	<b>27</b>

### **Note**

If you know your major, print a transfer guide online at [www.tmcc.edu/counseling](http://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 152-156 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.

<b>General Education Requirements</b>	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 28) 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 .....	6
SCIENCE .....	12
SOCIAL SCIENCES .....	6
U.S. AND NEVADA CONSTITUTIONS .....	3
<b>Total General Education Requirements .....</b>	<b>42</b>

<b>Elective Requirements</b>	Credits
Electives .....	18
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.	
<b>Total Elective Requirements .....</b>	<b>18</b>

### **Note**

If you know your major, print a transfer guide online at [www.tmcc.edu/](http://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 28) 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	
<b>Total General Education Requirements .....</b>	<b>24</b>

## **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
<b>Total Core Requirements .....</b>	<b>71</b>

**TOTAL  
DEGREE  
REQUIREMENTS**

95



## 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.

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

<b>Core Requirements</b>	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
<b>Total Core Requirements .....</b>	<b>36</b>

**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.

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

<b>Core Requirements</b>	
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
<b>Total Core Requirements .....</b>	<b>21</b>

**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 28) 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
<b>Total General Education Requirements .....</b>	<b>24</b>

### 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
<b>Total Core Requirements .....</b>	<b>24</b>

### 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
<b>Total Emphasis Requirements .....</b>	<b>15</b>

### 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 152-156 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.

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

### **Core Requirements**

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
<b>Total Core Requirements .....</b>	<b>24</b>

### **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**



## INSTITUTE FOR BUSINESS & INDUSTRY

www.tmcctraining.org—(775) 829-9000

### Institute for Business and Industry

The Institute for Business & Industry is a strategic part of TMCC's occupational education and business partnering missions. Short, intense workshops help enhance skills that increase productivity, promote safety and encourage workplace technology. The Institute's commitment to quality and service enhances the growth and success of its students and, in turn, that of the college and our local business community.

For more than 16 years, the Institute for Business & Industry has brought the college directly to the workplace via on- and off-site training conducted by local, regional and national consultants and experts on a wide variety of business and industrial topics. The success of local students, business and government agencies is our mission, as is the economic diversification of northern Nevada. In order for our State to attract and keep desirable industry, businesses must be able to hire and keep well-trained workers. The Institute's entrepreneurial outreach character, and its quick-to-market approach, suit the ever-changing needs of our local employer community well. The institute functions much like an extensive corporate training department providing just-in-time, just-enough training. Small and large organizations alike find that outsourcing some or all of their training improves the bottom line return on investment with cost effective efficiency.

Our services can be customized and delivered directly to an organization on or off site, or for individuals or small companies we maintain an extensive schedule of workshops and seminars at our Meadowood Center that are open to the public. Because the Institute values your time we can register you with a single, two-minute phone call. And we provide all materials and books.

**CAN'T FIND YOUR TOPIC? CALL US!—(775) 829-9000**

**We offer a lot more than you see here. The Institute designs custom workshops for corporations and agencies. We will even host your interest group's meetings on a space availability basis! Because we care about quality, community responsibility and local business success, specialized or customized training requests for your business or organization, as well as comments or questions, are welcomed as an opportunity to improve our service to you. You may reach the Institute by phone or visit our Web site at [www.tmcctraining.org](http://www.tmcctraining.org).**

### SOME OF WHAT WE DELIVER

- A+ Certification
- Outlook
- Basic Training Bootcamp<sup>SM</sup>
- Office Candidate School<sup>SM</sup>
- Quickbooks
- Windows 2000
- Graphic Design
- Flash
- DreamWeaver
- Web Page/HTML Essentials
- Word Processing
- Spreadsheets
- MCSA
- MCSE
- Microsoft<sup>®</sup> Office Suite
- Database Development
- Small Business Accounting
- Employee and Industrial Safety
- Business Skills Seminars
- Professional Event Management Certificate Program
- PHP
- Linux
- APICS Courses

**INSTITUTE FOR  
BUSINESS &  
INDUSTRY**

**829-9000**



# BUSINESS TECHNOLOGIES

## Additional Information

### Business and Computer Technologies Division Goals

1. To provide high quality courses, programs and workshops that will meet the needs of students who want to find and keep entry-level jobs, upgrade themselves in their present position or qualify for a higher position, continue their education at the university, and/or obtain a basic knowledge of business that will enable them to better manage their personal business affairs.
2. To provide a diverse business curriculum appropriate to meet the needs of local businesses for trained employees.

### Core Requirements

The degree program is structured around 18 credits of core requirements. An additional minimum of 21 credits, chosen from one emphasis, and completion of general education courses are required to earn a degree. A course cannot be counted both as a core requirement and as a required course for a particular emphasis. The core requirements for the associate of applied science in business will assist the student in understanding the typical functions found in a business: accounting, computers, marketing and management. Other degree and core courses are intended to improve the student's communications and writing skills and increase the student's understanding of legal and environmental restraints within which a business must operate.

### Challenges and Waivers

Students with previous academic or occupational training may wish to challenge some of the business courses on a pass credit basis. See Admissions and Records for a current list of business courses approved for challenge.

### Transfer Credit

See Appendix C for the current transfer credit policy. Transfer credit that is more than ten years old may not apply toward emphasis or core requirements and may only be accepted as elective credit toward the associate of applied science in business.

### Certificate Programs

The division offers several types of certificates including certificates of achievement. Our certificate programs are designed for the individual who may not need a full two-year degree, but could benefit from a certificate in a focused skill area. This may be especially attractive to those who are changing careers or seeking an upgrade in skills. Currently, the division offers eleven different certificate programs. Credits from these certificate programs may be applied to associate degrees where applicable.

Certificates of achievement require 21-27 credits in the major occupational area or electives, three in communications, three in human relations, and three credits of computation. A minimum of 30 credits must be taken for the Certificate of Achievement.

### 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.

### Business Transfer Education

New undergraduate applicants to the College of Business at UNR are admitted to pre-major status rather than to a specific emphasis. Students planning on transferring should pursue the associate of arts (transfer) degree. TMCC business courses which are needed are

ACC 201	ECON 102	ECON 262
ACC 202	ECON 103	IS 201
BUS 107	ECON 261	

### Business Teacher Education

TMCC and the UNR College of Education are cooperating to provide the necessary education for students seeking careers as occupational teachers at the secondary or high school level.

Lower division occupational courses are to be taken at TMCC; upper division courses are to be taken at UNR and lower division general education courses can be taken at either institution. For more information on the Business Education Capstone Program for students preparing to teach, call (775) 673-7132.

### Internships

The professional business studies division is investigating the issue of requiring an internship for all degree programs in conjunction with the Federal School-to-Work Program.

A total of 75 internship hours is equivalent to one (1) credit.

### A Cautionary Note on Transferability

UNR and UNLV do not accept all classes offered at TMCC as transfer credits. Classes with a "B" after the course number (i.e., ACC 135B) will not transfer. Classes with a course number less than 100 (i.e., MATH 091) will not transfer. Other classes may transfer for credit as a general elective, core or required course. 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/counseling](http://www.tmcc.edu/counseling).

**BUSINESS AND  
COMPUTER  
TECHNOLOGIES**

673-7182



# 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.

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

<b>Core Requirements</b>	
ACC 135B Bookkeeping I .....	3
BUS 101 Introduction to Business .....	3
MKT 130 Introduction to Marketing .....	3
<b>Total Core Requirements .....</b>	<b>9</b>

<b>Emphasis Requirements</b>	
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.	
<b>Total Emphasis Requirements .....</b>	<b>15</b>

**TOTAL  
 CERTIFICATE  
 REQUIREMENTS**

**33**

Students are advised to review the Common Course Numbering Table on pages 152-156 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.



## 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—\$19,341 annually  
 Government Managers—\$37,320 annually  
 Trade Manager—\$24,978 annually  
 Wholesale—\$38,630 annually

#### Job Openings

Nevada needs 556 new managers and 770 new supervisors per year.

#### Program Length

This program can be completed in five semesters and one summer.

#### 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 28) 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: \$7 to \$10 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 UCCSN 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 28) 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: WT 201, 202, 203	
(WT 201, 202 satisfies the humanities requirement and WT 203 satisfies the U.S./NV Constitution requirement.)	
MATHEMATICS .....	3
Required: MATH 176	
SCIENCE .....	6
Lab component required; see transfer requirements.	
SOCIAL SCIENCES .....	3
<b>Total General Education Requirements .....</b>	<b>30</b>
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
<b>Total Core Requirements .....</b>	<b>27</b>

#### 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
<b>Total Business Electives .....</b>	<b>3</b>

**TOTAL  
DEGREE  
REQUIREMENTS**

60

#### Note

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

Students are advised to review the Common Course Numbering Table on pages 152-156 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.



## COMMUNITY SERVICES DIVISION

<http://commserv.tmcc.edu>—(775) 829-9010

### Community Services/General Education

TMCC Community Services Division helps residents focus on a better life by offering an array of recreation, arts, fitness, languages, online and career development courses. Classes can last two hours, a weekend, a month or all semester. Held at dozens of Truckee Meadows locations, these courses give residents opportunities to understand different cultures, explore nature, develop new hobbies and meet others with similar interests.

Community services always looks for new instructors and classes that meet the community's interests. For information on teaching for community services, log on to <http://commserv.tmcc.edu> and click on "teaching opportunities."

**SELF-SUPPORTED CLASSES:** No state funds are allocated for these programs. The courses are funded solely by the student fees. Fees may vary for courses from semester to semester depending upon the number and kind of projects the division is supporting.

**SPECIAL EVENTS:** Throughout the year the college presents a variety of conferences either on campus or at various locations in the community. For a complete listing of all programs, please consult the schedule of classes or call the community services division at (775) 829-9010.

### 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 with approval of the vice president for academic affairs.**

### Training Programs

Classes, course hours, prerequisites and/or certification requirements are subject to change.

#### FLORIST FUNDAMENTALS CERTIFICATE

The "Florist Business Fundamentals" certificate targets those wishing to enter the retail floral industry as a care/handling associate or design assistant. In this course hands-on training includes how to identify, care for and handle flowers and plants; how to design bud vases, simple vase and basket arrangements, as well as boutonnieres and corsages; plus the business side and the sales side of the floral industry.

#### ADDITIONAL TRAINING PROGRAMS

**Cosmetology, see worksheet in this section.**

**Grant Writing, see worksheet in this section.**

**Judicial Reporting, see worksheet in this section.**

**Massage, see worksheet in this section.**

Check this course catalog or call the community services division at (775) 829-9010 for current information.

### General Studies

TMCC Community Services is also home to the TMCC general studies program. Students can earn general studies associate degrees or complete certificate programs in court reporting and cosmetology. This area also conducts senior citizen courses, named "Silver College," along with woodworking and physical education courses.

**COMMUNITY  
SERVICES  
DIVISION**

829-9010





## COMMUNITY SERVICES DIVISION, CONT.

[commserv.tmcc.edu](http://commserv.tmcc.edu)—(775) 829-9010

### Additional Information

**CREDITS:** Credits earned in many community services 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. Check with a counselor for further information.

**EARLY ATTENDANCE:** High school juniors and seniors may enroll in community services courses with written permission from their school principals, their parents and the community services office. Forms for such enrollment may be obtained from the admissions and records office on the Dandini Campus or the community services division at the Meadowood Center.

**NO-GRADE, NO-CREDIT OPTION:** Grades are normally recorded in classes; however, students have the option of enrolling on an audit basis. 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 class schedule. Forms for changing to or 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 TMCC community services courses. Discounts are not given for conferences, the Healthy Lifestyles Wellness Day, motorcycle training or online courses. You are responsible for all books and miscellaneous expenses.

**PASS/WITHDRAW OPTION:** Students enrolled in community services/continuing education courses may elect to receive a "S/U" grade rather than a letter grade. Students electing this option must complete all requirements and pass all examinations as if they were receiving a letter grade. Some community services courses are offered on a pass/withdraw basis only. Students electing this option must complete all requirements and pass all examinations as if they were receiving a letter grade.

**RESIDENCY:** Community services courses are exempt from the University and Community College System of Nevada 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.

**SENIOR SUNSHINE FUND:** The Senior Sunshine Fund, established by a private donor in 1995, provides grants for low-income seniors who are Nevada residents enrolled in community services and/or Silver College courses. The grants can be used for class fees, books and supplies. Eligible seniors, aged 62 or above, can apply in the community services office at the Meadowood Center. Call (775) 829-9010 for more information.

**COMMUNITY  
SERVICES  
DIVISION**

[http://  
commserv.tmcc.edu](http://commserv.tmcc.edu)

Students are advised to review the Common Course Numbering Table on pages 152-156 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.



## COMPUTER TECHNOLOGIES

### Additional Information

#### Business and Computer Technologies Division Goals

1. To provide high quality courses, certification preparation programs, degrees and certificates for students in a variety of computer information technologies.
2. To prepare students with diverse curriculum that meets the needs of local employers.

#### **Associate of Applied Science Degree**

The degree program is structured around 14 credits of core requirements. An additional 24-27 credits, chosen from one emphasis and completion of general education courses are required to earn a degree. A course cannot be counted both as a core requirement and a required course for a particular emphasis. The core requirements for the associate of applied science degree in computer information technology will assist the student in understanding general computer functions. Emphasis courses introduce students to specific skills in their chosen area: networking, computer programming or webmaster.

#### **Certificate of Achievement**

The computer information technology program offers one-year certificates of achievement in technical support and networking. Focusing on a specific skill area, each certificate requires students to complete 11 credits in core courses, 12-15 hours in emphasis courses and nine hours of general education credits. Students may apply credits earned in a certificate program to an associate degree program where permitted.

#### **Industry Certification**

In addition to academic degrees and certificates, the department also offers several programs to prepare students for industry certification. Employers generally recognize these certifications as evidence of proficiency in a specific computer technology.

#### **Nontraditional Credit and Challenge Exams**

Students with previous academic or occupational training may wish to challenge some of the introductory computer information technologies courses on a pass credit basis. Students who hold current industry certificates may receive nontraditional credit for certification preparation courses by presenting verifiable evidence of exam results. See admissions and records for a current list of courses approved for challenge and/or nontraditional credit.

#### **Internships**

Work experience may be obtained through the TMCC internship program for students who are near completion of a degree program with at least a 2.5 GPA. One (1) credit is granted for 75 hours of internship work experience. Interested students should contact the student placement specialist office at (775) 674-7661 for information on available internship opportunities.

#### **A Cautionary Note on Transferability**

UNR and UNLV do not accept all classes offered at TMCC as transfer credits. Classes with a "B" after the course number (i.e., CIT 257B) will not transfer. Classes with a course number less than 100 (i.e., MATH 091) will not transfer. Other courses may transfer as general elective, core or department electives. Contact counseling and advisement for more information.

**BUSINESS AND  
COMPUTER  
TECHNOLOGIES**

673-7182



# 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 28) 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
<b>Total General Education Requirements .....</b>	<b>24</b>

### 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
<b>Total Core Requirements .....</b>	<b>14</b>

### 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**

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# 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 the 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 28) Designated diversity courses can be used to fulfill other general education or major requirements.	
COMMUNICATIONS .....	3
Recommended: BUS107	
(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: BUS108 .....	
(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	
<b>Total General Education Requirements .....</b>	<b>24</b>

### Core Requirements

	Credits
BUS 101 Introduction to Business .....	3
BUS 272 Legal Environment .....	3
IS 101 Introduction to Information Systems .....	3
<b>Choose six credits from the following.</b>	
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
<b>Choose three credits from the following.</b>	
MGT 103 Small Business Management .....	3
MGT 201 Principles of Management .....	3
MKT 130 Introduction to Marketing .....	3
<b>Total Core Requirements .....</b>	<b>18</b>

### Emphasis Requirements

AAD 107 Architectural Construction .....	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
<b>Total Emphasis Requirements .....</b>	<b>25</b>

**TOTAL  
DEGREE  
REQUIREMENTS**

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# 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.

<b>General Education Requirements</b>	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	
<b>Total General Education Requirements .....</b>	<b>9</b>

### **Core Requirements**

AAD 107 Architectural Construction .....	3
BUS 101 Introduction to Business .....	3
BUS 290 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
<b>Total Core Requirements .....</b>	<b>28</b>

**TOTAL  
CERTIFICATE  
REQUIREMENTS**

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# CONSTRUCTION TECHNOLOGY PROGRAM

## Career Choices

Entry and mid-level trades positions working for construction contractors.

## Salary Range

Entry-level: \$21,000 to \$30,000 annually

Experienced: \$28,000 to \$38,000 annually

## Job Openings

New and retrofit construction, plus the great demand for support maintenance of existing plants and facilities has created a short supply of trained personnel. Career opportunities are in mining, manufacturing and construction industries. The demand for skilled professionals and tradesmen are greater than the labor market can supply.

## Program Length

This program can be completed in two semesters.

## Program Overview

This program offers seminar and credit classes to prepare students for entry-level positions, trade journeyman upgrades, surveying, estimating and management. The program prepares students for entry-level and mid-level positions and management positions within the public and private sector. Construction compliance and building inspection are emphasized.

## Program Quality Factors

- Highly qualified and certified faculty
- Hands-on performance training facilities
- Industry interface for program focus, training and job placement
- Industry-specific management training
- Advanced industrial system-level troubleshooting
- Integrated electrical, mechanical, PLC and fluid power systems training
- Advanced seminars for continual upgrades for industrial maintenance, commercial, residential and heavy civil construction
- Flexible course scheduling: days, nights and weekends
- Modern and spacious training facility

## Required Courses

	Credits
CONS 101B Fundamentals of Construction Technology .....	3
CONS 103 Introduction to the Uniform Building Code .....	3
CONS 104B Basic Cost Estimating in the Construction Industry .....	3
CONS 105 Home Maintenance .....	3
CONS 106 Building Code II .....	3
CONS 110B Surveying I .....	4
CONS 111B Surveying II .....	4
CONS 121B Construction Electricity .....	3
CONS 123B Blueprint Reading-Construction Trade .....	3
CONS 198B Special Topics .....	3
<b>Total Requirements .....</b>	<b>32</b>

## Note

These classes do not lead to a TMCC degree or certificate of achievement.

**TOTAL  
REQUIREMENTS**

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# COSMETOLOGY

## Community Services Division— Nevada State Certification—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.

Students will take the general educational requirements listed below along with 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 <http://commserv.tmcc.edu> and click on program brochures or call 829-9010 for a cosmetology program application and return it no later than three weeks prior to the start of the semester.

### 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 28) 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 (choose from any COS courses) .....	12
<b>Total General Education Requirements .....</b>	<b>30</b>

### Nail Technology Emphasis Requirements

You must be able to attend the participating cosmetology school of your choice for at least 20 hours per week. Lab fees are approx. \$1,175 plus additional fees.\*

	Hours/Credits
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
<b>Total Emphasis Requirements .....</b>	<b>500/12</b>

### Esthetics Emphasis Requirements

You must be able to attend the participating cosmetology school of your choice for at least 20 hours per week. Lab fees are approx. \$1,410 plus additional fees.\*

	Hours/Credits
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
<b>Total Emphasis Requirements .....</b>	<b>600/14</b>

To be accepted into either the cosmetology or hair design programs you must first complete nail or esthetics program or complete 12 credits from TMCC's academic classes; then attend school 40 hours a week; and pay all credit and lab fees not covered by scholarships and grants.

### Cosmetology Emphasis Requirements

You must be able to attend the participating cosmetology school of your choice for 40 hours per week. Lab fees are approx. \$4,230 plus additional fees.\*

	Hours/Credits
COS 101B Manicure I .....	100/3
COS 102B Manicure II .....	200/4
COS 103B Manicure III .....	100/3
COS 110B Esthetics I .....	150/3
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 230B Exam Preparation: Cosmetology .....	50/1
COS 231B Salon Psychology .....	50/1
<b>Total Emphasis Requirements .....</b>	<b>1,800/50</b>

### Hair Design Emphasis Requirements

You must be able to attend the participating cosmetology school of your choice for 40 hours per week. Lab fees are approx. \$2,820 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 220B Exam Preparation: Hair Design .....	50/1
<b>Total Emphasis Requirements .....</b>	<b>1,200/36</b>

\*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 scholarships and financial aid.

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.

Students are advised to review the Common Course Numbering Table on pages 152-156 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 \$38,000 annually

Five years of experience: \$37,000 to \$53,000 (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 28) 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, 123, 124, THTR 100, 180 or select from approved general education list for transfer degree on page 29.	
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 and 151L, 152 and 152L, 180 and 180L or 181 and 181L.	
SOCIAL SCIENCES .....	12
(Including U.S. and Nevada Constitutions.) WT 201, 202, 203 and PSY 101 or SOC 101 recommended for UNR transfer or select from approved general education requirements.	
<b>Total General Education Requirements .....</b>	<b>33</b>

### 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 Procedure .....	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.	
<b>Total Core Requirements .....</b>	<b>29</b>

**TOTAL  
DEGREE  
REQUIREMENTS**

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# 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 \$38,000 annually

Five years of experience: \$37,000 to \$53,000 (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 28) 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*, 281*, HUM 101, 102, 105, 106, MUS 121, 123, 124, THTR 100, 180 or select from approved general education list for transfer degree on pages 29.	
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 and 151L, 152 and 152L, 180 and 180L or 181 and 181L.	
SOCIAL SCIENCES .....	12
(Including U.S. and Nevada Constitutions.) WT 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**

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# 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 28) 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, 123, 124, THTR 100, 180 or select from approved general education list for transfer degree on pages 29.	
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 and 151L, 152 and 152L, 180 and 180L or 181 or 181L	
SOCIAL SCIENCES .....	12
(Including U.S. and Nevada Constitutions.) WT 201, 202, 203 and PSY 101 or SOG 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 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— 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 \$37,000 annually

Five years of experience: \$37,500 to \$53,000 (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 28) 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 \$38,000 annually

Five years of experience: \$37,500 to \$53,000 (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 28) 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 \$38,000 annually

Five years of experience: \$31,000 to \$53,000 (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 28) 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
<b>Total General Education Requirements .....</b>	<b>24</b>

### 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
<b>Total Core Requirements .....</b>	<b>15</b>

### Emphasis Requirements

CRJ 155 Juvenile Justice .....	3
CRJ 215 Probation and Parole .....	3
CRJ 226 Preventions and Control of Delinquency .....	3
<b>Total Emphasis Requirements .....</b>	<b>9</b>

### Elective Requirements

	Credits
<b>15 credits required, those below are recommended.</b>	
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
<b>Total Elective Requirements .....</b>	<b>15</b>

**TOTAL  
DEGREE  
REQUIREMENTS**

63

Students are advised to review the Common Course Numbering Table on pages 152-156 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— 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 \$38,000 annually

Five years of experience: \$37,000 to \$53,000 (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.

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 28) 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 \$38,000 annually  
 Five years of experience: \$37,000 to \$53,000 (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.

<b>General Education Requirements</b>	Credits
ENGLISH/COMMUNICATIONS .....	3
HUMAN RELATIONS .....	3
QUANTITATIVE REASONING .....	3
<b>Total General Education Requirements .....</b>	<b>9</b>

<b>Core Requirements</b>	
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
<b>Total Core Requirements .....</b>	<b>18</b>

**Total Elective Requirements .....** 3

**TOTAL  
 CERTIFICATE  
 REQUIREMENTS**

30

Students are advised to review the Common Course Numbering Table on pages 152-156 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.



## HIGH SIERRA REGIONAL 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 \$35,000 annually

Five years of experience: \$37,000 to \$48,000 (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 Washoe County Sheriff's Office conducts the High Sierra Regional 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**

**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 28) 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



# 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.

<b>General Education Requirements</b>	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	
<b>Total General Education Requirements .....</b>	<b>12</b>

<b>Core Requirements</b>	
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
<b>Total Core Requirements .....</b>	<b>23</b>



**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	
<b>Total General Education Requirements .....</b>	<b>12</b>

### 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
<b>Total Core Requirements .....</b>	<b>23</b>



**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.

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](http://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
- 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, 673-7125 or 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**

673-7115

673-7125

673-7204



# 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 \$18 hourly. Experienced assistants can expect \$10 to \$18 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. 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 28) 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 .....	3
Required: PSY 101	
QUANTITATIVE REASONING .....	3
Required: MATH 100B	
Starting fall 2003 MATH 100B for nurses will not be offered. A new course will be available spring 2004. Please see program coordinator for math course recommendations.	
SCIENCE .....	11
Required: BIOL 223, 224 and NUTR 223	
SOCIAL SCIENCES .....	3
Required: SOC 101	
U.S. AND NEVADA CONSTITUTIONS .....	3
Required: PSC 103	
<b>Total General Education Requirements .....</b>	<b>29</b>

### 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 2003 these courses may be subject to a credit hour increase. Please contact the program coordinator for updated information.



# 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 \$9 and \$14 hourly. Experienced assistants can expect \$10 to \$18 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	
QUANTITATIVE REASONING .....	3
SOCIAL SCIENCES .....	3
Required: PSY 101	
<b>Total General Education Requirements .....</b>	<b>12</b>

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**

**45.5**

### Note

\*\* Starting fall 2003 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 AAS 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, third floor RDMT and the counseling and advisement office RDMT 325. For updated information regarding application procedures please contact the admissions and records office, RDMT 319, (775) 673-7044.

#### 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, immunization against measles, mumps, rubella, tetanus, diphtheria, positive titer to varicella and proof of negative TB test/chest X-ray, prior to admission into the program. 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**

673-8247

673-7115

[www.tmcc.edu/dental](http://www.tmcc.edu/dental)



# 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 ..... 17

Required: BIOL 223, 224, 251 and CHEM 121

**Total Prerequisite Requirements ..... 17**

### 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 28) 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 ..... 21**

### 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 113B General and Oral Pathology ..... 3

DH 115B Clinical Practice I ..... 3

DH 117B Periodontics I ..... 2

DH 120B Fundamentals of Nutrition in Dentistry ..... 3

DH 202B Pharmacology ..... 2

DH 203B Special Patients ..... 2

DH 205B Clinical Practice II ..... 5

DH 206B Dental Materials ..... 3

DH 207B Periodontics II ..... 2

DH 208B Community Dental Health I ..... 2

DH 209B Pain and Anxiety Control ..... 3

DH 215B Clinical Practice III ..... 5

DH 216B Principles of Dental Practice ..... 1

DH 217B Periodontics III ..... 1

DH 218B Community Dental Health II ..... 2

**Total Emphasis Requirements ..... 55**

**TOTAL  
DEGREE  
REQUIREMENTS**

93





# 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.

<b>General Education Requirements</b>	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 28) 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
<b>Total General Education Requirements .....</b>	<b>24</b>

### 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
<b>Total Core Requirements .....</b>	<b>12</b>

<b>Emphasis Requirements</b>	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
<b>Total Emphasis Requirements .....</b>	<b>16</b>

### Elective Requirements

Electives .....	8
Electives must be approved by department chair.	
<b>Total Elective Requirements .....</b>	<b>8</b>

**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 28) 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
<b>Total Core Requirements .....</b>	<b>60.5</b>

### 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**



# 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	
<b>Total General Education Requirements .....</b>	<b>9</b>

### 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
<b>Total Core Requirements .....</b>	<b>60.5</b>

### 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**

Students are advised to review the Common Course Numbering Table on pages 152-156 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 28) 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
Recommended: CUL 245	
SCIENCE .....	8-16
Required: BIOL 141B and 142B or BIOL 190, 223, 224 and 251	
SOCIAL SCIENCES/HUMANITIES .....	3
Recommended: WT 201	
U.S. AND NEVADA CONSTITUTIONS .....	3
Recommended: WT 203	
<b>Total General Education Requirements .....</b>	<b>26-34</b>

### Core Requirements

	Credits
CUL 100 Sanitation/HACCP .....	2
CUL 200 Aromatics/Restaurant Experience .....	4
NUTR 100B Introduction to Dietetic Technician Program .....	0.5
NUTR 106 Understanding Culinary Techniques I .....	4
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
<b>Total Core Requirements .....</b>	<b>34.5</b>

### Suggested Electives

HDFS 201 Lifespan Human Development .....	3
NUTR 298B Special Topics in Nutrition .....	1-3
PSY 101 General Psychology .....	3
<b>Total Electives .....</b>	<b>7-9</b>

### **TOTAL DEGREE REQUIREMENTS**

# 67.5-77.5

### Note

Dietetic technician courses are listed under the heading "nutrition."

For more information on the dietetic technician program, call (775) 673-8218 or 673-7183.



# 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.

<b>General Education Requirements</b>	Credits
COMMUNICATIONS .....	3
Required: ENG 101	
HUMAN RELATIONS .....	3
Required: MGT 212	
QUANTITATIVE REASONING .....	3
<b>Total General Education Requirements .....</b>	<b>9</b>

### Core Requirements

ECE 131 Introduction to Teaching the Young Child .....	3
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 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
<b>Total Core Requirements .....</b>	<b>21.5-26</b>

### 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.

### TOTAL CERTIFICATE REQUIREMENTS

**30.5-35**

Students are advised to review the Common Course Numbering Table on pages 152-156 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 — 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
MGT 212	
QUANTITATIVE REASONING .....	3
<b>Total General Education Requirements .....</b>	<b>9</b>

### 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 131 Introduction to Teaching the Young Child .....	3
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 251 Curriculum in Early Childhood Education .....	3
HDFS 201 Lifespan Human Development .....	3
NUTR 121 Human Nutrition .....	3
PSY 101 General Psychology .....	3
<b>Choose three credits from the following.</b>	
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 ..... 20.5-26**

### 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

**43.5-48**

Students are advised to review the Common Course Numbering Table on pages 152-156 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 28) 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
<b>Total General Education Requirements .....</b>	<b>24</b>

Core Requirements	Credits
<b>Required for all ECE emphases.</b>	
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 131 Introduction to Teaching the Young Child .....	3
ECE 200 The Exceptional Child .....	3
ECE 204 Principles of Child Guidance .....	3
ECE 240 Administration of the Preschool .....	3
ECE 251 Curriculum in Early Childhood Education .....	3
HDFS 201 Lifespan Human Development .....	3
HDFS 202 Introduction to Families .....	3
<b>Total Core Requirements .....</b>	<b>21</b>

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
<b>Total Emphasis Requirements .....</b>	<b>20</b>

### 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 131, 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 152-156 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.

<b>General Education Requirements</b>	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 28) 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
<b>Total General Education Requirements .....</b>	<b>24</b>

### 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 131 Introduction to Teaching the Young Child .....	3
ECE 200 The Exceptional Child .....	3
ECE 204 Principles of Child Guidance .....	3
ECE 240 Administration of the Preschool .....	3
ECE 251 Curriculum in Early Childhood Education .....	3
HDFS 201 Lifespan Human Development .....	3
HDFS 202 Introduction to Families .....	3
<b>Total Core Requirements .....</b>	<b>21</b>

### 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
<b>Total Emphasis Requirements .....</b>	<b>15</b>

### 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 131, 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**





# 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 28) 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
<b>Total General Education Requirements .....</b>	<b>24</b>

Core Requirements	Credits
<b>Required for all ECE emphases.</b>	
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 131 Introduction to Teaching the Young Child .....	3
ECE 200 The Exceptional Child .....	3
ECE 204 Principles of Child Guidance .....	3
ECE 240 Administration of the Preschool .....	3
ECE 251 Curriculum in Early Childhood Education .....	3
HDFS 201 Lifespan Human Development .....	3
HDFS 202 Introduction to Families .....	3
<b>Total Core Requirements .....</b>	<b>21</b>

Emphasis Requirements	Credits
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
<b>Total Emphasis Requirements .....</b>	<b>16-18</b>

### 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 131, 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

**TOTAL  
DEGREE  
REQUIREMENTS**

61-63

Students are advised to review the Common Course Numbering Table on pages 152-156 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.



# 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 28) 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 104B Fabrication Techniques .....	2
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 ..... 30**

### Emphasis Requirements

Credits

Choose a minimum of 12 credits from the following.

ET 105B Electronics for Trade and Industry .....	1-4
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**

66



# 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.

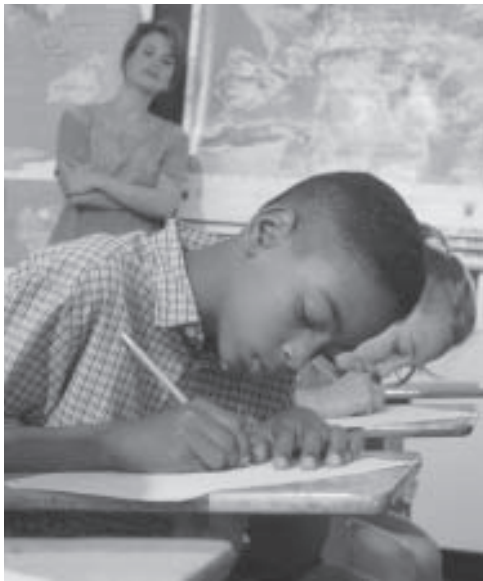
General Education Requirements	Credits
COMMUNICATIONS .....	3
Recommended: ENG 101 or 107	
HUMAN RELATIONS .....	3
Recommended: CE 195B	
QUANTITATIVE REASONING .....	3
Recommended: MATH 108B or 190B	
<b>Total General Education Requirements .....</b>	<b>9</b>

Core Requirements	Credits
ET 100B Survey of Electronics .....	4
ET 104B Fabrication Techniques .....	2
ET 112B DC and Semiconductors .....	4
ET 114B AC and Semiconductors .....	4
ET 220B Solid State Electronics .....	4
ET 280B Digital Electronics .....	4
<b>Total Core Requirements .....</b>	<b>22</b>

Elective Requirements	Credits
<b>Choose five credits from the following.</b>	
ET 105B Electronics for Trade and Industry .....	1-4
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
<b>Total Elective Requirements .....</b>	<b>5</b>

**TOTAL  
 CERTIFICATE  
 REQUIREMENTS**

36



# 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 28) 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, 123, 124, THTR 180, 200	
HUMANITIES .....	6
Choose from: AAD 114, ART 160, 260*, 261*, 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, 123, 124, all 100- and 200-level philosophy courses, THTR 100, WT 201, 202	
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 and 151L, 152 and 152L, 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
<b>UNR transfer students take GEOG 106, WT 203 (PSC 103 or HIST 101 and PSC 208) Note: Substitute courses will not satisfy WT requirement once student has matriculated at UNR. Must include both U.S. and Nevada Constitutions.</b>	
Choose from: HIST 101 (U.S. Constitution only), 102, 217 and PSC 208 (Nevada Constitution only), PSC 103, WT 203 (U.S. and Nevada Constitutions). All 100- and 200-level anthropology courses (except ANTH 102), CRJ 101, 220, 230, ECON 102, 103, 104, GEOG 106, 109, history, all 100- and 200-level political science, psychology and sociology courses, WT 203.	
<b>Total General Education Requirements .....</b>	<b>36-39</b>

### 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 Characteristics of Students with Mild/Moderate Disability .....	2
EDU 209 Exceptional Child Experience .....	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
<b>Total Emphasis Requirements .....</b>	<b>24</b>
<b>Total Elective Requirements .....</b>	<b>9-11</b>

### Note

UNR elementary education majors should contact an advisor regarding transferability.

**TOTAL  
DEGREE  
REQUIREMENTS**

**69-74**



## 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 28) 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, 123, 124, THTR 180, 200	
HUMANITIES .....	6
Choose from: WT 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 WT 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: WT 203 or PSC 103 or HIST 101 plus HIST 102, 217, PSC 208	

**Total General Education Requirements ..... 44-45**

### 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.

### 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.	
<b>Total Core Requirements .....</b>	<b>14</b>

### Elective Requirements

Choose six credits from the following.

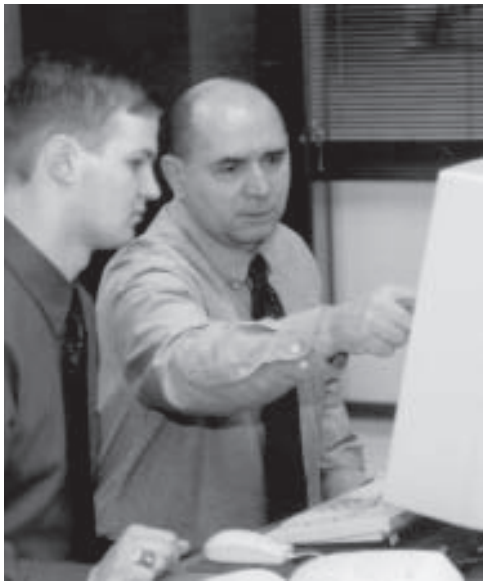
BIOL 190 Introduction to Cell and Molecular Biology .....	4
CHEM 220 Introductory Organic Chemistry .....	4
DFT 100 Basic Drafting Principles .....	3
DFT 131 Introduction to Computer-Aided Drafting .....	3
MECH 241 Statics .....	3
Currently offered at UNR.	
MECH 242 Dynamics .....	3
Currently offered 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**

Students are advised to review the Common Course Numbering Table on pages 152-156 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 28) 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
DFT 102 Technical Drafting I .....	3
DFT 103B Technical Drafting II .....	3
DFT 124B Blueprint Reading for Industry .....	3
DFT 131 Introduction to Computer-Aided Drafting .....	3
DFT 133 Intermediate CAD .....	3
DFT 203B Technical Drafting III .....	3
DFT 299B Engineering-Drafting Program Assessment .....	1
MATH 120 Fundamentals of College Math .....	3

**Total Core Requirements ..... 28**

### Emphasis Requirements

Choose six credits from the following.

CE 195B Employability Skills .....	3
CPD 123 Career Choices and Changes .....	2
DFT 225B Independent Study .....	3-6
DFT 230 Advanced CAD .....	3
DFT 232 CAD System Management .....	3
DFT 233 Solid Modeling and Parametric Design .....	3
DFT 235 AutoCAD Customization I .....	3
DFT 236 AutoCAD Customization II .....	3
DFT 290B Internship in Drafting .....	1-6
ET 105B Electronics for Trade and Industry .....	3
MTL 100B Basic Metals (highly recommended) .....	3

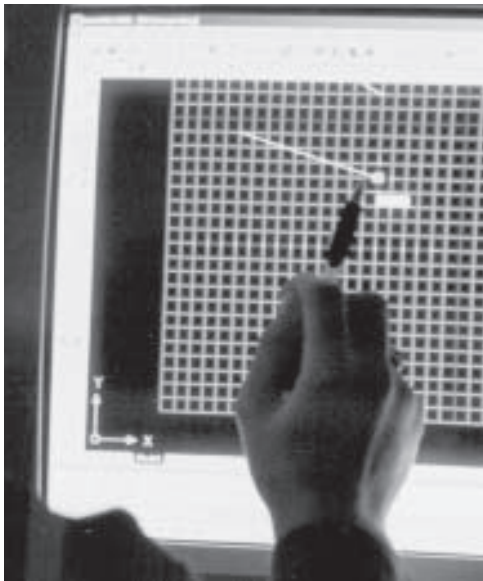
**Total Emphasis Requirements ..... 6**

### Elective Requirements

**Total Elective Requirements ..... 3**

**TOTAL  
DEGREE  
REQUIREMENTS**

**61**



# 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.

<b>General Education Requirements</b>	Credits
COMMUNICATIONS .....	3
QUANTITATIVE REASONING .....	3
Required: MATH 120	
HUMAN RELATIONS .....	3
<b>Total General Education Requirements .....</b>	<b>9</b>

<b>Core Requirements</b>	Credits
COT 204 Using Windows .....	3
DFT 100 Basic Drafting Principles .....	3
DFT 102 Technical Drafting I .....	3
DFT 103B Technical Drafting II .....	3
DFT 124B Blueprint Reading for Industry .....	3
DFT 131 Introduction to Computer-Aided Drafting .....	3
DFT 133 Intermediate CAD .....	3
DFT 203B Technical Drafting III .....	3
DFT 299B Engineering-Drafting Program Assessment .....	1
<b>Total Core Requirements .....</b>	<b>25</b>

**TOTAL  
CERTIFICATE  
REQUIREMENTS**

34



## 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





# ENVIRONMENTAL SCIENCE

## Associate of Applied Science

### Career Choices

Graduates can be employed by the Forest Service, Bureau of Land Management, parks, Washoe County Health Department or private consulting firms.

### Salary Range

Entry-level pay: \$12 to \$15 hourly  
Five years of experience: \$15 to \$20 hourly

### Job Openings

Job openings are increasing in Nevada.

### Program Length

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

The AAS degree in environmental science is designed to provide practical applied training in a branch of environmental studies and a basic background in science and math skills that are needed to work successfully in the area of emphasis. The knowledge gained in this program provides a technical degree with a broad experience in environmental materials management, regulations and safety as well as transferability to the environmental studies program at UNLV.

### 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 28) Designated diversity courses can be used to fulfill other general education or major requirements.	
ENGLISH/COMMUNICATIONS .....	6
Recommended: ENG 101, 102	
HUMAN RELATIONS .....	3
Recommended: MGT 212	
QUANTITATIVE REASONING .....	3
Required: MATH 126 or higher	
SCIENCE .....	6
General education science requirements may be satisfied by emphasis requirements; students have the option to choose additional general education science credits or approved electives to fulfill total degree credit requirements of 60.	
SOCIAL SCIENCES/HUMANITIES .....	3
Choose from: ECON 102 or 103 or GEOG 108 or 109	
U.S. AND NEVADA CONSTITUTIONS .....	3
<b>Total General Education Requirements .....</b>	<b>24</b>

### Emphasis Requirements

	Credits
BIOL 190 Introduction to Cellular and Molecular Biology .....	4
CHEM 121 General Chemistry I (or higher) .....	4
ENV 130 Control of Environmental Pollution .....	3
ENV 201 Environmental Toxicology and Risk Assessment ..	3
ENV 202 Environmental Regulations .....	3
ENV 206 Sampling, Analysis, Treatment and Disposal .....	3
ENV 210 Land Use Management .....	3
ENV 220 Introduction to Ecological Principles .....	3
GEOG 101 Physical Geology (or higher) .....	5
PHYS 151 General Physics I (or higher) .....	3
and PHYS 151L General Physics I Lab .....	1
<b>Total Emphasis Requirements .....</b>	<b>35</b>

### Electives

Approved Electives (see advisor/counselor) .....	7
<b>Total Electives .....</b>	<b>7</b>

### Note

Stay in touch with the environmental science department at (775) 673-7183 to learn about changes in this degree.

**TOTAL  
DEGREE  
REQUIREMENTS**

60

Students are advised to review the Common Course Numbering Table on pages 152-156 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 EMPHASIS

## Associate of Science

### Career Choices

Become a forest ranger, field biologist or range conservationist.

### Salary Range

Entry-level pay: \$25,000 to \$35,000 annually

Five years of experience: \$40,000 annually

### Job Openings

Job openings are increasing in Nevada.

### Program Length

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

The associate of science degree in environmental science is designed to provide students with a strong background in the areas of science and mathematics, as well as providing courses which complete the general education core. This course of study is designed as a university transfer program that substantially meets the requirements for the first two years of study in the environmental and natural resource sciences major at UNR or any four-year environmental science program at other western universities. There are three degree options in the environmental and natural resource sciences program at UNR, each having unique course requirements. All three, however, have common courses that can be taken at TMCC.

**Stay in touch with the environmental science department, (775) 673-7183, about changes in courses and degree options this 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 28) Designated diversity courses can be used to fulfill other general education or major requirements. See counselor or UNR advisor for acceptable courses.	
ENGLISH .....	6
Required: ENG 101 and 102	
FINE ARTS .....	3
Choose from: ART 101, 160, 260*, 261*, HUM 101, 102, MUS 121, 123, THTR 100, 105, 180, 205	
HUMANITIES .....	6
See transfer advisor before selecting. Recommended for transfer to UNR: WT 201 or choose from: ENG 231, HIST 105 or PHIL 200 and WT 202 or choose from: ENG 232 or HIST 106 or choose from approved general education list	
MATHEMATICS .....	6
Required: MATH 181	
Note: MATH 126 and 127 may be used for Natural Resource Management option, MATH 176 may be used for Conservation Biology option.	
SCIENCE .....	18
Required: BIOL 190, 191, CHEM 121 and 122	
SOCIAL SCIENCES .....	6
Required: ECON 102 and choose any courses 100-level or above (except those with a 'B' designator) from the following areas (exceptions noted): anthropology (except ANTH 102), EDU 201, 202, 203, CRJ 101, 220 or 230, economics, geography (except GEOG 103), HDFS 201 or 202, history, JOUR 101, political science, psychology, sociology, WT 201 or 202	
U.S. AND NEVADA CONSTITUTION .....	3
Recommended: WT 203 (substitute courses for WT 203: PSC 103 or HIST 101 plus one of the following, HIST 102, 217 or PSC 208) Substitute courses will not satisfy WT requirement once student has matriculated at UNR.	

**Total General Education Requirements ..... 48**

## Note

**Please consult with an advisor/counselor before selecting an emphasis.**

### CONSERVATION BIOLOGY OPTION

	Credits
CHEM 220 Introductory Organic Chemistry .....	4
PHYS 151 General Physics I .....	3
and 151L General Physics I Lab .....	1
Electives .....	4

**Total Conservation Biology Emphasis Requirements ..... 12**

### ENVIRONMENTAL SCIENCE OPTION

GEOL 101 Physical Geology .....	5
This courses transfer to UNR as four credits.	
MATH 182 Calculus II .....	4
PHYS 151 General Physics I .....	3
and 151L General Physics I Lab .....	1

**Total Environmental Science Emphasis Requirements ..... 13**

### NATURAL RESOURCES MANAGEMENT OPTION

CHEM 220 Introductory Organic Chemistry .....	4
GEOL 101 Physical Geology .....	5
This courses transfer to UNR as four credits.	
Electives .....	4

**Total Natural Resources Mgmt. Emphasis Requirements ... 13**

**TOTAL  
DEGREE  
REQUIREMENTS**

**60-61**



## 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 28) 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, WT 201, 202, MATH 120, 126, 127, 176, 181, BIOL 100, 190, 191, CHEM 100, 121, GEOL 101 PHYS 100, 151 and 151L, 152 and 152L, 180 and 180L, 181 and 181L, WT 203 recommended if transferring to UNR.

### 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 152-156 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 FS 101B Introduction to Fire Protection or FS 160B 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 28) 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
<b>Total General Education Requirements .....</b>	<b>24</b>

### Core Requirements

	Credits
EMS 108B Emergency Medical Technician I Basic Training ..	7
FS 101B Introduction to Fire Protection .....	3
FS 125B Building Construction for Fire Protection .....	3
FS 127B Firefighter Safety and Survival .....	1
FS 131B Hazardous Materials .....	3
FS 230B Fire Streams and Firefighting Foams .....	3
FS 237B Fire Apparatus and Equipment .....	3
FS 244B Fire Service Inspection and Investigation .....	3
FS 247B Emergency Rescue Practices I .....	3
FS 250B Firefighter I Certification .....	6
FS 251B Introduction to Wildland Fire Control .....	3
FS 257B Emergency Rescue Practices II .....	3
<b>Total Core Requirements .....</b>	<b>41</b>

### Electives

None required.	
FS 150B Physical Fitness and Nutrition for the Fire Service .....	3
Needed for the NFPA certification.	
<b>Total Electives .....</b>	<b>0-3</b>

### 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**

**65-68**



# 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 28) 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
<b>Total General Education Requirements .....</b>	<b>24</b>

### Core Requirements

FS 101B Introduction to Fire Protection .....	3
FS 125B Building Construction for Fire Protection .....	3
FS 131B Hazardous Materials .....	3
FS 241B Fire Company Organization Management .....	3
FS 243B Fire Fighting Tactics and Strategy .....	3
<b>Total Core Requirements .....</b>	<b>15</b>

### Emphasis Requirements

Credits

<b>12 additional credits required. Choose from the following or other FS courses listed in the catalog.</b>	
FS 105B Introduction to Fire Suppression .....	3
FS 111B Fire Administration I .....	3
FS 121B Fire Prevention .....	3
FS 233B Related Codes and Ordinances .....	3
FS 235B Fire Hydraulics .....	3
FS 237B Fire Apparatus and Equipment .....	3
FS 245B Arson Investigation .....	3
FS 248B Aircraft Crash and Rescue .....	3
FS 249B Fire Protection Equipment and Systems .....	3
FS 251B Introduction to Wildland Fire Control .....	3
FS 252B Intermediate Wildland Fire Control .....	3
FS 285B Selected Topics in Fire Science .....	0.5-6
<b>Total Emphasis Requirements .....</b>	<b>12</b>

### 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.

<b>General Education Requirements</b>	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
<b>Total General Education Requirements .....</b>	<b>9</b>

### **Core Requirements**

FS 101B Introduction to Fire Protection .....	3
FS 125B Building Construction for Fire Protection .....	3
FS 131B Hazardous Materials .....	3
FS 241B Fire Company Organization Management .....	3
FS 243B Fire Fighting Tactics and Strategy .....	3
<b>Total Core Requirements .....</b>	<b>15</b>

<b>Electives</b>	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 111B Fire Administration I .....	3
FS 121B Fire Prevention .....	3
FS 233B Related Codes and Ordinances .....	3
FS 235B Fire Hydraulics .....	3
FS 237B Fire Apparatus and Equipment .....	3
FS 245B Arson Investigation .....	3
FS 248B Aircraft Crash and Rescue .....	3
FS 249B Fire Protection Equipment and Systems .....	3
FS 251B Introduction to Wildland Fire Control .....	3
FS 252B Intermediate Wildland Fire Control .....	3
FS 285B Selected Topics in Fire Science .....	0.5-6
<b>Total Elective Requirements .....</b>	<b>6</b>

### **Note**

Fire science students without prior fire service experience must take FS 101B Introduction to Fire Protection before entering the fire academy.

**TOTAL  
CERTIFICATE  
REQUIREMENTS**

30

Students are advised to review the Common Course Numbering Table on pages 152-156 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, 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

FS 111B Fire Administration I .....	3
FS 160B Entry-Level Firefighter .....	3
FS 161B Basic Firefighter .....	3
FS 162B Nevada Firefighter I .....	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 125B Building Construction for Fire Protection .....	3
FS 131B Hazardous Materials .....	3
FS 230B Fire Streams and Firefighting Foams .....	3
FS 235B Fire Hydraulics .....	3
FS 237B Fire Apparatus and Equipment .....	3
FS 243B Fire Fighting Tactics and Strategy .....	3
FS 247B Emergency Rescue Practices I .....	3
FS 251B Introduction to Wildland Fire Control .....	3
FS 254B Fire Service Instructor II .....	3
FS 257B Emergency Rescue Practices II .....	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 152-156 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 28) 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
<b>Total General Education Requirements .....</b>	<b>24</b>

### Core Requirements

FS 101B Introduction to Fire Protection .....	3
FS 114B Incident Command System .....	1
FS 131B Hazardous Materials .....	3
FS 251B Introduction to Wildland Fire Control .....	3
FS 252B Intermediate Wildland Fire Control .....	3
WF 236B Wildland Fire Strategies and Tactics .....	3
WF 270B Basic Air Operation .....	1
WF 295B Fire Ecology and Ecosystem Management .....	3
<b>Total Core Requirements .....</b>	<b>20</b>

### Emphasis Requirements

	Credits
EMS 113B EMS First Responder .....	3
WF 205B Fire Operations in the Urban Interface .....	1
Contact department for alternative course options.	
WF 211B Portable Pumps and Water Use .....	1
WF 212B Power Saws .....	1
WF 230B Crew Boss .....	1
WF 231B Engine Boss .....	1
WF 232B Dozer Boss .....	1
WF 234B Firing Methods and Procedures .....	1
WF 244B Field Observer .....	2
WF 260B Fire Business Management Principles .....	1
Contact department for alternative course options.	
<b>Total Emphasis Requirements .....</b>	<b>13</b>

### Electives

Approved Elective .....	3
<b>Total Elective Requirement .....</b>	<b>3</b>

**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 152-156 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 28) 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
<b>Total General Education Requirements .....</b>	<b>33</b>

### Elective Requirements

Electives .....	27
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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 community services 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.

<b>Total Elective Requirements .....</b>	<b>27</b>
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### Note

Please see page 30 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 152-156 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
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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.

**Total Elective Requirements ..... 12**

### Note

Please see page 30 for a complete list of courses that satisfy general education requirements.

Credits earned in many community services 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.

<b>General Education Requirements</b>	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 28) 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	
<b>Total General Education Requirements .....</b>	<b>24</b>

### **Core Requirements**

Take all of the following courses. Must have a minimum of 41 credits.

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 228B Landscape Plant Materials .....	3
ADT 268B Landscape Management II .....	3
ADT 272B Turfgrass Management III .....	3
ADT 290B Internship in ADT .....	4-8
IS 201 Computer Applications .....	3
<b>Total Core Requirements .....</b>	<b>41-44</b>

**TOTAL  
DEGREE  
REQUIREMENTS**

65-68

Students are advised to review the Common Course Numbering Table on pages 152-156 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

## Community Services Division

### 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

Students who have successfully completed GRNT 101C are eligible for internships, which pay \$14 an hour. 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
GRNT 103C Social Artistry for Grant Writing .....	2
<b>Total Required Credits .....</b>	<b>6</b>

### Elective Courses

GRNT 110C Finding Funding Sources .....	.5
GRNT 112C Designing Budgets and Outcomes .....	.5
GRNT 114C Project Management .....	.5
GRNT 116C Time Management and Team Building .....	.5
GRNT 118C Consulting Skills .....	.5
GRNT 225B Independent Studies .....	1-8
GRNT 290B Internship in Grant Writing and Management .....	1-8
Other special topic classes TBA .....	.5
<b>Total Required Elective Credits .....</b>	<b>6</b>

Check [www.tmcc.edu/grants](http://www.tmcc.edu/grants) for schedules and descriptions.

### Note

Certification is provided upon completion of 12 credits (six 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 community services 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.

### TOTAL CERTIFICATION REQUIREMENTS

12

Students are advised to review the Common Course Numbering Table on pages 152-156 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 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; self-employed freelance designer/production artist.

### Salary Range

Entry-level pay: \$14,000 to \$19,000 annually  
 Five years of experience: \$24,000 to \$40,000 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 two years or four 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 101 Introduction to Graphic Communications, GRC 103 Introduction to Computer Graphics and GRC 107 Design Fundamentals. 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 or 674-7938 for additional information or to schedule advisement.

### General Education Requirements

	Credits
<b>DIVERSITY</b> .....	<b>(3)</b>
Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page 28) Designated diversity courses can be used to fulfill other general education or major requirements.	
<b>ENGLISH/COMMUNICATIONS</b> .....	<b>6</b>
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	
<b>HUMAN RELATIONS</b> .....	<b>3</b>
Recommended: MGT 212 or choose from: CE 195B, CPD 117, 122, 124B, 126B, 129B, 132B, 133B, 218B, MGT 171, 201, 235 or PSY 102	
<b>QUANTITATIVE REASONING</b> .....	<b>3</b>
Recommended: BUS 117B or MATH 120 or choose from: CUL 245, EGDN 261, 262, all other math courses 100-level or above, PSY 210 or SOC 210	
<b>SCIENCE</b> .....	<b>6</b>
Choose from: (100-level or above) astronomy, biology, chemistry, environment, geology, nutrition, physics or choose from ANTH 102 or GEOG 103	
<b>SOCIAL SCIENCES/HUMANITIES</b> .....	<b>3</b>
Recommended: GRC 111B, AAD 114, 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, 123, 124, 125, THTR 100, WT 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	
<b>U.S. AND NEVADA CONSTITUTIONS</b> .....	<b>3</b>
Choose from: HIST 101, 102, 217, PSC 103, 208, WT 203 (Both U.S. and Nevada Constitutions must be completed, PSC 103 or WT 203 will fulfill both requirements.)	

**Total General Education Requirements** ..... **24**

### Core Requirements

GRC 101 Introduction to Graphic Communications .....	3
GRC 103 Introduction to Computer Graphics .....	3
GRC 107 Design Fundamentals .....	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
<b>Choose 15 credits from the following.</b>	
GRC 109 Color and Design .....	3
GRC 110B Rendering and Illustration .....	3
GRC 179 Multimedia Design and Production .....	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 290B Internship in Graphic Communications .....	2
<b>Total Group I Elective Requirements</b> .....	<b>15</b>

### Group II Elective Requirements

<b>Choose six credits from the following.</b>	
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 130 Beginning Java .....	3
CIT 151 Beginning Web Development .....	3
CIT 153 Beginning PERL .....	3
<b>Total Group II Elective Requirements</b> .....	<b>6</b>

**TOTAL  
DEGREE  
REQUIREMENTS**

74

Students are advised to review the Common Course Numbering Table on pages 152-156 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: \$14,000 to \$19,000 annually

Five years of experience: \$24,000 to \$40,000 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 two 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 101 Introduction to Graphic Communications, GRC 103 Introduction to Computer Graphics and GRC 107 Design Fundamentals. 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 or 674-7938 for additional information or to schedule advisement.

<b>General Education Requirements</b>	<b>Credits</b>
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	
<b>Total General Education Requirements .....</b>	<b>9</b>

<b>Core Requirements</b>	<b>Credits</b>
GRC 101 Introduction to Graphic Communications .....	3
GRC 103 Introduction to Computer Graphics .....	3
GRC 107 Design Fundamentals .....	3
<b>Total Core Requirements .....</b>	<b>9</b>

<b>Elective Requirements</b>	<b>Credits</b>
<b>Choose 18 credits from the following.</b>	
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
<b>Total Elective Requirements .....</b>	<b>18</b>

**TOTAL  
CERTIFICATE  
REQUIREMENTS**

36



# GRAPHIC COMMUNICATIONS— DIGITAL MEDIA

## Certificate of Achievement

### Career Choices

Check out your career choices: web page technician 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: \$14,000 to \$19,000 annually

Five years of experience: \$24,000 to \$40,000 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 two 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 101 Introduction to Graphic Communications, GRC 103 Introduction to Computer Graphics and GRC 107 Design Fundamentals. 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 or 674-7938 for additional information or to schedule advisement.

<b>General Education Requirements</b>	<b>Credits</b>
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	
<b>Total General Education Requirements .....</b>	<b>9</b>

<b>Core Requirements</b>	<b>Credits</b>
GRC 101 Introduction to Graphic Communications .....	3
GRC 103 Introduction to Computer Graphics .....	3
GRC 107 Design Fundamentals .....	3
<b>Total Core Requirements .....</b>	<b>9</b>

<b>Elective Requirements</b>	<b>Credits</b>
<b>Choose 18 credits from the following.</b>	
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 183 Electronic Imaging .....	3
GRC 185 Computer Animation I .....	3
GRC 188 Web Animation and Interactivity .....	3
GRC 275B Web Design and Publishing II .....	3
GRC 285B Computer Animation II .....	3
GRC 290B Internship in Graphic Communications .....	2
GRC 294B Professional Portfolio .....	2
<b>Total Elective Requirements .....</b>	<b>18</b>

**TOTAL  
CERTIFICATE  
REQUIREMENTS**

36

Students are advised to review the Common Course Numbering Table on pages 152-156 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: \$8 hourly  
Five years of experience: \$24 to \$28 hourly

### 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 two 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 101 Introduction to Graphic Communications, GRC 103 Introduction to Computer Graphics and GRC 107 Design Fundamentals. 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 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 GE 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	
<b>Total General Education Requirements .....</b>	<b>9</b>

### Emphasis Requirements

	Credits
GRC 101 Introduction to Graphic Communications .....	3
GRC 103 Introduction to Computer Graphics .....	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 204B Electronic Prepress/Imaging Technologies II .....	3
GRC 290B Internship in Graphic Communications .....	2
<b>Total Emphasis Requirements .....</b>	<b>26</b>

**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 28) 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	
<b>Total General Education Requirements .....</b>	<b>24</b>

### Core Requirements

ECT 100B Introduction to Refrigeration .....	3
ECT 110B Basic Electricity for ECT .....	3
ECT 200B HVAC Systems .....	3
<b>Total Core Requirements .....</b>	<b>9</b>

### 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
<b>Total Emphasis Requirements .....</b>	<b>30</b>

**TOTAL  
DEGREE  
REQUIREMENTS**

63

Students are advised to review the Common Course Numbering Table on pages 152-156 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.

<b>General Education Requirements</b>	Credits
COMMUNICATIONS .....	3
Recommended: ENG 107	
HUMAN RELATIONS .....	3
Recommended: CE 195B	
QUANTITATIVE REASONING .....	3
Recommended: MATH 108B	
<b>Total General Education Requirements .....</b>	<b>9</b>

<b>Core Requirements</b>	Credits
ECT 100B Introduction to Refrigeration .....	3
ECT 110B Basic Electricity for ECT .....	3
ECT 200B HVAC Systems .....	3
<b>Total Core Requirements .....</b>	<b>9</b>

<b>Emphasis Requirements</b>	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
HVAC 290B Internship in HVAC/R .....	3
<b>Total Emphasis Requirements .....</b>	<b>24</b>

**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 28) 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
<b>Total General Education Requirements .....</b>	<b>24</b>

### 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
<b>Total Core Requirements .....</b>	<b>37-38</b>

### 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
<b>Total Elective Requirements .....</b>	<b>9</b>

**TOTAL  
DEGREE  
REQUIREMENTS**

**70-71**

Students are advised to review the Common Course Numbering Table on pages 152-156 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

Choose nine credits with a minimum of three in MTL from the following.

	Credits
DTEC 130B Industrial Hydraulics .....	3
ECT 100B Introduction to Refrigeration .....	3
IMT 220B Intermediate 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 REPORTING

## Community Services Division— 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 general studies 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 12-minute, four-voice dictation at 200 wpm with 98.5% accuracy.

### 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. 60-100 WPM.	
CTRP 111B Court Reporting Shorthand IV .....	3
Literary, jury charge and Q&A. 100-140 WPM.	
CTRP 112B Court Reporting Shorthand V .....	3
Literary, jury charge and Q&A. 140-180 WPM.	
CTRP 113B Court Reporting Shorthand VI .....	3
Literary, jury charge and Q&A. 180-220 WPM.	
CTRP 114B Court Reporting Shorthand VII .....	3
Qualifiers, ethics and procedures.	
CTRP 115B Court Reporting Shorthand VIII .....	3
Internship—40 hours.	
ENG 101 Composition I	
or BUS 106 Business English .....	3
LAW 101 Fundamentals of Paralegalism .....	3
BUS 272 Legal Environment or	
LAW 261 Legal Research I .....	3
NURS 140 Medical Terminology .....	3
<b>Total Course Requirements .....</b>	<b>35.5</b>

### 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 152-156 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 28) 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 102, 110	
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 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), WT 203 (U.S. and Nevada Constitutions), GEOG 106, ECON 103 or JOUR 101	

### Total General Education Requirements ..... 33

PHIL 102, MATH 126, PHYS 151 and 151L, 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 107 Architectural Construction .....	3
AAD 114 Cities and Buildings of the World .....	3
AAD 126 Fundamentals of Design Theory I .....	3
AAD 127 Architectural Design Applications I .....	2
AAD 128 Architectural Design Theory II .....	3
AAD 129 Architectural Design Applications II .....	2
AAD 226 Architectural Design Theory III .....	3
AAD 227 Architectural Design Applications III .....	2
AAD 228 Architectural Design Theory IV .....	3
AAD 229 Architectural Design Applications IV .....	2
AAD 235 Architectural Design and Delineation I .....	3
AAD 236 Architectural Design and Delineation II .....	3
<b>Total Core Requirements .....</b>	<b>41</b>

### Note

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

**TOTAL  
DEGREE  
REQUIREMENTS**

74



# 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	
<b>Total General Education Requirements .....</b>	<b>12</b>

### Core Requirements

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
<b>Total Core Requirements .....</b>	<b>27</b>

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
<b>Total Emphasis Requirements .....</b>	<b>6</b>

**TOTAL  
CERTIFICATE  
REQUIREMENTS**

45

Students are advised to review the Common Course Numbering Table on pages 152-156 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

Legal secretaries can work in various settings in the legal system, including private practice and public service.

### Salary Range

Entry-level: \$12 per hour.

### Job Openings

The job market is fair in northern Nevada.

### Program Length

This program can be completed in two 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

LAW266B Legal Office Basics ..... 3

LAW 267B Legal Office Practice and Procedure ..... 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

Required Sequence	Credits	Credits	
<b>YEAR ONE, SEMESTER ONE</b>		<b>YEAR TWO, SEMESTER ONE</b>	
MATH 108B Math for Technicians .....	3	MTL 166B Machine Shop II .....	4
MTL 160B Blueprint Reading and Measuring/Gauging for Machinist I .....	2	MTL 168B Basic Sketching and Layout Techniques .....	2
<b>YEAR ONE, SEMESTER TWO</b>		<b>YEAR TWO, SEMESTER TWO</b>	
MTL 162B Blueprint Reading, Measuring/Gauging for Machinist II .....	2	MTL 170B Metallurgy and Materials .....	3
MTL 164B Machine Shop I .....	4	MTL 172B Quality Assurance and Problem Solving for Machinists .....	3
<b>Total Credits in Year One .....</b>	<b>11</b>	<b>Total Credits in Year Two .....</b>	<b>12</b>

## 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 152-156 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

## Community Services Division

### 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 will also 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 142B is recommended.

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
TI 112C Introduction to Massage .....	0.5
TI 113C Fundamentals of Professional Swedish Massage .....	6
Offered fall semester only. Prerequisite: TI 112C. Prerequisite/corequisite: TI 121C.	
BIOL 141B or 223 is a recommended prerequisite.	
TI 117C Massage Clinic .....	6
Offered spring semester only. Prerequisites: TI 113C and 121C.	
BIOL 141B or 223 is a recommended prerequisite.	
TI 121C Kinesiology for Massage Therapists .....	3
Offered fall semester only.	
TI 153C Business and Marketing	
for Massage Professionals .....	3
TI 228C Massage Internship I (optional) .....	1
Prerequisites/corequisites: BIOL 223, TI 117C and 121C.	

**Total Course Requirements .....** 43

### General Requirements

45 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. You must also take at least three credits in business/marketing courses.

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. Credits earned in many community services 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.

### **TOTAL CERTIFICATE REQUIREMENTS**

Credits 43  
Hours 500+

### Note

Financial aid may not apply toward all courses.

Students are advised to review the Common Course Numbering Table on pages 152-156 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.



# 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.

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.

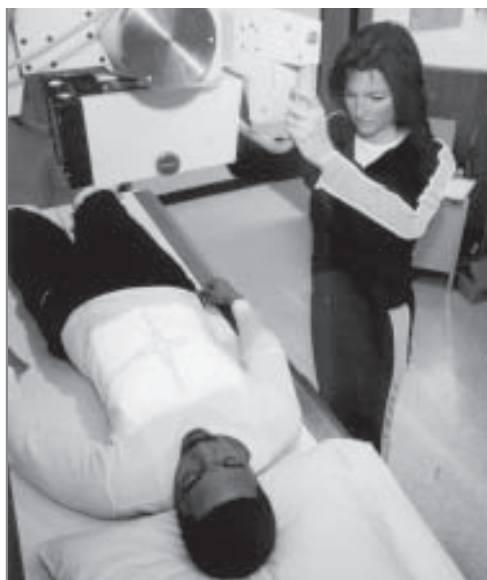
RT 259B Seminar in Radiography .....	2
RT 290B Internship in Radiologic Technology .....	9

**Total Core Requirements ..... 47**

**TOTAL  
CERTIFICATE  
REQUIREMENTS**

56

Students are advised to review the Common Course Numbering Table on pages 152-156 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.



# 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-recertified with the American Registry of Radiologic Technologists (ARRT), or graduates of an accredited program needing to become "registry eligible" again. Interested persons should contact the coordinator at (775) 673-7121. An individualized educational plan will be developed following the receipt of transcripts and appropriate documentation of the educational experience.

## 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 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**

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 28) 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
<b>Total General Education Requirements .....</b>	<b>24</b>

### 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
<b>Total Core Requirements .....</b>	<b>12</b>

### 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
<b>Total Emphasis Requirements .....</b>	<b>16</b>

### Elective Requirements

Electives .....	8
Electives must be approved by department chair.	
<b>Total Elective Requirements .....</b>	<b>8</b>

**TOTAL  
DEGREE  
REQUIREMENTS**

**60**

Students are advised to review the Common Course Numbering Table on pages 152-156 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.



# 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 28) 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

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**

Credits

### 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**

Students are advised to review the Common Course Numbering Table on pages 152-156 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.



# MUSIC EMPHASIS

## Fine Arts—Associate of Arts

### Career Choices

There are a variety of options including  
 Music performer—vocalist, instrumentalist, conductor, symphonic, pop, jazz, casino industry.  
 Music education—K-12 school system, college teaching, private teacher.  
 Church music—choir director, music minister, organist.  
 Music retail—store manager, manufacturer's representative, store buyer.

### Salary Range

Performer—(union scale app.) entry-level: \$170 per job, with five years experience: \$220 per job. Music Education—(K-12) entry-level: \$25,000 annually, with five years experience: \$32,000 annually. 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 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 28) 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	
FINEARTS .....	3
Choose from: ART 100, 160, 260*, 261*, ENG 220, 221, HUM 101, 102, 105, 106, MUS 121, 123, 124	
HUMANITIES .....	6
Recommended for UNR: WT 201 or 202, or choose from: HIST 105, 106, 247, HUM 101, 102, 211, AAD 114, ART 160, 260*, 261*, 265, MUS 121, 123, 124, 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 and 151L, 152 and 152L, 180 and 180L, 181 and 181L	
Group B—ANTH 102, AST 104, ENV 100, GEOG 103, NUTR 121	
SOCIAL SCIENCES .....	12
<b>Must include both U.S. and Nevada Constitutions.</b>	
UNR recommends WT 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	
<b>Total General Education Requirements .....</b>	<b>33-36</b>

### Core Requirements Credits

Music Ensemble .....	4
MUS 112 College Singers .....	1
MUS 117 Concert Band .....	1
MUS 119 Orchestra .....	1
MUS 175 Jazz Ensemble .....	1
Music History .....	3
Required: MUS 123 or 124	
Applied Music .....	4
<b>Choose four credits.</b>	
MUS 151 Piano .....	1
MUS 153 Voice .....	1
MUS 155 Brass Instruments .....	1
MUS 157 Woodwind Instruments .....	1
MUS 159 String Instruments .....	1
MUS 161 Percussion .....	1
MUS 165 Guitar .....	1
MUS 207 Theory I .....	4
MUS 208 Theory II .....	4
MUS 271 Advanced Theory I .....	4
MUS 272 Advanced Theory II .....	4
<b>Total Core Requirements .....</b>	<b>27</b>

### Electives

<b>Choose nine credits from the following.</b>	
MUS 104 Guitar Class .....	2
MUS 105 Vocal Techniques .....	2
MUS 125 History of Rock Music .....	3
MUS 166 Introduction to MIDI Sequencers and Synthesizers .....	2
Additional ensemble or applied music courses—up to two credits .....	1-2
<b>Total Electives .....</b>	<b>9</b>

**TOTAL  
DEGREE  
REQUIREMENTS**

**69-72**

### 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 152-156 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.



# 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
<b>Total General Education Requirements .....</b>	<b>9</b>

### Core Requirements

Music Theory .....	8
<b>Choose from:</b>	
MUS 207 Theory I .....	4
MUS 208 Theory II .....	4
MUS 271 Advanced Theory I .....	4
MUS 272 Advanced Theory II .....	4
Music Ensemble .....	2
<b>Choose from:</b>	
MUS 112 College Singers .....	1
MUS 117 Concert Band .....	1
MUS 119 Orchestra .....	1
MUS 175 Jazz Ensemble .....	1
Applied Music .....	2
<b>Choose from:</b>	
MUS 151 Piano .....	1
MUS 153 Voice .....	1
MUS 155 Brass Instruments .....	1
MUS 157 Woodwind Instruments .....	1
MUS 159 String Instruments .....	1
MUS 161 Percussion .....	1
MUS 165 Guitar .....	1
<b>Total Core Requirements .....</b>	<b>12</b>

Elective Requirements	Credits
Electives .....	9
<b>Choose from the following.</b>	
MUS 104 Guitar Class .....	2
MUS 105 Vocal Techniques .....	2
MUS 123 Music History I .....	3
MUS 124 Music History II .....	3
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 .....	3
Music History .....	3
<b>Additional ensemble or applied music courses, up to two additional credits in each area.</b>	
<b>Total Elective Requirements .....</b>	<b>9</b>

**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 28) 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
<b>Total General Education Requirements .....</b>	<b>24</b>

### 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
<b>Total Core Requirements .....</b>	<b>14</b>

### 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 System 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
<b>Total Emphasis Requirements .....</b>	<b>24-27</b>

### 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 .....	5
CIT 215 MCSE Electives - SQL .....	3
CIT 215 MCSE Electives - Exchange Server .....	3
CIT 215 MCSE Electives - Other .....	3-5
<b>Total Emphasis Requirements .....</b>	<b>25-27</b>

#### 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 three credits from the following.	
CIT 172 UNIX System 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
<b>Total Emphasis Requirements .....</b>	<b>22-25</b>

### TOTAL DEGREE REQUIREMENTS

60-65

Students are advised to review the Common Course Numbering Table on pages 152-156 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.



# 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	
<b>Total General Education Requirements .....</b>	<b>9</b>

Core Requirements	Credits
CIT 110 A+ Hardware .....	3
CIT 111* A+ Software .....	3
CSCO 120 Cisco Networking Academies I .....	5
<b>Total Core Requirements .....</b>	<b>11</b>

Emphasis Requirements	Credits
<b>TRACK 1 CISCO</b>	
CSCO 121 Cisco Networking Academies II .....	5
CSCO 220 Cisco Networking Academies III .....	5
CSCO 221 Cisco Networking Academies IV .....	5
<b>Track 1 Total .....</b>	<b>15</b>
<b>TRACK 2 MCSE</b>	
CIT 211 MCSE I .....	4
CIT 212 MCSE II .....	4
CIT 213* MCSE III .....	4
CIT 214* MCSE IV .....	4
<b>Track 2 Total .....</b>	<b>16</b>
<b>TRACK 3 UNIX/LINUX</b>	
CIT 171 Introduction to the UNIX Operating System .....	3
CIT 172 UNIX System Administration .....	3
CIT 173 Linux Installation and Configuration .....	3
CIT 255 Web Server Administration I .....	3
<b>Track 3 Total .....</b>	<b>12</b>

### **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 human relations requirement is embedded in the curriculum with this content incorporated throughout the theory and clinical courses in the four semesters of the program. 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 accredited by the Nevada State Board of Nursing, the National League of Nursing and the Northwest Association of Schools and Colleges.

#### 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](http://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.

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.

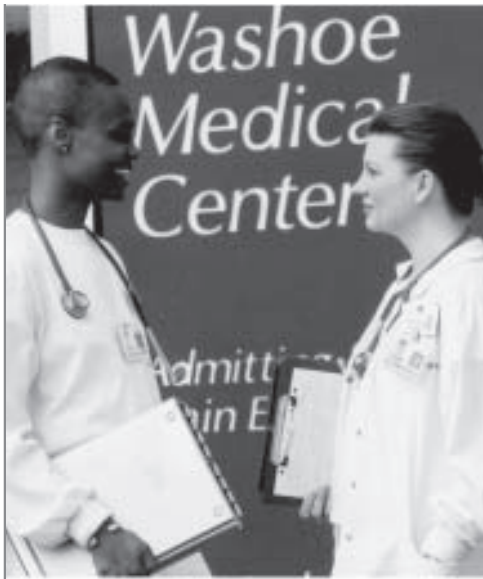
**Accepted students must submit photocopies of the following required documentation in a single packet to the health sciences department three weeks prior to the orientation session; incomplete packets will not be accepted.**

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.

### NURSING PROGRAM

673-7115

Students are advised to review the Common Course Numbering Table on pages 152-156 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 PROGRAM

### Special Admission Procedures, cont.

- 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 page 133 of this course catalog. 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**

**673-7115**



# 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: \$19.70 hour  
Five years of experience: \$22.00 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)
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Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page 28) Designated diversity courses can be used to fulfill other general education or major requirements.

#### 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 ..... 15**

#### 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.	
SOC 101 Principles of Sociology .....	3
Psychology (Recommended: PSY 101 or 102) .....	3

**Total Level III Requirements ..... 17**

#### 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**

**72**

Students are advised to review the Common Course Numbering Table on pages 152-156 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.



## PARALEGAL/LAW

### Associate of Applied Science

#### Career Choices

The paralegal/law program is designed to prepare students to develop the skills necessary to work under the supervision of an attorney as a legal assistant in a variety of positions in private legal practice, the public judicial system and corporate legal departments.

#### Salary Range

Entry-level pay: \$10.50 to \$12.50 hour  
 Five years of experience: \$12.50 to \$17.00 hour

#### Job Openings

The job market in northern Nevada is good.

#### Program Length

The 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 28) 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
<b>Both U.S. and Nevada constitutions must be completed, only classes labeled * will fulfill both requirements.</b>	
Choose from: HIST 101, 102, 217, PSC 103, * 208, WT 203*	
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 and 190B)	
SCIENCE .....	6
SOCIAL SCIENCES/HUMANITIES .....	3
HUMANITIES: all English courses (except 101, 102, 103, 107, 108, 113, 114, 181, 221), all foreign languages, HIST 105, 106, 217, HUM 101, 102, all philosophy courses, THTR 100, WT 201, 202, 203,	
SOCIAL SCIENCES: all anthropology courses (except 102), ECE 102, all geography courses (except 103), all history courses, HDFS 201, all political science courses, all psychology courses, all sociology courses, WT 203	

**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 admissions and records office will maintain an interest list for the program and will notify applicants of the testing dates. Completed applications will be accepted by the admissions and records office ONLY WITH VERIFICATION OF THE FOLLOWING.

1. High school diploma or GED
2. Current American Heart Association health care provider CPR or Red Cross professional rescuer CPR certificate
3. Current Nevada State EMT-Basic or EMT Intermediate Certification
4. EMS field experience is strongly recommended

#### 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 admissions and records 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

789-5416



## 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 110B Paramedic Operations .....	3
EMTP 112B Assessment and Management of Medical Emergencies I .....	1
EMTP 120B Basic Trauma Life Support .....	1

**Total Level I Requirements ..... 17**

#### LEVEL II (SPRING)

EMTP 114B Advanced Cardiac Life Support (ACLS) .....	1
EMTP 116B Assessment and Management of Medical Emergencies II .....	9
EMTP 118B Special Consideration of Patients Through Life-Span .....	3
EMTP 122B Pediatric Advanced Life Support (PALS) .....	1
EMTP 124B Paramedic Hospital Rotation I .....	3
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**

**58**





# 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 and the program is accredited by the Joint Review Committee on Education in Radiologic Technology. Students are provided with 1,952 hours of clinical education experiences conducted in cooperation with departments of radiology in Reno, Sparks and Carson City.

**Please note: Graduates from TMCC's radiologic technology program are eligible to apply for and take the American Registry of Radiologic Technologists (ARRT) Examination for Radiographers. However, the ARRT is the only organization granting permission to take the examination. Persons with prior felony or misdemeanor convictions may be admitted to the program but are prohibited by the ARRT from taking the examination. The ARRT will conduct a pre-application review to determine the impact of a conviction on eligibility. Pre-application Review Forms may be requested from the Department of Regulatory Services at the ARRT office, (651) 687-0048.**

### 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 Technology (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 science, math and health science 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 and MMR.
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

673-7115

673-7121

Students are advised to review the Common Course Numbering Table on pages 152-156 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.

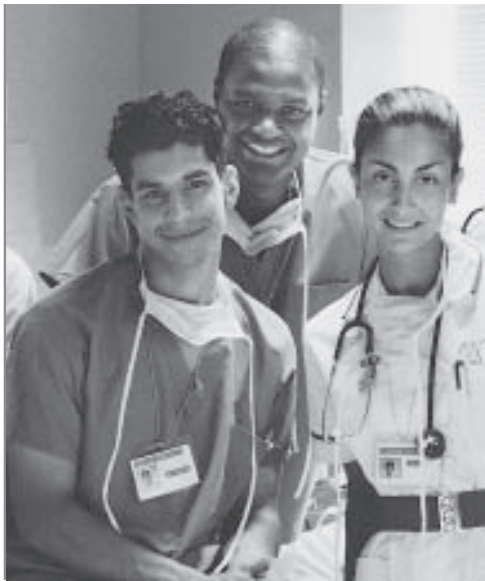
1. Ability to sit, stand, bend, squat, twist, walk, lift and to reach for extended periods.
2. Ability to grasp and perform fine manipulations.
3. Ability to carry and push heavy, sometimes cumbersome, objects.
4. Be free from conditions which put other humans at risk or harm.
5. Ability to read and 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**

673-7121



# 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.

<b>Prerequisites</b> (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
<b>Total Prerequisites Required .....</b>	<b>14.5</b>

### 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 28) 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
<b>Total Semester I Requirements .....</b>	<b>13</b>

#### SEMESTER II (SPRING)

Credits

### 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

PSC 103 Principles of American Const. Government .....	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
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#### **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 152-156 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 28) 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, 123, 124, THTR 180, 200	
HUMANITIES .....	6
Choose from: AAD 114, ART 160, 260*, 261*, 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, 123, 124, all 100- and 200-level philosophy courses except those with a 'B' designator, THTR 100, WT 201, 202	
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 and 151L, 152 and 152L, 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 WT 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, WT 203 (U.S. and Nevada Constitutions). All 100- and 200-level anthropology courses (except ANTH 102), CRJ 101, 220, 230, ECON 102, 103, 104, GEOG 106, 109, all 100- and 200-level political science, psychology and sociology courses, WT 203	
<b>Total General Education Requirements .....</b>	<b>36-39</b>

### Emphasis Requirements Credits

EDU 202 Introduction to Secondary Education .....	3
EDU 204 Information Technology in Teaching .....	3
SPCM 113 Fundamentals of Speech I .....	3
<b>Total Emphasis Requirements .....</b>	<b>9</b>

### Elective Requirements

Electives .....	15
<b>Total Elective Requirements .....</b>	<b>15</b>

### 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**

**60-64**



## SPECIAL PROGRAMS

### 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.

### 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	PageMaker	Illustrator
FreeHand	CorelDraw!	Photoshop
Painter	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.

### 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 6.

### SUMMER SCHOOL

Two 5-week terms offering academic, occupational, community services courses and Business & Industry workshops. See page 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 28) 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.

<b>General Education Requirements</b>	<b>Credits</b>
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	
<b>Total General Education Requirements .....</b>	<b>9</b>

### Core Requirements

CIT 110 A+ Hardware .....	3
CIT 111* A+ Software .....	3
CSCO 120 Cisco Networking Academies I .....	5
<b>Total Core Requirements .....</b>	<b>11</b>

### Emphasis Requirements

	<b>Credits</b>
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
<b>Choose three credits from the following.</b>	
CIT 171 Introduction to the UNIX Operating System .....	3
CIT 173 Linux Installation and Configuration .....	3
CIT 211 MCSE I .....	4
<b>Total Emphasis Requirements .....</b>	<b>15-16</b>

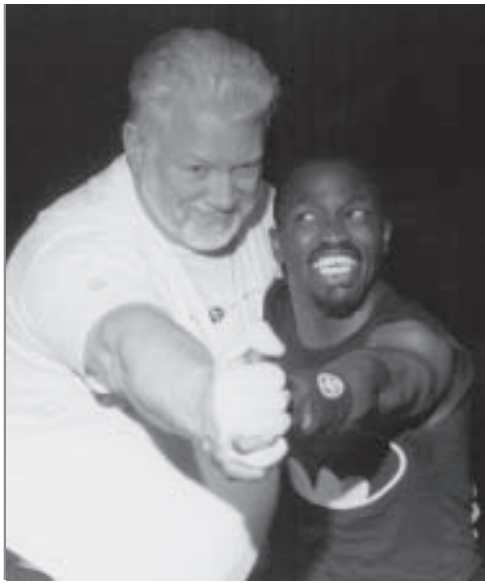
### Note

These 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 community services 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.

**TOTAL  
CERTIFICATE  
REQUIREMENTS**

**35-36**

Students are advised to review the Common Course Numbering Table on pages 152-156 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.



# 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 28) 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, 222, HUM 101, 102, 105, 106, MUS 121, 123, 124

HUMANITIES ..... 6

UNR recommends WT 201 or 202 or choose from HIST 105, 106, 247, HUM 101, 102, 211, AAD 114, ART 160, 260\*, 261\*, 265, MUS 121, 123, 124, 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 and 151L, 152 and 152L, 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 WT 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 208 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**





# THEATER

## Certificate of Achievement

### Career Choices

Students may apply their skills to many types of careers including the performing arts (actor, singer, dancer, 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
<b>Total General Education Requirements .....</b>	<b>9</b>

### Core Requirements

THTR 209 Theater Practicum .....	6
<b>Total Core Requirements .....</b>	<b>6</b>

### 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 208 Theater Workshop: Acting III .....	3
THTR 207 Laboratory Theater: Acting IV .....	3

### ELECTIVE REQUIREMENTS CONT.

ELECTIVE REQUIREMENTS CONT.	Credits
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

Students are advised to review the Common Course Numbering Table on pages 152-156 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.



# VETERINARY TECHNICIAN

## Certificate of Achievement

### 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 five semesters, which includes summer classes.

### General Education Requirements Credits

COMMUNICATIONS .....	3
HUMAN RELATIONS .....	3
QUANTITATIVE REASONING .....	3

**Total General Education Requirements ..... 9**

### Core Requirements

VETT 105B Veterinary Medical Terminology .....	1
VETT 110B Clinical Anatomy and Physiology .....	4
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 235B Anesthesia, Surgical Nursing and Dental Procedures .....	3
VETT 240B Large Animal Procedures .....	3
VETT 266B Clinical Practice .....	2
VETT 267B Advanced Clinical Practices .....	2

**Total Core Requirements ..... 33**

### SCHEDULE

SEMESTER 1 (fall)—VETT 105B, 110B and 211B  
 SEMESTER 2 (spring)—VETT 128B, 205B and 208B  
 SEMESTER 3 (summer)—VETT 225B, 240B and 266B  
 SEMESTER 4 (fall)—VETT 203B, 209B and 235B  
 SEMESTER 5 (spring)—VETT 267B  
 (VETT 267B may be completed in the fall semester, but not before VETT 266B has been completed.)

**TOTAL  
 CERTIFICATE  
 REQUIREMENTS**

**42**



# 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 28) 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.

ACG 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**

Students are advised to review the Common Course Numbering Table on pages 152-156 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.



# 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 28) 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

Students are advised to review the Common Course Numbering Table on pages 152-156 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.



**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**

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**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 28) 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**

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**Total Core Requirements** .....

**Emphasis Requirements**

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**Total Emphasis Requirements** .....

**Elective Requirements**

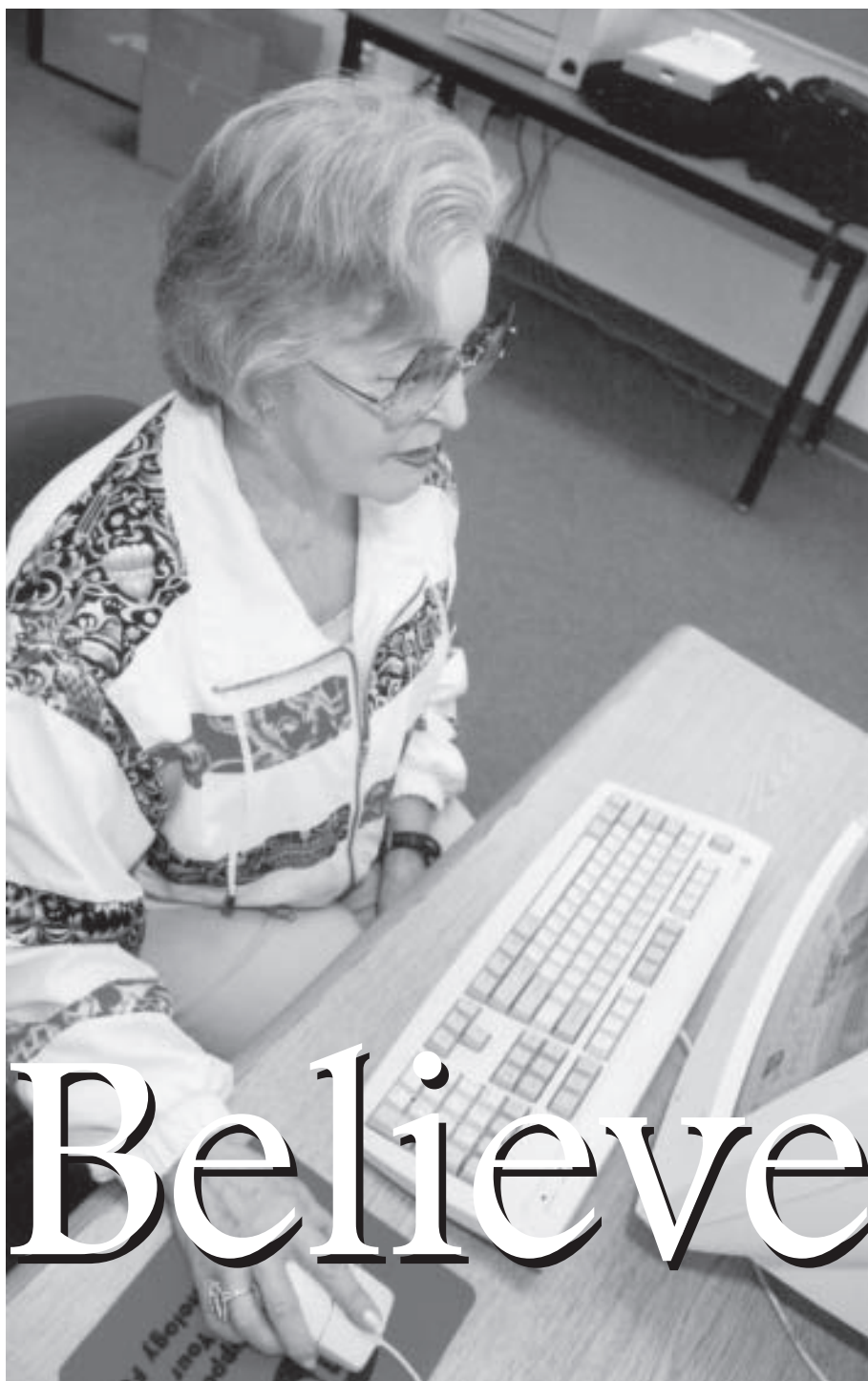
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**Total Elective Requirements** .....

**TOTAL  
 DEGREE OR CERTIFICATE  
 REQUIREMENTS**

\_\_\_\_\_

TMCC 2003-2004  
Course Catalog



Believe

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COURSE DESCRIPTIONS

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# TMCC COMMON COURSE NUMBERING CHANGES

Changes effective Spring 2003.

New Course Information			Type of Change					Old Course Information		
			New Course	Prefix	Course No.	Alt No.	Credits			
ACC 180B	Payroll and Employee Benefit Accounting	3 credits				●	ACC 180B	Payroll Accounting and Employee Rights	3 credits	
ART 101*	Drawing I	3 credits			●	●	●	ART 121	Drawing	3-5 credits
ART 102*	Drawing II	3 credits			●	●	●	ART 221	Drawing	3-5 credits
ART 106	Jewelry I	3 credits			●	●		ART 195	Jewelry I	3 credits
ART 108	Design Fundamentals II (3-D)	3 credits		●		●		ART 108	Design Fundamentals/Color Theory	2 credits
ART 124*	Introduction to Printmaking	3 credits			●	●	●	ART 185	Print Making	3-5 credits
ART 127	Water Color I	3 credits			●	●	●	ART 145	Water Color Painting	3-5 credits
ART 135*	Photography I	3 credits			●	●	●	ART 150	Beginning Photography	3-5 credits
ART 160	Art Appreciation	3 credits			●			ART 115	Art Appreciation	3 credits
ART 201	Life Drawing I	3 credits			●	●	●	ART 222	Figure Drawing	3-5 credits
ART 209	Introduction to Gallery Practices	3 credits			●			ART 298	Introduction to Gallery Practices	3 credits
ART 211	Ceramics I	3 credits			●	●	●	ART 175	Ceramics	3-5 credits
ART 212	Ceramics II	3 credits			●	●	●	ART 275	Intermediate Ceramics	3-5 credits
ART 216	Sculpture I	3 credits			●	●	●	ART 163	Sculpture	3-5 credits
ART 227	Water Color II	3 credits			●	●	●	ART 246	Water Color Painting II	3-5 credits
ART 231	Painting I	3 credits			●	●	●	ART 135	Painting	3-5 credits
ART 232	Painting II	3 credits			●	●	●	ART 235*	Painting	3-5 credits
ART 235+	Photography II	3 credits			●		●	ART 250	Photography II	3-5 credits
ART 249	New Media	3 credits			●	●		ART 260	New Media: Intro to Digital Photography	3 credits
ART 260*	Survey of Art History I	3 credits			●	●		ART 116	Survey Art of Western Civilization I	3 credits
ART 261*	Survey of Art History II	3 credits			●	●		ART 117	Survey Art of Western Civilization II	3 credits
ART 265	Introduction to Contemporary Art	3 credits			●			ART 213	Introduction to Contemporary Art	3 credits
ART 295	Special Topics in Art History	1-3 credits			●	●	●	ART 289	Special Topics in Art	3 credits
ART 296	Independent Study	1-3 credits			●		●	ART 297	Independent Study	3 credits
ART 298*	Portfolio Emphasis	1-3 credits			●	●	●	ART 299	The Portfolio Emphasis Photography	3-5 credits
ART 299*	Special Topics in Studio Art	1-3 credits			●		●	ART 288	Special Topics in Studio Art	3-5 credits
BIOL 100	General Biology for Non-majors	3 credits				●		BIOL 100	General Biology	3 credits
BIOL 190	Introduction to Cell and Molecular Biology	4 credits			●			BIOL 190	Cell and Molecular Biology	4 credits
BIOL 191	Introduction to Organismic Biology	4 credits				●		BIOL 191	Organismic Biology	4 credits
CHEM 100	Molecules and Life in the Modern World	3 credits				●		CHEM 100	Elementary Concepts of Chemistry	3 credits
CHEM 121	General Chemistry I	4 credits			●		●	CHEM 101	General Chemistry I	5 credits
CHEM 121R	General Chemistry with Recitation I	5 credits	●							
CHEM 122	General Chemistry II	4 credits			●		●	CHEM 102	General Chemistry II	5 credits
CHEM 122R	General Chemistry with Recitation II	5 credits	●							
CHEM 220	Introductory Organic Chemistry	4 credits			●		●	CHEM 142	Introductory Organic Chemistry	5 credits
CIT 110	A+ Hardware	3 credits			●	●		CIT 111	PC Maintenance	3 credits
CIT 111*	A+ Software	3 credits			●	●		CIT 112	PC Operating Systems	3 credits
CIT 125	Novell Netware Administration	5 credits			●	●		CIT 274	LAN Systems Management	5 credits
CIT 130	Beginning Java	3 credits			●	●		CIT 152	Java Programming I	3 credits
CIT 131*	Beginning C Programming	3 credits			●	●		CIT 133	C Programming I	3 credits
CIT 132	Beginning Visual Basic	3 credits			●	●		CIT 121	Basic Programming Language I	3 credits
CIT 133*	Beginning C++	3 credits			●	●		CIT 131	Intro to Object-Oriented Programming	3 credits
CIT 151	Beginning Web Development	3 credits				●		CIT 151	HTML and Introductory Scripting	3 credits
CIT 153	Beginning Perl	3 credits				●		CIT 153	Programming in Perl I	3 credits
CIT 181	Introduction to Oracle	3 credits			●	●		CIT 181B	Introduction to the Enterprise Database	3 credits
CIT 200	Computer Troubleshooting for Teachers	1 credit			●			CIT 210	Computer Troubleshooting for Teachers	1 credit
CIT 201	Word Certification Preparation	2 credits		●	●	●		COT 161B	MS Word MOUS Certification Preparation	2 credits
CIT 202	Excel Certification Preparation	2 credits		●	●	●		COT 162B	MS Excel MOUS Certification Preparation	2 credits
CIT 203	Access Certification Preparation	2 credits		●	●	●		COT 164B	MS Access MOUS Certification Preparation	2 credit
CIT 204	Powerpoint Certification Preparation	1 credit		●	●	●		COT 163B	MS PowerPoint MOUS Cert. Preparation	1 credit
CIT 211	MCSE I	3-5 credits			●			CIT 161	MCSE I	3-5 credits
CIT 212	MCSE II	3-5 credits	●							
CIT 213*	MCSE III	3-5 credits			●	●		CIT 162	MCSE II	3-5 credits



# TMCC COMMON COURSE NUMBERING CHANGES

Changes effective Spring 2003.

New Course Information			Type of Change				Old Course Information				
			New Course	Drop	Code/Title	1/18				Credits	
CIT 214*	MCSE IV	3-5 credits			●	●			CIT 163	MCSE III	3-5 credits
CIT 215	MCSE Electives	3-5 credits	●								
CIT 225	Novell Netware Install and Design	5 credits			●	●			CIT 275B	Advanced LAN Administration: Novell	5 credits
CIT 227	Novell Netware Elective	3 credits			●	●			CIT 277	Current Topics in Networking: Novell	3 credits
CIT 230	Advanced Java	3 credits			●	●			CIT 252	Java Programming II	3 credits
CIT 231*	Advanced C Programming	3 credits			●	●			CIT 233	C Programming II	3 credits
CIT 232	Advanced Visual Basic	3 credits			●	●			CIT 222	Basic Programming Language II	3 credits
CIT 233*	Advanced C++	3 credits			●	●			CIT 231	Object-Oriented Programming II	3 credits
CIT 255	Web Server Administration I	3 credits				●			CIT 255	Web Server Administration	3 credits
CIT 260	Systems Analysis and Design I	3 credits			●	●			CIT 250	Systems and Procedures Design	3 credits
COT 101B	Computer Keyboarding I	1-3 credits		●	●	●	●		BTO 100B	Computerized Keyboarding	3 credits
COT 110B*	Business Machines	1-3 credits		●	●	●	●		BTO 118B	Calculators and Business Applications	3 credits
COT 111B	Transcribing Machines	1-3 credits		●	●	●	●		BTO 119B	Machine Transcription	3 credits
COT 114B	General Medical Office Billing	3 credits			●	●			BTO 114B	General Medical Office Procedures	3 credits
COT 115B	Computerized Medical Office Billing	3 credits		●					BTO 115B	Computerized Medical Office Billing	3 credits
COT 122B	Medical Typing and Transcription	1-4 credits		●	●	●	●		BTO 116B	Medical Transcription	4 credits
COT 123B	Legal Typing and Transcription	1-3 credits		●	●	●			BTO 123B	Legal Transcription	3 credits
COT 202B	Introduction to Computer Applications	3 credits			●				COT 202	Introduction to Computer Applications	3 credits
CSCO 120	Cisco Networking Academies I	5 credits		●	●	●			CIT 113	CCNA I	5 credits
CSCO 121	Cisco Networking Academies II	5 credits		●	●	●			CIT 114	CCNA II	5 credits
CSCO 220	Cisco Networking Academies III	5 credits		●	●	●			CIT 213	CCNA III	5 credits
CSCO 221	Cisco Networking Academies IV	5 credits		●	●	●			CIT 214	CCNA IV	5 credits
CUL 100	Sanitation/HACCP	1-2 credits			●	●			CUL 118	Food Service Sanitation	1-2 credits
CUL 105	Basic Skills Development	3 credits			●				CUL 104B	Basic Skills Development	3 credits
CUL 108	Understanding Culinary Techniques II	6 credits			●				CUL 108B	Understanding Culinary Techniques II	6 credits
CUL 114	Buffet Catering	3 credits			●				CUL 114B	Buffet Catering	3 credits
CUL 125	Principles of Baking	3 credits			●				CUL 163	Principles of Baking	3 credits
CUL 130	Garde Manger	3 credits			●				CUL 273	Garde Manger	3 credits
CUL 170	Retail Deli and Bakery	3 credits			●	●			CUL 172B	Retail Deli and Bakery Techniques	3 credits
CUL 195	Selected Topics in Culinary Arts	1-6 credits			●				CUL 285B	Selected Topics in Culinary Arts	1-6 credits
CUL 198	Special Topics in Culinary Arts	.5-6 credits			●				CUL 198B	Special Topics in Culinary Arts	.5-6 credits
CUL 200	Aromatics/Restaurant Experience	4 credits			●	●			CUL 219	The Restaurant Experience	4 credits
CUL 210	American Regional Cuisine	3 credits			●	●			CUL 120B	Regional American Cuisine	3 credits
CUL 220	International Cuisine	3 credits			●				CUL 220B	International Cuisine	3 credits
CUL 225	Advanced Baking	3 credits			●				CUL 164	Advanced Baking	3 credits
CUL 230*	Pastry Arts	3 credits			●	●			CUL 171B	Introduction to Pastry and Tortes	3 credits
CUL 245	The Business Chef	3 credits			●				CUL 245B	The Business Chef	3 credits
CUL 250	Saucier	3 credits			●	●			CUL 274B	The Saucier	3 credits
CUL 295	Work Experience in Culinary Arts	1-6 credits			●	●	●		CUL 290B	Internship in Culinary Arts	1-3 credits
DAN 132	Jazz Dance (Beginning)	1 credit		●	●	●			RPED 105	Jazz Dance: Musical Theater	1 credit
DAN 133	Jazz Dance (Beginning/Intermediate)	1 credit	●								
DAN 138	Modern Dance, Beginning	1 credit		●	●		●		RPED 110	Modern Dance, Beginning	2 credits
DAN 135	Ballet, Beginning	1 credit		●	●		●		RPED 156	Ballet, Beginning	2 credits
DAN 136	Ballet, Beginning/Intermediate	1 credit	●								
DAN 139	Modern Dance (Beginning/Intermediate)	1 credit	●								
DAN 235	Ballet, Intermediate	1 credit		●	●	●	●		RPED 157	Ballet, Intermediate/Advanced	2 credits
DAN 236	Ballet (Intermediate/Advanced)	1 credit	●								
DAN 238	Modern Dance Intermediate	1 credit		●	●	●	●		RPED 212	Modern Dance: Advanced	2 credits
DAN 239	Modern Dance (Intermediate/Advanced)	1 credit	●								
DFT 131	Introduction to Computer-Aided Drafting	3 credits				●			DFT 131	Introduction to CAD - AUTOCAD	3 credits
DFT 231	CAD Drafting Project	3 credits				●			DFT 231	CAD Project	3 credits
DFT 290B	Internship in Drafting	1-6 credits					●		DFT 290B	Internship in Drafting	1-8 credits

# TMCC COMMON COURSE NUMBERING CHANGES

Changes effective Spring 2003.

New Course Information			Type of Change					Old Course Information		
			New Course	Prefix	Course No.	Title	Credits			
ECE 126	Social/Emotional Develop. for Infants / Toddlers	1-3 credits					●	ECE 126	Social and Emotional Development in Infant/Toddler	1-3 credits
ECE 155	Literacy and the Young Child	1 credit					●	ECE 155	Reading Readiness in the Preschool	1 credit
ECE 158	Activities for Physical Develop. in Young Children	1 credit					●	ECE 158	Physical Educ. in the Preschool Curriculum	1 credit
ECE 161	Social Studies in the Preschool Curriculum	1 credit					●	ECE 161	Social Studies in the Preschool	1 credit
ECE 231	Preschool Practicum: Child Development Lab	1-5 credits					● ●	ECE 231	Practicum Children and Their Families	3-8 credits
ECE 235	Adapting Curricula for Young Children with Special Needs	3 credits					●	ECE 235	Curricula for Young Children with Special Needs	3 credits
ECE 251	Curriculum in Early Childhood Education	3 credits				● ●		ECE 234	Preschool Curriculum	3 credits
ECON 103	Principles of Macroeconomics	3 credits					●	ECON 101	Principles of Macroeconomics	3 credits
EDU 201	Introduction to Elementary Education	3 credits				● ●		CI 160	Introduction to Elementary Education	3 credits
EDU 202	Introduction to Secondary Education	3 credits				● ● ●		CI 201	Society, the Student and the Secondary Schools	3 credits
EDU 203	Introduction to Special Education	3 credits				● ● ●		CI 210	Education of the Exceptional Child	3 credits
EDU 204	Information Technology in Teaching	3 credits				● ● ●		CEP 210	Information Technology in Teaching	2 credits
EDU 206	Classroom Learning Environments	3 credits				● ●		CI 260	Classroom Learning Environments	3 credits
EDU 208	Characteristics of Students with Mild/Moderate Disabilities	2 credits				● ●		CI 211	Characteristics of Students with Mild/Moderate Disabilities	2 credits
EDU 209	Exceptional Child Experience	1 credit				● ●		CI 212	Exceptional Child Experience	1 credit
ENG 081 A	ESL Listening and Speaking	3 cr. repeatable to 6 cr.	●					ENG 081	Basic Skills in Reading	1-3 cr. repeatable to 6 cr.
ENG 081 C	Basic Skills in Reading	1-3 cr. repeatable to 6 cr.				●		ENG 052	Bridge ESL Writing II	3 credits
ENG 081 D	Basic ESL Writing	3 credits				● ●				
ENG 112 A	Bridge ESL Listening	3 cr. repeatable to 6 cr.	●							
ENG 112 C	Bridge Reading Skills	1-3 cr. repeatable to 6 cr.				● ●		ENG 082	Effective Reading Techniques 1-3 cr. repeatable to 6 cr.	
ENG 112 D	Bridge ESL Writing	3 cr. repeatable to 6 cr.				● ●	●	ENG 103	Bridge ESL Writing	3 credits
FAB 224	Beers and Wines of the World	3 credits				● ●		CUL 224B	Beers and Wines of the World	3 credits
FIN 101	Personal Finance	3 credits				● ● ● ●		BUS 161B	Family Financial Planning	3 credits
FIN 115	Introduction to Investments	3 credits				● ● ● ●		BUS 155B	Fundamentals of Investing	3 credits
FIN 120B	Retirement Planning	1-3 credits				● ●		BUS 162B	Retirement Planning	1-3 credits
FIN 152B	Small Business Financial Planning & Analysis	3 credits				● ●		BUS 151B	Small Business Financial Planning & Analysis	3 credits
FREN 211	Second Year French I	3 credits				●		FREN 203	Second Year French I	3 credits
FREN 212	Second Year French II	3 credits				●		FREN 204	Second Year French II	3 credits
GER 211	Second Year German I	3 credits				●		GER 203	Second Year German I	3 credits
GER 212	Second Year German II	3 credits				●		GER 204	Second Year German II	3 credits
GRC 101	Introduction to Graphic Communications	2-3 credits					●	GRC 101	Introduction to Graphic Communications	2 credits
GRC 103	Introduction to Computer Graphics	2-3 credits				● ●	●	GRC 103B	Introduction to Computer Graphics	2 credits
GRC 107	Design Fundamentals	3 credits				● ●		GRC 107B	Design Fundamentals I	3 credits
GRC 108B	Design Fundamentals II	3 credits				● ●	● ●	GRC 108B	Design Fundamentals / Color Theory	2 credits
GRC 109	Color and Design	3 credits				● ●		GRC 108B	Design Fundamentals II	3 credits
GRC 110B	Rendering and Illustration	3 credits				● ●		GRC 110B	Rendering Techniques	3 credits
GRC 175	Web Design & Publishing I	3 credits				● ● ●		DGM 145B	Internet Design & Publishing	3 credits
GRC 179	Multimedia Design and Production	3 credits				● ● ●		DGM 150B	Multimedia Production	3 credits
GRC 185	Computer Animation I	3 credits				● ● ●		DGM 155B	3D Modeling	3 credits
GRC 188	Web Animation and Interactivity	3 credits				● ● ●		DGM 149B	Digital Video and Animation	3 credits
GRC 275B	Web Design & Publishing II	3 credits				● ● ●		DGM 245B	Advanced Internet Design & Publishing	3 credits
GRC 279B	Multimedia Design & Production II	3 credits				● ● ●		DGM 250B	Advanced Multimedia Design Studio	3 credits
GRC 285B	Computer Animation II	3 credits				● ● ●		DGM 255B	Advanced 3D Design & Animation	3 credits
GRC 294B	Professional Portfolio	1-3 credits					●	GRC 294B	Professional Portfolio	2 credits
HIST 211	History of East Asia I	3 credits					●	HIST 211	Asian History I	3 credits
HIST 212	History of East Asia II	3 credits					●	HIST 212	Asian History II	3 credits
HIST 225	Introduction of the Vietnam War	3 credits					●	HIST 225	U.S. Involvement in Vietnam	3 credits
HIST 227	Introduction to Latin American History and Culture I	3 credits					●	HIST 227	History of Latin American Culture	3 credits

# TMCC COMMON COURSE NUMBERING CHANGES

Changes effective Spring 2003.

New Course Information			Type of Change					Old Course Information			
			New Number	Prereq	Course No.	11/16	Credits				
HIST 228	Introduction to Latin American History and 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	Introduction to African American History I	3 credits	●								
HIST 294	Introduction to African American History II	3 credits					●		HIST 294	African American History: 1619 to Present	3 credits
IS 150	Computer Literacy	3 credits		●	●	●			CIT 101	Introduction to Management Info Systems	3 credits
IS 203	Computer Applications	3 credits		●					COT 203	Computer Applications	3 credits
IS 101	Introduction to Information Systems	3 credits			●	●			IS 150	Computer Literacy (formerly CIT 101)	3 credits
IS 115	Introduction to Programming	3 credits		●					CIT 115	Introduction to Programming	3 credits
IS 201	Computer Applications	3 credits			●				IS 203	Computer Applications (formerly COT 203)	3 credits
MIL 101	Introduction to Military Science	2 credits		●					MS 101	Introduction to Military Science	2 credits
MIL 102	Basic Leadership & Organization	2 credits		●					MO 102	Basic Leadership & Organization	2 credits
MIL 110B	Basic Military Training	3 credits		●					MO 110B	Basic Military Training	3 credits
MIL 181	Physical Conditioning	2 credits		●					MO 181	Physical Conditioning	2 credits
MIL 198B	Special Topics: Military Occupations	0.5-6 credits		●					MO 198B	Special Topics: Military Occupations	0.5-6 credits
MIL 201	Military Topography & Orienteering	2 credits		●					MO 201	Military Topography & Orienteering	2 credits
MIL 202	Small Unit Leadership Techniques	2 credits		●	●				MO 205	Small Unit Leadership Techniques	2 credits
MIL 202	Small Unit Leadership Techniques	2 credits		●					MS 202	Small Unit Leadership Techniques	2 credits
MIL 203	Basic Topics in Leadership Skills	1-2 credits		●					MS 203	Basic Topics in Leadership Skills	1-2 credits
MIL 204	Summer Basic	2 credits		●					MO 204	Summer Basic	2 credits
PHYS 151	General Physics I	3 credits						●	PHYS 151	General Physics I	5 credits
PHYS 151L	General Physics Lab I	1 credit	●								
PHYS 152	General Physics II	3 credits						●	PHYS 152	General Physics II	5 credits
PHYS 152L	General Physics Lab II	1 credit	●								
PHYS 180	Physics for Scientists and Engineers I	3 credits			●				PHYS 201	Physics for Scientists and Engineers I	3 credits
PHYS 180L	Physics for Scientists and Engineers Lab I	1 credit			●				PHYS 204	Physics for Scientists and Engineers Lab I	1 credit
PHYS 181	Physics for Scientists and Engineers II	3 credits			●				PHYS 202	Physics for Scientists and Engineers II	3 credits
PHYS 181L	Physics for Scientists and Engineers Lab II	1 credit			●				PHYS 205	Physics for Scientists and Engineers Lab II	1 credit
RE 101	Real Estate Principles	3 credits				●			RE 101	Real Estate Principles I	3 credits
RE 103	Real Estate Law and Practice	3 credits				●			RE 103	Real Estate Principles II	3 credits
RE 205B	Real Estate Management	3 credits				●			RE 205B	Real Property Management	3 credits
SPAN 211	Second Year Spanish I	3 credits			●				SPAN 203	Second Year Spanish I	3 credits
SPAN 212	Second Year Spanish II	3 credits			●				SPAN 204	Second Year Spanish II	3 credits
SPCM 113	Fundamentals of Speech I	3 credits		●					SPTH 113	Fundamentals of Speech I	3 credits
SPCM 135	Group Communications	3 credits		●					SPTH 135	Group Communications	3 credits
THTR 100	Introduction to Theater	3 credits		●	●				SPTH 200	Introduction to Theater	3 credits
THTR 105	Introduction to Acting I	3 credits		●	●	●			SPTH 130	Fundamentals of Acting I	3 credits
THTR 108	Introduction to Playwriting	3 credits		●					SPTH 108	Introduction to Playwriting	3 credits
THTR 112	Beginning Singing for the Actor	3 credits		●		●			SPTH 112	Voice Class I	3 credits
THTR 116	Dance Styles: Musical Theater	1-2 credits		●					SPTH 116	Dance Styles: Musical Theater	1-2 credits
THTR 122	Creative Drama	3 credits		●					SPTH 122	Creative Drama	3 credits
THTR 133	Fundamentals of Directing	3 credits		●					SPTH 133	Fundamentals of Directing	3 credits
THTR 145	The Business of Performing Arts	3 credits		●					SPTH 145	The Business of Performing Arts	3 credits
THTR 160	Television Production I	3 credits		●					SPTH 160	Television Production I	3 credits
THTR 161	Television Production II	3 credits		●					SPTH 161	Television Production II	3 credits
THTR 175	Musical Theater	3 credits		●	●				SPTH 206	Musical Theater	3 credits
THTR 180	Cinema as Art and Communication	3 credits		●					SPTH 180	Cinema as Art and Communication	3 credits
THTR 198B	Special Topics in Speech and Theater	.5-6 credits		●		●			SPTH 198B	Special Topics in Speech and Theater	.5-6 credits
THTR 200	Introduction to Stage Voice I	3 credits		●	●	●			SPTH 260	Theater Speech	3 credits
THTR 204	Theater Terminology	3 credits		●	●	●			SPTH 140	Introduction to Technical Theater I	3 credits
THTR 205	Introduction to Acting II	3 credits		●	●	●			SPTH 131	Fundamentals of Acting II	3 credits
THTR 206	Theater Workshop: Acting III	3 credits		●	●	●			SPTH 132	Theater Workshop	



# Accounting (ACC)

<b>ACC 105 TAXATION FOR INDIVIDUALS .....</b>	<b>1-3</b>
Income, expenses, exclusions, deductions and credits. Emphasis on the preparation of individual income tax returns. This course is transferable as an elective to UNR.	
<b>ACC 120B CASH DISBURSEMENTS AND ACCOUNTS PAYABLE ...</b>	<b>2</b>
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.	
<b>ACC 121B CASH RECEIPTS AND CASH MANAGEMENT .....</b>	<b>2</b>
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.	
<b>ACC 122B PAYROLL OPERATIONS AND REPORTING CERTIFIED PAYROLL PROFESSIONAL PREPARATION .....</b>	<b>4</b>
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 and reporting 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. Prepares student to take the certified payroll professional exam. Curriculum adopted from the American Payroll Association.	
<b>ACC 123B SALES AND ACCOUNTS RECEIVABLE COLLECTIONS ..</b>	<b>2</b>
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.	
<b>ACC 124B FORECASTS AND PROJECTIONS USING MICROSOFT EXCEL .....</b>	<b>2</b>
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.	
<b>ACC 135B BOOKKEEPING I .....</b>	<b>3</b>
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.	
<b>ACC 136B BOOKKEEPING II .....</b>	<b>3</b>
Prerequisite: 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.	
<b>ACC 157B QUICKEN I .....</b>	<b>1</b>
An introductory course covering the use of Quicken in personal finance, business and online Internet financial services.	
<b>ACC 180B PAYROLL AND EMPLOYEE BENEFIT ACCOUNTING ....</b>	<b>3</b>
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.	
<b>ACC 198B SPECIAL TOPICS IN ACCOUNTING .....</b>	<b>0.5-6</b>
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 credit.	
<b>ACC 201 FINANCIAL ACCOUNTING .....</b>	<b>3</b>
Purpose and nature of accounting, measuring business income, accounting principles, assets and equity accounting for external financial reporting.	
<b>ACC 202 MANAGERIAL ACCOUNTING .....</b>	<b>3</b>
Prerequisite: ACC 201. Forms of business organization, cost concepts and decision making, breakeven analysis, fixed and variable costs and budgeting for internal reporting.	
<b>ACC 203 INTERMEDIATE ACCOUNTING I .....</b>	<b>3</b>
Prerequisite: 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.	
<b>ACC 205 COST ACCOUNTING .....</b>	<b>3</b>
Prerequisite: ACC 136B or 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.	
<b>ACC 220 MICROCOMPUTER ACCOUNTING SYSTEMS .....</b>	<b>3</b>
Prerequisite: ACC 201 or 136B. This course is transferable as an elective to UNR. Develop skills in the use of computerized accounting. Interact with online real-time computerized accounting systems. Primary objective will be to focus on an applications approach using actual business case studies.	
<b>ACC 261 GOVERNMENTAL ACCOUNTING .....</b>	<b>3</b>
Prerequisite: ACC 201. Fund and budget accounts of local governmental units, revenues, appropriations, disbursements and assessments. University, hospital and other fund applications.	
<b>ACC 295B WORK EXPERIENCE .....</b>	<b>1-8</b>
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 all core and major requirements and have a 2.5 GPA. Contact the placement specialist in RDMT 315X at 674-7661 for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 75 hours of internship for one credit. May be repeated for up to eight credits.	

# Aeronautical Technology (AERO)

**AERO 101B BASIC GROUND SCHOOL FOR PILOTS ..... 3-6**  
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)

**AM 145 AMERICAN SIGN LANGUAGE I ..... 3-4**  
This course is designed to introduce ASL, a visual-gestural language used by the deaf community in the United States and to focus on the development of basic conversational skills, emphasizing receptive abilities.

**AM 146 AMERICAN SIGN LANGUAGE II ..... 3-4**  
Prerequisite: AM 145. This course continues to stress the development of basic conversational skills with emphasis on expanding vocabulary and expressive skills.

**AM 147 AMERICAN SIGN LANGUAGE III ..... 3-4**  
Prerequisite: AM 146. This course promotes the shifting from comprehension to production of ASL with the main emphasis of bringing fluency to a point of self-generated ASL.

**AM 148 AMERICAN SIGN LANGUAGE IV ..... 3-4**  
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 ..... 3-4**  
Prerequisite: AM 148. This course is designed to develop conversational ASL abilities, particularly in the area of self expression.

# Anthropology (ANTH)

**ANTH 101 INTRODUCTION TO ANTHROPOLOGY ..... 3**  
Analysis of the nature of culture, its universal aspects and range of variations revealed by human history and world ethnography. Satisfies UNR social science core curriculum.

**ANTH 102 INTRODUCTION TO HUMAN EVOLUTION AND PREHISTORY ..... 3-5**  
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 ..... 0.5-6**  
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.

**ANTH 201 PEOPLES AND CULTURES OF THE WORLD ..... 3**  
Human societies and their peculiar institutions as seen in the cultures of various peoples around the world. Satisfies UNR social science or diversity core curriculum.

**ANTH 202 INTRODUCTION TO ARCHAEOLOGY ..... 3**  
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 .... 3**  
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 UNR diversity core curriculum.

**ANTH 208 FUNDAMENTALS OF CULTURAL DIVERSITY ..... 3**  
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 sociocultural institutions will be examined in terms of the role of prejudice, stereotyping and compatibility in education, the workplace and other environments. An emphasis will be placed on providing the skills necessary to work and live together regardless of ethnic, religious, race, gender, age and other cultural affiliations.

**ANTH 229 FUNDAMENTALS OF APPLIED ANTHROPOLOGY ..... 3**  
Prerequisite: ANTH 101 or SOC 101. Fundamental survey of case studies examining various applications of anthropology in the resolution of human problems. Students will explore career opportunities for applied anthropologists and some of the roles of anthropologists in the world today. Students will participate in a class research project.

**ANTH 279 PARAPROFESSIONAL SKILLS IN SOCIAL SCIENCE ..... 3**  
Prerequisite: ANTH 229, may be taken concurrently. Students will learn basic technical skills to support professional anthropologists as they conduct various aspects of research, data management and analysis, composition and report production.

**ANTH 290 INTERNSHIP IN ANTHROPOLOGY ..... 1-8**  
Prerequisite: ANTH 279, may be taken concurrently. Supervised paraprofessional 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 (AAD)

**AAD 100 INTRODUCTION TO ARCHITECTURAL DESIGN ..... 3**  
This is a survey course of the profession of design. Covered in this course is a discussion of the fields of architecture, landscape architecture and planning. Other design fields may be discussed as they relate to these professions. Topics may include types of firms and their specialties, what it takes to become a licensed practitioner for whom a design professional might work, salaries that might be achieved and the professional associations to which a design professional might belong.

**AAD 105 ARCHITECTURAL DRAFTING AND DESIGN I ..... 3**  
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 ..... 3**  
Prerequisites: 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.

<b>AAD 107 ARCHITECTURAL CONSTRUCTION .....</b>	<b>3</b>
Analysis of assembling and detailing for construction in the field of architecture and landscape architecture. Techniques for the production of construction details will be discussed and demonstrated. Visits to construction sites and professional offices.	
<b>AAD 114 CITIES AND BUILDINGS OF THE WORLD .....</b>	<b>3</b>
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 to the present. Includes the influences these architecture and design philosophies have had on the shaping of civilization and what civilization reflects through its architecture during these periods. Same as HUM 114.	
<b>AAD 126 FUNDAMENTALS OF DESIGN THEORY I .....</b>	<b>3</b>
Must be taken concurrently with AAD 105 and 127. Investigation of the elements, principles and theories of design in two dimensions. Emphasis placed upon principles of organization, principles of visual and geometric logic, design methodology and color theory.	
<b>AAD 127 ARCHITECTURAL DESIGN APPLICATIONS I .....</b>	<b>2</b>
Must be taken concurrently with AAD 105 and 126. Discussion of the elements, principles and theories of design in two dimensions. Emphasis placed upon principles of organization, principles of visual and geometric logic, design methodology and color theory.	
<b>AAD 128 ARCHITECTURAL DESIGN THEORY II .....</b>	<b>3</b>
Prerequisites: AAD 105, 126 and 127. Must be taken concurrently with AAD 106 and 129. Investigation of elements, principles and theories of three-dimensional design. Emphasis placed upon principles of organization, sequencing of spatial experiences, design methods and comparative design philosophies.	
<b>AAD 129 ARCHITECTURAL DESIGN APPLICATIONS II .....</b>	<b>2</b>
Prerequisites: AAD 105, 126 and 127. Must be taken concurrently with AAD 106 and 128. Investigation of three-dimensional presentations of spatial design through abstract and representational methods.	
<b>AAD 226 ARCHITECTURAL DESIGN THEORY III .....</b>	<b>3</b>
Prerequisites: AAD 106, 128 and 129. Must be taken concurrently with AAD 227 and 235. Elements, principles and theories of design as applied to projects in various media. Emphasis on the integration of design principles with the various building materials along with consideration of environmental constraints and determinants.	
<b>AAD 227 ARCHITECTURAL DESIGN APPLICATIONS III .....</b>	<b>2</b>
Prerequisites: 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.	
<b>AAD 228 ARCHITECTURAL DESIGN THEORY IV .....</b>	<b>3</b>
Prerequisites: AAD 226, 227 and 235. Must be taken concurrently with AAD 229 and 236. 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.	
<b>AAD 229 ARCHITECTURAL DESIGN APPLICATIONS IV .....</b>	<b>2</b>
Prerequisites: 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 235 ARCHITECTURAL DESIGN AND DELINEATION I .....** **3**

Prerequisites: 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 236 ARCHITECTURAL DESIGN AND DELINEATION II .....** **3**

Prerequisites: AAD 226, 227 and 235. Must be taken concurrently with AAD 228 and 229. 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.

## Architectural Design Technology (ADT)

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**ADT 105 ARCHITECTURAL DRAFTING I .....** **5**

Basic techniques of architectural drafting. Use of drafting room equipment. Emphasizes residential buildings and leads to completion of a full set of professional level working drawings. Four hours lecture and three hours lab.

**ADT 106B ARCHITECTURAL DRAFTING II .....** **5**

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 .....** **3**

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 109B SOLAR DESIGN FOR ARCHITECTS AND DESIGNERS I .....** **3**

This course will prepare the student with the basic knowledge in the following areas of solar design history, solar procession, climatological data for Reno and northern Nevada, energy reflection, transmission and absorption, heat transfer, heat storage, types of collector systems and their sizing as it relates to architecture.

**ADT 168B LANDSCAPE MANAGEMENT I .....** **3**

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 .....** **3**

Recommended prerequisite: CHEM 100. 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 affect 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 ..... 3-9**

The student will gain the basic knowledge necessary to understand and identify turfgrass varieties, the propagation methods 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 ..... 3**

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 turfgrass 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 in the field.

**ADT 174B URBAN TREE CARE I ..... 3**

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's Certification for Arborists Examination.

**ADT 178B FUNDAMENTALS OF HORTICULTURE ..... 3**

Introduction to horticulture practices including plant classification, plant structure and function, growth and development and limiting growth factors.

**ADT 198B SPECIAL TOPICS IN ARCHITECTURAL DESIGN TECHNOLOGY ..... 0.5-6**

Various short courses and workshops covering a variety of subjects. The class will be variable credit of one-half to six depending on the class content and number of hours required. The class may be repeated for up to six hours of credit.

**ADT 208B ARCHITECTURAL LANDSCAPING II ..... 3**

Prerequisite: ADT 108. Design methods and techniques used in the development of large scale landscape projects. Including subdivisions, condominiums and commercial developments such as shopping centers and office 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 ..... 3**

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 211B ADVANCED COMPUTER-AIDED DRAFTING AND DESIGN ..... 3**

Prerequisite: DFT 131. 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.

**ADT 212 ARCHITECTURAL DESIGN I ..... 5**

Prerequisite: 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 214B ADVANCED AUTOCAD FOR LANDSCAPE ..... 3**

Prerequisite: DFT 131. This course covers the use of AutoCAD and other computer-aided software as a drafting and design tool in the landscape field. This class will build on the fundamentals taught in the BasicCAD drafting 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.

**ADT 216B INTERMEDIATE GIS/GPS ..... 3**

Prerequisite: 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.

**ADT 217B ADVANCED GIS/GPS FOR ARCHITECTS, ENGINEERS AND PLANNERS ..... 4**

Prerequisites: 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 ..... 3-6**

Prerequisites: 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 credit hours.

**ADT 225B INDEPENDENT STUDY ..... 1-4**

Individual assignment to the development of a project of special interest to the student with the instructor's approval.

**ADT 228B LANDSCAPE PLANT MATERIALS ..... 3**

This course will identify the plants that will grow in this climate. The student will be given characteristics of the plants, soil adaptation, cultural needs, use of those plants in the landscape and other information about the plants during the lecture and laboratory.

**ADT 230B MECHANICAL AND ELECTRICAL EQUIPMENT FOR BUILDINGS ..... 3**

Prerequisite: 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 250B GIS/GPS FOR MANAGERS ..... 3**

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 ..... 3**

Prerequisite: 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 and control of the properties of the material.



**ADT 256B INTRODUCTION TO LAND USE PLANNING ..... 3**

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 268B LANDSCAPE MANAGEMENT II ..... 3**

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 ..... 3**

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 ..... 3**

Prerequisite: 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 turfgrass 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 ..... 3**

Prerequisite: 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 the 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's Certification for Arborists Examination.

**ADT 290B INTERNSHIP IN ARCHITECTURAL DESIGN TECHNOLOGY ..... 1-8**

Available to students who have completed all core and major requirements and have a 2.5 GPA. A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Contact the appropriate chairperson for 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.

## Art (ART)

**ART 090 ART FOR DEVELOPMENTALLY DISABLED ADULTS ..... 3**

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. Course taught as pass/withdraw only.

**ART 100 VISUAL FOUNDATIONS ..... 3-5**

Explores visual forms and contemporary concepts through a variety of media, presentations and discussions. Satisfies UNR fine arts core curriculum

**ART 101\* DRAWING I ..... 3**

Introduction to concepts of drawing based on visual observations.

**ART 102\* DRAWING II ..... 3**

Prerequisites: ART 100 and 101\*. Intermediate course designed to develop expression and discipline in drawing with emphasis on materials.

**ART 106 JEWELRY I ..... 3**

Introduction to basic fabricating processes of sawing, soldering of both common and fine metals to basic methods of stone setting and construction of non-jewelry pieces. Includes historical evolution of metal work and student research. Emphasis on personal aesthetic growth.

**ART 107 DESIGN FUNDAMENTALS/2D DESIGN ..... 3**

Recommended prerequisite: GRC 101. 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, spacial relationships and color. Emphasis will be placed on developing creative skills and working with the design process.

**ART 108 DESIGN FUNDAMENTALS II ..... 3**

Prerequisite: ART/GRC 107 or approval of instructor. Recommended prerequisite: GRC 103. 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.

**ART 124\* INTRODUCTION TO PRINTMAKING ..... 3**

Prerequisite: ART 100. Fine arts major prerequisite. Introduction to processes emphasizing relief, intaglio and screen techniques.

**ART 127 WATER COLOR I ..... 3**

Prerequisite: ART 101\*. Beginning course involving color, form, composition and techniques using transparent and opaque watercolors.

**ART 135\* PHOTOGRAPHY I ..... 3**

Analytical and critical approach to the creative possibilities of photography including instruction in the basics of photographic materials and techniques including various camera formats and darkroom methods.

**ART 141\* INTRODUCTION TO DIGITAL PHOTOGRAPHY ..... 3**

Prerequisite: ART 135\* (formerly ART 150). GRC 103 recommended for those with little computer experience. Introduction to photography using 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 ..... 3**

Prerequisite: ART 141\*. Continued exploration of photography using digital based equipment with an emphasis on cameras (both traditional and digital) and scanning with an emphasis on the creation and manipulation of original images.

**ART 160 ART APPRECIATION ..... 3**

Introduction to the visual arts planned to illustrate the place of art in social and cultural life and to develop judgement in art analysis and criticism. Satisfies UNR fine arts core curriculum.

**ART 201 LIFE DRAWING I ..... 3**

Prerequisites: ART 100, 101\* and 102\*. Fine arts major prerequisite: six credits in drawing. General prerequisite: six credits in drawing. Intermediate course dealing with the human figure in pictorial space with emphasis on drawing from a live model and working with gesture, memory and imagination.

**ART 209 INTRODUCTION TO GALLERY PRACTICES ..... 3**

A course in the practices and ethics of operating an art gallery.

<b>ART 211 CERAMICS I</b> .....	<b>3</b>
Introduction to ceramics emphasizing characteristics of various clay bodies.	
<b>ART 212 CERAMICS II</b> .....	<b>3</b>
Prerequisites: ART 100 and 211. Fine arts major prerequisite. Intermediate emphasis on history, materials, methods and techniques with special attention to sculptural aspects. Lecture/studio method is employed with emphasis on projects/research.	
<b>ART 216 SCULPTURE I</b> .....	<b>3</b>
Introduction to the concepts of three-dimensional composition.	
<b>ART 227 WATER COLOR II</b> .....	<b>3</b>
Prerequisite: ART 127. Intermediate course involving color, form, composition and techniques using transparent and opaque watercolors.	
<b>ART 231 PAINTING I</b> .....	<b>3</b>
Prerequisite: ART 101*. Fine arts major prerequisite. Introduction to concepts of painting including color, form and composition.	
<b>ART 232 PAINTING II</b> .....	<b>3</b>
Prerequisites: ART 100 and 231. Fine arts major prerequisite. Intermediate course in painting, emphasizing various materials and methods.	
<b>ART 235+ PHOTOGRAPHY II</b> .....	<b>3</b>
Prerequisites: ART 100 and 135*. Lecture/study with emphasis on improving basic technical and conceptual skills; darkroom work included.	
<b>ART 249 NEW MEDIA</b> .....	<b>3</b>
Prerequisite: ART 135* and GRC 103 or equivalent Macintosh capabilities. Exploration of a variety of alternative media.	
<b>ART 260* SURVEY OF ART HISTORY I</b> .....	<b>3</b>
Art of the western world from prehistoric times through the Gothic period. Satisfies UNR fine arts core curriculum.	
<b>ART 261* SURVEY OF ART HISTORY II</b> .....	<b>3</b>
Prerequisite: ART 260*. Art of the western world from the Renaissance to the present. Satisfies UNR fine arts core curriculum.	
<b>ART 263 SURVEY OF AFRICAN, OCEANIC AND NATIVE AMERICAN ART</b> .....	<b>3</b>
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	
<b>ART 264 SURVEY OF AMERICAN ART</b> .....	<b>3</b>
This course focuses on the history of American art from 1492 to the present. It includes in invention and mapping of America, art in the Colonial period, Republican icons, art in the Gilded Age and Modern and Postmodern art.	
<b>ART 265 INTRODUCTION TO CONTEMPORARY ART</b> .....	<b>3</b>
Evolution of art in Europe and the U.S. since World War II. Special emphasis on the trends since the 1960s.	
<b>ART 270 WOMEN IN ART</b> .....	<b>3</b>
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.	

<b>ART 295 SPECIAL TOPICS IN ART HISTORY</b> .....	<b>1-3</b>
Various topics of special interest in art history will be studied in greater depth than allowed in regular course offerings. Possible topics could include The Art of Egypt, Greece and Rome, Women in Art and Non-Western Art. Course may be repeated for up to 12 credits.	
<b>ART 296 INDEPENDENT STUDY</b> .....	<b>1-3</b>
Prerequisite: written consent of 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. Course may be repeated for up to 12 credits.	
<b>ART 298* THE PORTFOLIO EMPHASIS</b> .....	<b>1-3</b>
Prerequisite: 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. Course may be repeated for up to 12 credits.	
<b>ART 299* SPECIAL TOPICS IN STUDIO ART</b> .....	<b>1-3</b>
Various topics of special interest in studio fine art will be introduced, studied and accomplished more in-depth than allowed through the basic beginning and intermediate courses in 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. Course may be repeated for up to 12 credits.	
 <h2 style="text-align: center;">Astronomy (AST)</h2> <hr/>	
<b>AST 104 INTRODUCTORY ASTRONOMY: STARS AND GALAXIES</b> .....	<b>3</b>
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 AST 110.	
<b>AST 198B SPECIAL TOPICS IN ASTRONOMY</b> .....	<b>0.5-6</b>
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.	
<b>AST 290B INTERNSHIP IN ASTRONOMY</b> .....	<b>1-8</b>
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.	
<b>ART 297* FIELD STUDY</b> .....	<b>1-3</b>
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 one to three and is repeatable to six credits.	

# Atmospheric Science (ATMS)

## **ATMS 117 METEOROLOGY ..... 3**

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. Meets UNR core curriculum group B natural science.

# Automotive (AUTO)

## **AUTO 101B GENERAL AUTO ..... 2-7**

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, and an overview and explanation of chassis, steering, suspension and brake systems. Human relations, leadership and work ethics related to the automotive industry will also be covered.

## **AUTO 103B ELECTRICAL SYSTEMS ..... 3-7**

Prerequisite: 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. May be repeated up to seven credits.

## **AUTO 121B AUTOMOTIVE BRAKE SYSTEMS ..... 3-7**

Prerequisite: 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. May be repeated up to seven credits.

## **AUTO 125B STEERING AND SUSPENSION SYSTEMS ..... 3-7**

Prerequisite: 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. May be repeated up to seven credits.

## **AUTO 155B SMALL ENGINE REPAIR ..... 3**

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.

## **AUTO 198B SPECIAL TOPICS IN AUTOMOTIVE ..... 0.5-6**

Various short courses and workshops covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.

## **AUTO 210B AUTOMOTIVE PARTS COUNTERMAN ..... 3**

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 ..... 3-7**

Prerequisite: 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. May be repeated up to seven credits.

## **AUTO 222B EMISSION CONTROL CERTIFICATION**

### **PREPARATION ..... 3**

Prerequisite: must be a technician working in the auto field or an automotive student. 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 ..... 3-7**

Prerequisites: 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 driveability in fuel, electrical and electronic systems will be emphasized using proper tools and equipment. Safety will also be emphasized in all areas. May be repeated up to seven credits.

## **AUTO 225B AUTOMOTIVE AIR CONDITIONING SYSTEMS ..... 3-7**

Prerequisite: AUTO 101B or comparable work experience. Principles of automotive heating and air conditioning. Automatic control systems, charging, troubleshooting and repairing systems. May be repeated up to seven credits.

## **AUTO 226B AUTOMATIC TRANSMISSIONS AND**

### **TRANSAXLES ..... 3-7**

Prerequisite: AUTO 101B or comparable work experience. This course acquaints the student with the construction, operations and maintenance of automatic transmissions. May be repeated up to seven credits.

## **AUTO 253B BASIC ENGINE REPAIR ..... 3-7**

Prerequisite: 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. May be repeated up to seven credits.

## **AUTO 254B ADVANCED ENGINE OVERHAUL ..... 3**

Prerequisite: 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, vernier readings and air leakage tests, etc.

**AUTO 290B INTERNSHIP IN AUTOMOTIVE LEVEL 1 ..... 1-6**

Prerequisites: AUTO 103B, 121B, 125B, 219B, 223B and 225B with a 2.0 average and approval of 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.

**AUTO 295B INTERNSHIP IN AUTOMOTIVE LEVEL II ..... 1-6**

Prerequisites: 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 industry 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 ..... 0.5-6**

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.

# Automotive Technician Educational Cooperative (ATEC)

**ATEC 105B SAFETY AND SHOP FUNDAMENTALS ..... 1-5**

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 for up to five credits.

**ATEC 115B ELECTRICAL AND ELECTRONIC SYSTEMS ..... 3-18**

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. Course may be repeated up to eighteen credits.

**ATEC 125B BRAKES AND ABS SYSTEMS ..... 3-14**

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.

**ATEC 135B SUSPENSION AND STEERING SYSTEMS ..... 3-14**

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. Course may be repeated for up to 14 credits.

**ATEC 198B SPECIAL TOPICS IN AUTO ..... 0.5-6**

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.

**ATEC 205B MANUAL DRIVE TRAINS AND AXLES ..... 3-14**

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 nonslip rear axles, 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. Course may be repeated for up to 14 credits.

**ATEC 215B AUTOMATIC TRANSMISSIONS AND TRANSAXLES ..... 3-14**

This course covers theory and hands-on skills most often required of technicians specializing in the repair of automotive 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. Course may be repeated for up to 14 credits.

**ATEC 235B HEATING AND AIR CONDITIONING SYSTEMS .... 3-14**

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. Course may be repeated for up to 14 credits.

**A TEC 255B ADVANCED ENGINE REPAIR ..... 3-14**

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 1 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. Course may be repeated for up to 14 credits.

**A TEC 265B ENGINE PERFORMANCE AND EMISSION SYSTEMS ..... 3-18**

Prerequisite: ATEC 115B. This course is designed to provide instruction in engine performance, carburetion, fuel injection, emission controls, computerized engine controls and driveability 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. Course may be repeated for up to 18 credits.

**A TEC 290B INTERNSHIP: ELECTRICAL SYSTEMS ..... 1-5**

Prerequisite: 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. Course may be repeated for up to five credits.

**A TEC 295B INTERNSHIP: ENGINE PERFORMANCE AND EMISSION SYSTEMS ..... 1-5**

Prerequisite: 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. Course may be repeated for up to five credits.

**A TEC 296B INTERNSHIP: AIR CONDITIONING AND ENGINE REPAIR ..... 1-5**

Prerequisites: 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. Course may be repeated for up to five credits.

**A TEC 297B INTERNSHIP: MANUAL DRIVE TRAINS AND AUTOMATIC TRANSMISSIONS ..... 1-5**

Prerequisites: 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. Course may be repeated for up to five credits.

**A TEC 298B INTERNSHIP: SUSPENSION, STEERING, BRAKES AND ABS ..... 1-5**

Prerequisites: 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. May be repeated up to five credits.

## Biology (BIOL)

**BIOL 100 GENERAL BIOLOGY FOR NON-MAJORS ..... 3**

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 through the semester.

**BIOL 123B ANATOMY FOR OFFICE PERSONNEL ..... 3**

A systematic approach to the eleven organ systems of the human body. The physiology of these systems is taught in limited scope. The course is suitable for office personnel in both health and insurance fields.

**BIOL 141B HUMAN STRUCTURE AND FUNCTION I ..... 4**

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 radiologic technology and does not satisfy nursing, dental hygiene or advanced radiological training prerequisites. Three hours of lecture and three hours of lab per week. Four credits, nontransferable.

**BIOL 142B HUMAN STRUCTURE AND FUNCTION II ..... 4**

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. Four credits, nontransferable.

**BIOL 150 INTRODUCTION TO BIOTECHNOLOGY ..... 3**

This course introduces the student to the basic techniques involved in genetic engineering. Fundamentals of DNA structure and function in the cell are also covered. Ethical issues regarding genetic engineering are discussed. Current examples of products produced through the use of recombinant DNA are covered. Transfers to UNR as Biochemistry 150 for three credits. Satisfies group B science core requirements at UNR.

**BIOL 188B PRINCIPLES OF BIOLOGY FOR ALLIED HEALTH MAJORS ..... 1**

This class is an introduction to the chemical basis of biology, which includes atomic structure, chemical reactivity and bonding, the properties of water that are integral to life, pH and the four classes of biological building blocks. The scientific method, theory of cells and their unique characteristics, biological organization and classification and the physical composition of cells and their organelles are covered. The class consists of three lecture hours per week for 7.5 hours.

**BIOL 190 INTRODUCTION TO CELL AND MOLECULAR BIOLOGY ..... 4**  
 Prerequisite: CHEM 121. Structure and function of cells at the cellular and molecular level. Major molecules of life, composition and physiology of cellular organelles, cell metabolism, reproduction, gene structure and function. Completion of BIOL 190 and 191 will transfer to UNR as BIOL 190, 191 and 192.

**BIOL 191 INTRODUCTION TO ORGANISMAL BIOLOGY ..... 4**  
 Prerequisite: BIOL 190. Study of diversity within living systems, both plant and animal. Emphasis will be on taxonomic groups and their adaptations to common ecological and environmental problems. Completion of BIOL 190 and 191 will transfer to UNR as BIOL 190, 191 and 192.

**BIOL 198B SPECIAL TOPICS IN BIOLOGY ..... 0.5-6**  
 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.

**BIOL 223 HUMAN ANATOMY AND PHYSIOLOGY I ..... 4**  
 Prerequisite: 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 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 both BIOL 223 and 224 are taken at UNR/TMCC.

**BIOL 224 HUMAN ANATOMY AND PHYSIOLOGY II ..... 4**  
 Prerequisite: BIOL 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 lecture and three hours lab per week. May not be taken prior to or concurrently with BIOL 223. 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 is also taken at TMCC/UNR.

**BIOL 240 HEREDITY MAN AND THE ENVIRONMENT ..... 3**  
 Principles of genetics with emphasis on humans and the effects of natural and artificial influences in modifications of inheritance. Study of basic genetic probabilities, autosomal, sex-linked and multiple gene inheritance, basic genetic chemistry and social implications. Three hours lecture.

**BIOL 251 GENERAL MICROBIOLOGY ..... 4**  
 Prerequisite: 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 ..... 1-8**  
 A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits.

**BIOL 299B SPECIAL TOPICS IN BIOLOGY ..... 1-4**  
 Prerequisite: BIOL 100 or higher or 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)

**BOT 115B PLANTS OF WESTERN NEVADA ..... 3**  
 Survey course of the plants and ferns of western Nevada.

## Business (BUS)

**BUS 101 INTRODUCTION TO BUSINESS ..... 3**  
 Prerequisite: BUS 106, ENG 090 or equivalent or qualifying ACCUPLACER, ACT/SAT test results. Survey course designed to give students a broad introduction to the principles, practices and functions of businesses as they are practiced in both the national and global economies. Relevance will be provided through research and Internet projects and assignments. Topics to be covered include management, marketing, finance, investments and various other areas such as international business, small business and ethics. This course transfers to UNR as BUS 101 and is acceptable as a business elective in the 2+2 program.

**BUS 105B EMPLOYMENT ORIENTATION ..... 1**  
 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 ..... 3**  
 Prerequisite: qualifying ACCUPLACER or ACT/SAT test results. If scores are below the minimum required, it is recommended that the student take the level in which one is placed as a pre/corequisite to BUS 106. This course in practical business English includes principles of grammar, punctuation and word usage, paragraph development and formatting of basic business correspondence. The English language is constantly changing and this course will reflect leading-edge practices in use in the business community.

**BUS 107 BUSINESS SPEECH COMMUNICATIONS ..... 3**  
 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 ..... 1-6**  
 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 and structuring through units. Emphasis on inductive and deductive business letters, memorandums and reports. This course is transferable as a general elective to UNR.

**BUS 117B APPLIED BUSINESS MATH ..... 3**  
 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 reconciliations, present value, markup and markdowns, simple and compound interest, trade and cash discounts, sales and property taxes, payroll, understanding overhead and analyzing financial reports.

**BUS 150 PERSONAL FINANCE ..... 3**  
 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? ..... 3**

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 ..... 0.5-6**

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.

**BUS 272 LEGAL ENVIRONMENT ..... 3**

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 ..... 1-8**

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on a basis of 75 hours of internship for one credit. May be repeated for up to eight credits.

## Chemistry (CHEM)

**CHEM 100 MOLECULES AND LIFE IN THE MODERN WORLD ..... 3**

Prerequisite: MATH 120 or equivalent or qualifying ACCUPLACER, ACT/SAT test results. A general introduction into selected topics in inorganic and organic chemistry. Four laboratory experiences are required through the course period. This course meets UNR science core curriculum requirements.

**CHEM 104 BASIC CHEMISTRY ..... 5**

Prerequisite: 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 ..... 5**

Prerequisite: 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 .... 5**

Prerequisite: 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 microcomputers to data acquisition and management is emphasized. Three hours lecture and three hours lab per week.

**CHEM 121 GENERAL CHEMISTRY I ..... 4**

Prerequisite: 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. Three hours lecture and three hours lab per week. Transfers for 4 credits to UNR/UNLV. Satisfies UNR core curriculum.

**CHEM 121R GENERAL CHEMISTRY WITH RECITATION I ..... 5**

Prerequisite: 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. Three hours lecture, three hours lab and one hour recitation class. Satisfies UNR core curriculum.

**CHEM 122 GENERAL CHEMISTRY II ..... 4**

Prerequisite: 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. Three hours lecture and three hours lab per week. Transfers for 4 credits to UNR/UNLV. Satisfies UNR core curriculum.

**CHEM 122R GENERAL CHEMISTRY WITH RECITATION II ..... 5**

Prerequisite: CHEM 121 (formerly CHEM 101) or CHEM 121R, MATH 126 or higher 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. Three hours lecture, three hours lab and one hour recitation class. Satisfies UNR core curriculum.

**CHEM 198B SPECIAL TOPICS IN CHEMISTRY ..... 0.5-6**

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.

**CHEM 201 GENERAL CHEMISTRY FOR SCIENTISTS AND ENGINEERS ..... 4**

Prerequisite or corequisite: 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, electrochemistry. Credit allowed for only one of the following, CHEM 121, 121R or 201.

**CHEM 220 INTRODUCTORY ORGANIC CHEMISTRY ..... 4**

Prerequisite: 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. Three hours lecture and three hours lab per week. Transfers for four credits to UNR/UNLV.

**CHEM 290B INTERNSHIP IN CHEMISTRY ..... 1-8**

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for an application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 75 hours of internship for one credit. May be repeated for up to eight credits.

# Cisco Networking (CSCO)

## **CSCO 120 CISCO NETWORKING ACADEMIES I ..... 5**

Cisco Networking Academies I is the first in a sequence of four courses. This course focuses on networking fundamentals including the OSI model and industry standards, networking topologies, IP addressing (including subnet masks) and basic network design. Upon successful completion of all four courses, students will be qualified to take the Cisco Certified Network Associate (CCNA) exam.

## **CSCO 121 CISCO NETWORKING ACADEMIES II ..... 5**

Prerequisite: CSCO 120. This is the second in a sequence of four Cisco courses. This course focuses on router theory and technologies including beginning router configurations, router and routing protocols and an introduction to LAN switching. Upon successful completion of all four courses, student will be qualified to take the Cisco Certified Network Associate (CCNA) exam. This course may be repeated for up to 10 credits.

## **CSCO 220 CISCO NETWORKING ACADEMIES III ..... 5**

Prerequisite: CSCO 121. This is the third in a sequence of four Cisco courses. This course focuses on advanced routing and switching, including advanced router configurations, LAN switching, network management and advanced network design. Upon successful completion of all four courses, students will be qualified to take the Cisco Certified Network Associate (CCNA) exam. This course may be repeated for up to 10 credits.

## **CSCO 221 CISCO NETWORKING ACADEMIES IV ..... 5**

Prerequisite: CSCO 220. This is the fourth in a sequence of four Cisco courses. This course focuses on project-based learning including advanced network design projects and advanced network management projects. Upon successful completion of all four courses, students will be qualified to take the Cisco Certified Network Associate (CCNA) exam. This course may be repeated for up to 10 credits.

## **CSCO 280 ADVANCED ROUTING ..... 5**

Prerequisites: CSCO 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).

## **CSCO 281 REMOTE ACCESS ..... 5**

Prerequisite: CSCO 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).

# College Success Skills (CPD)

## **CPD 122 SUCCESS SKILLS IN COLLEGE ..... 1-3**

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.

# Computer and Office Technology (COT)

## **COT 101B COMPUTER KEYBOARDING I ..... 1-3**

This course involves developing basic skills for touch typing keyboard proficiency on computers. Elementary word processing functions are introduced. Development of speed and accuracy skills are an integral part of this course. Basic computer operations are introduced for using the keyboarding software. Formerly COT 100B.

## **COT 114B GENERAL MEDICAL OFFICE BILLING ..... 3**

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.

## **COT 115B COMPUTERIZED MEDICAL OFFICE BILLING ..... 3**

Prerequisite: COT 150 or 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 and 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.

## **COT 110B\* BUSINESS MACHINES ..... 1-3**

This course develops skills using electronic printing calculators. The skills are applied to business math problems which include touch addition of whole numbers, multiplication, division, fractions and decimals, percentages, markdown and markup, interest, payrolls and installment buying.

## **COT 111B TRANSCRIBING MACHINES ..... 1-3**

Prerequisites: 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.

## **COT 122B MEDICAL TYPING AND TRANSCRIPTION ..... 1-4**

Prerequisites: COT 150 or 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.

## **COT 123B LEGAL TYPING AND TRANSCRIPTION ..... 1-3**

Prerequisites: COT 150 or COT 151 and 40 wpm minimum typing speed. The Legal Typing 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.

## **COT 150 INTRODUCTION TO WORDPERFECT ..... 1-3**

Recommend minimum typing speed of 40 wpm. 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.



**COT 151 INTRODUCTION TO MICROSOFT WORD ..... 3**

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 198B SPECIAL TOPICS IN COMPUTER AND OFFICE TECHNOLOGY ..... 0.5-6**

Prerequisite: various skills recommended depending on the course content. Various short courses and workshops 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. The course may be repeated for up to six credits.

**COT 202B INTRODUCTION TO COMPUTER APPLICATIONS ..... 3**

This course introduces and builds important skills for using the Microsoft Office Professional Suite, including Word, Excel, Access and PowerPoint. The student will also be briefly introduced to the operating system. The course includes an interactive CD on computer concepts.

**COT 204 USING WINDOWS ..... 1-3**

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.

**COT 207B BUSINESS APPLICATIONS ON THE INTERNET ..... 3**

Prerequisite: IS 101 or 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 216 INTERMEDIATE WORD PROCESSING ..... 1-3**

Advance upon the beginner level. COT 216 builds upon word precessing 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.

**COT 217 OFFICE PUBLICATIONS ..... 1-3**

Prerequisite: IS 101 or equivalent. This course introduces students to basic techniques of desktop publishing and Web page publishing in an office environment using Microsoft Publisher and Microsoft FrontPage applications. 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 266 INTERMEDIATE DATABASE CONCEPTS ..... 1-3**

Prerequisites: IS 101 and 201. Concepts, capabilities and development of computer databases and database management systems. Includes database language programming, typical database applications and relational databases, on both PC and minicomputers.

**COT 290B INTERNSHIP IN COMPUTER AND OFFICE TECHNOLOGY ..... 1-6**

A course designed wherein students will apply knowledge and skills to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed most core and major requirements and have a 2.5 GPA. 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. May be repeated for up to six credits.

**COT 299B INDEPENDENT STUDY ..... 1-6**

Prerequisite: 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 a special project or study in the area of office administration, depending upon the nature of the special projects chosen by the students. May be repeated for up to six credits.

# Computer Information Technology (CIT)

**CIT 110 A+ HARDWARE ..... 3**

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.

**CIT 111\* A+ SOFTWARE ..... 3**

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 the CompTIA A+ Certification DOS/Windows module test.

**CIT 130 BEGINNING JAVA ..... 3**

Prerequisite: IS 115 or previous programming experience with 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.

**CIT 131\* BEGINNING C PROGRAMMING ..... 3**

Prerequisite: IS 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.

**CIT 132 BEGINNING VISUAL BASIC ..... 3**

Prerequisite: IS 115. In-depth study of the Visual BASIC computer language as used for writing business oriented programs. Use of computer equipment to supplement classroom instruction. Program written in debugging.

**CIT 133\* BEGINNING C++ ..... 3**

Prerequisite: 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.

**CIT 151 BEGINNING WEB DEVELOPMENT ..... 3**

Prerequisite: IS 101 or instructor 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 152B\* WEB SCRIPT LANGUAGE PROGRAMMING ..... 3**

Prerequisite: CIT 151. This course concentrates on client-side scripting with an emphasis on JavaScript and VBScript. Client-side technologies are used to validate form data, as well as to provide ways of interacting with visitors. This class builds upon the information presented in CIT 151 Beginning Web Development (HTML and JavaScript) and will also provide an introduction to server-side scripting.

**CIT 153 BEGINNING PERL ..... 3**

Prerequisite: CIT 111\*, C, C++ or Java. 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 ..... 3**

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 ..... 3**

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 ..... 3**

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 ..... 3**

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 and Configuration exam or the System Administration exam will earn the student a LCP certificate. Passing all four tests will earn the LCA certificate.

**CIT 181 INTRODUCTION TO ORACLE ..... 3**

Prerequisite: IS 201 is strongly recommended. This course is designed to provide a generalized guide for developing a relational database application using the Oracle 8 database management system. Topics include creating and modifying tables, maintaining data, queries with PL/SQL, building forms and reports and creating a database application. Students should have a basic knowledge of database concepts.

**CIT 198B SPECIAL TOPICS IN COMPUTER INFORMATION TECHNOLOGY ..... 1-6**

Prerequisite: various skills will be recommended, depending upon course content. Various short courses and workshops covering a variety of subjects in the 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 200 COMPUTER TROUBLESHOOTING FOR TEACHERS ..... 1**

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.

**CIT 201 WORD CERTIFICATION PREPARATION ..... 1-3**

This course is a Microsoft-approved study guide for the Microsoft Office User Specialist certification program for Word 2002. 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.

**CIT 202 EXCEL CERTIFICATION PREPARATION ..... 1-3**

This course is a Microsoft-approved study guide for the Microsoft Office User Specialist certification program for Excel 2002. Students will move from introductory concepts, such as cell references, formulas, functions and formatting to advance topics including three-dimensional references, pivot tables, sharing workbooks and exporting worksheets to the Internet.

**CIT 203 ACCESS CERTIFICATION PREPARATION ..... 1-3**

This course is a Microsoft-approved study guide for the Microsoft Office User Specialist certification program for Access 2002. 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.

**CIT 204 POWERPOINT CERTIFICATION PREPARATION ..... 2**

This course is a Microsoft-approved study guide for the Microsoft Office User Specialist certification program for PowerPoint 2002. 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.

**CIT 209B USER SUPPORT SKILLS AND TECHNOLOGY ..... 3**

Prerequisites: CIT 110 and 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.

**CIT 211 MCSE I ..... 3-5**

Recommended prerequisites: CIT 111\* and CSCO 120. This course provides students with the knowledge and skills necessary to perform administration tasks in a single-domain Microsoft Windows 2000 based network. This course is suitable for people with no prior experience in system administration.

**CIT 212 MCSE II ..... 3-5**

Prerequisite: CIT 211. Recommended prerequisites: CIT 110 and 111\*. This course is intended for new-to-product support professionals who will be responsible for installing and configuring Microsoft Windows 2000 Server and for those who are on the Microsoft Certified Systems Engineer (MCSE) Windows 2000 certification track. It provides the knowledge and skills necessary to install and configure Windows 2000 Server to create file, print and terminal servers. It helps prepare students for the MCSE core exam 70-215.

**CIT 213\* MCSE III ..... 3-5**

Prerequisite: CIT 211 (or take concurrently). Recommended prerequisite: A+ certification and CSCO 120. This course is designed to provide support professionals with the knowledge and skills necessary to install and configure the Microsoft Windows 2000 Server and Microsoft Windows 2000 Professional operating system.

**CIT 214\* MCSE IV ..... 3-5**

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 2000 Active Directory services. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers. This course may be repeated.

**CIT 215 MCSE ELECTIVES ..... 3-5**

Recommended prerequisite: CIT 213\*. This course teaches a topic which is selected from Microsoft's Windows 2000 electives used in its certification programs. Topics will be selected based on current standards in computer networking and industry demands in training. Topics will include, but not be limited to, active directory design; infrastructure design; security design; SQL design, implementation and administration, SNA implementation; Exchange Server design, implementation and administration; Proxy Server design, implementation and administration; as well as implementation of new utilities and programs as developed. This course may be repeated under different topics up to 50 times.

**CIT 230 ADVANCED JAVA ..... 3**

Prerequisite: CIT 130. This course builds upon the foundation constructed in Beginning Java. Since Java works behind the scenes to power Internet applications, this class will focus more heavily upon application development with an emphasis on client-side and server-side techniques. Example topics include, but are not limited to, Swing, Collections, Multimedia, Networking, JDBC, Servlets and JSP, JavaBeans and XML.

**CIT 231\* ADVANCED C PROGRAMMING ..... 3**

Prerequisite: 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.

**CIT 232 ADVANCED VISUAL BASIC ..... 3**

Prerequisite: CIT 132 or approval of the instructor. In-depth study of the advanced BASIC programming language concepts as used for writing business-oriented programs. Use of computers to enter, debug and execute programs.

**CIT 233\* ADVANCED C++ ..... 3**

Prerequisite: CIT 131\*. 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.

**CIT 251 ADVANCED WEB DEVELOPMENT ..... 3**

Prerequisite: CIT 151 or strong working knowledge of HTML and Java Script. 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 ..... 3**

Prerequisite: 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 257B WEB LANGUAGES (VARIABLE TITLES) ..... 3**

Prerequisite: CIT 152, 153 or instructor approval. This course explores a variety of "emerging" technologies that are used in sophisticated Web sites. Students will explore advanced Internet topics that may include dynamic Web site content, database integration, e-commerce, security, server-side configurations, scripting, common gateway interfaces and Web application development. This course may be repeated for a maximum of nine credit hours.

**CIT 260 SYSTEMS ANALYSIS AND DESIGN I ..... 3**

Prerequisites: 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.

**CIT 290B INTERNSHIP IN COMPUTER AND INFORMATION**

**TECHNOLOGY ..... 1-6**

Prerequisite: 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 COMPUTER INFORMATION**

**TECHNOLOGY II ..... 1-6**

Prerequisite: 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.

**CIT 299B INDEPENDENT STUDY IN COMPUTER INFORMATION**

**TECHNOLOGY ..... 1-6**

Prerequisite: 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 substituted for another course with special permission of the division.

## Construction (CONS)

**CONS 101B FUNDAMENTALS OF CONSTRUCTION**

**TECHNOLOGY ..... 1-6**

This course is designed to give students, with the ambition for 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 and basic rigging. May be repeated for up to six credits.

**CONS 103 INTRODUCTION TO THE UNIFORM BUILDING**

**CODE ..... 3**

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 ..... 1-4**

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. May be repeated for up to four credits.

**CONS 105 HOME MAINTENANCE ..... 3**

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 ..... 3**

Prerequisite: CONS 103. A comprehensive non-structural 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 ..... 4**  
 Prerequisite: 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-foot tape, engineer's level and the transit.
- CONS 111B SURVEYING II ..... 4**  
 Prerequisite: 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 ..... 3**  
 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 ..... 3**  
 A study of the fundamental language utilized in industrial drawing. Stresses the reading and interpretations of representative industrial blueprints.
- CONS 133 UNIFORM PLUMBING CODE ..... 3**  
 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 ..... 0.5-6**  
 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.
- CONS 205B ON-SITE SAFETY TECHNICIAN ..... 1-8**  
 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 be seeking an entry-level position as a construction safety technician.
- CONS 210B ON-SITE CONSTRUCTION SUPERVISION ..... 1-4**  
 On-Site Supervision provides the basis for 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. May be repeated for up to four credits.
- CONS 211B CONSTRUCTION SUPERINTENDENT:  
 COST AWARENESS/PRODUCTION CONTROL ..... 2**  
 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, audiotape presentation and testing. Topics include the construction cycle, estimates, work and cost analysis, reporting and cost comparison, short interval production scheduling and production control.
- CONS 212B CONSTRUCTION LAW ..... 2**  
 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, audiotape 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 ..... 2**  
 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, audiotape 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 ..... 1-8**  
 A course designed wherein students will apply knowledge to real-on-the-job situations in a program designed by a company official and faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits.

## Cooperative Education Internship (CE)

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- CE 195B EMPLOYABILITY SKILLS ..... 3**  
 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 for many AAS degree programs.
- CE 196B WORK EXPERIENCE I ..... 1-9**  
 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 EDUCATION ..... 0.5-6**  
 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.

# Cosmetology (COS)

For more information on the cosmetology courses, call TMCC's community services division at (775) 829-9010.

<b>COS 101B MANICURE I</b> .....	<b>3</b>	<b>COS 122B HAIR DESIGN III</b> .....	<b>10</b>
<p>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.</p>		<p>Prerequisites: 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 he/she strives for mastery of all theoretical principles and technical skills. Upon successfully completing the class, the student will be fully qualified for employment.</p>	
<b>COS 102B MANICURE II</b> .....	<b>4</b>	<b>COS 200B SALON MANAGEMENT</b> .....	<b>1</b>
<p>Prerequisite: 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.</p>		<p>Prerequisite: 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, students will understand how to develop and revise a business plan best suited to their individual needs.</p>	
<b>COS 103B MANICURE III</b> .....	<b>3</b>	<b>COS 201B EXAM PREPARATION: NAILS</b> .....	<b>1</b>
<p>Prerequisites: COS 101B, 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 he/she strives for mastery of all theoretical principles and technical skills. Upon successfully completing the class, the student will be fully qualified for employment.</p>		<p>Prerequisites: COS 101B, 102B, 103B and/or the discretion of the director. This class is for students who have completed the prerequisite courses 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.</p>	
<b>COS 110B ESTHETICS I</b> .....	<b>3</b>	<b>COS 210B EXAM PREPARATION: ESTHETICS</b> .....	<b>1</b>
<p>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.</p>		<p>Prerequisites: COS 110B, 111B and 112B or director's approval. This class is for students who have completed the prerequisite courses 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.</p>	
<b>COS 111B ESTHETICS II</b> .....	<b>4</b>	<b>COS 220B EXAM PREPARATION: HAIR DESIGN</b> .....	<b>1</b>
<p>Prerequisite: 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.</p>		<p>Prerequisites: 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.</p>	
<b>COS 112B ESTHETICS III</b> .....	<b>5</b>	<b>COS 230B EXAM PREPARATION: COSMETOLOGY</b> .....	<b>1</b>
<p>Prerequisites: 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 he/she strives for mastery of all theoretical principles and technical skills. Upon successfully completing the class, the student will be fully qualified for employment.</p>		<p>Prerequisites: 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.</p>	
<b>COS 120B HAIR DESIGN I</b> .....	<b>12</b>	<b>COS 231B SALON PSYCHOLOGY</b> .....	<b>1</b>
<p>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.</p>		<p>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 coworkers.</p>	
<b>COS 121B HAIR DESIGN II</b> .....	<b>12</b>		
<p>Prerequisite: 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.</p>			

# Counseling and Personal Development (CEP/CPD)

## **CEP 254 BIOPSYCHO-SOCIAL FACTORS IN ADDICTION ..... 3**

Prerequisite: CPD 116 or permission of the instructor. Theories of alcohol and other drug addictions with emphasis on the signs and symptoms of problematic use, as well as methods of assessment and intervention.

## **CEP 255 DEVELOPMENTAL THEORIES-PREVENTION/ EDUCATION STRATEGIES ..... 3**

Prerequisite: CPD 116. Impact of addiction on development in children and families, prenatal addiction and fetal alcohol syndrome and current prevention and education models and services.

## **CPD 101B INTRODUCTION TO HUMAN AND COMMUNITY SCIENCES ..... 3**

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 ..... 1-3**

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. Course taught as pass/withdraw only.

## **CPD 116 SUBSTANCE ABUSE-FUNDAMENTAL FACTS AND INSIGHTS ..... 3**

This course covers the following topics related to substance abuse in our society: identification of substances, reasons for abuse of alcohol and of drugs, signs and symptoms of substance abuse and approaches and techniques recognized as effective in substance abuse counseling. It is recommended that students take the BADA workshop Classification of Alcohol in addition to this course for BADA certification. College credit can be given for the workshop.

## **CPD 117 INTRODUCTION TO COUNSELING ..... 3**

Prerequisite: PSY 101 or instructor approval. This course is designed to provide each student with a working knowledge and understanding of basic communication and clinical interviewing skills used in counseling. Discusses confidentiality and ethics issues. Includes experiential role play.

## **CPD 118B COMMUNITY RESOURCES IN SUBSTANCE ABUSE .... 2**

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 ... 2**

Prerequisite: CPD 116. This course is structured to provide each student with a working knowledge and understanding of treatment planning from intake to aftercare. Discusses data acquisition, the importance of maintaining up-to-date counseling goals and objectives, documentation of the therapeutic process and federal and state requirements. It is recommended that students take the BADA workshop Confidentiality in addition to this course for BADA certification. College credit can be given for the workshop.

## **CPD 122 SUCCESS SKILLS IN COLLEGE ..... 1-3**

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 ..... 2**

A course in life and career planning, offered to help students make informed occupational choices. The course includes self-assessment (personal values, abilities and interests), opportunities for research into different careers and training in proper decision-making and goal-setting procedures.

## **CPD 124B DEVELOPING YOUR OWN POTENTIAL ..... 1-3**

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 ..... 1-3**

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 ..... 1-3**

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 ..... 1-3**

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 ..... 1-3**

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 ..... 3**

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 ..... 3**

Prerequisites: CPD 117 and PSY 101. 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 ..... 3**

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 ..... 3**

Prerequisite: CPD 117, PSY 101 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.

**CPD 136B STRESS MANAGEMENT TECHNIQUES II ..... 1-3**

Prerequisite: 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 that affect the body.

**CPD 139B ASSERTIVENESS TECHNIQUES II ..... 1-3**

Prerequisite: 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 ..... 3**

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 ..... 0.5-6**

Various short courses and workshops covering a variety of subjects such as AIDS, child abuse, co-dependency and 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 ..... 3**

Prerequisite: 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 ..... 1**

Prerequisite: 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 ..... 2**

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 ... 3**

Prerequisites: CPD 117 and PSY 101. 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 ABUSE ..... 3**

Prerequisites: CPD 117 and PSY 101. 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 and family members.

**CPD 290 INTERNSHIP IN COUNSELING ..... 1-8**

Prerequisite: 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.

**CPD 291 SUBSTANCE ABUSE COUNSELING PRACTICUM I ..... 3**

Prerequisites: 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 ..... 3**

Prerequisites: 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)

**CTRP 101B INTRODUCTION TO COURT REPORTING ..... 0.5**

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 ..... 2**

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 ..... 3**

Prerequisites: 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 ..... 3**

Beginning speed building, concentration on increasing control, developing briefs and skills, learning to write straight copy, two-voice Q/A (question and answer), some literary and jury charge.

**CTRP 111B COURT REPORTING SHORTHAND IV ..... 3**

Intermediate speed building, concentration on increasing control and speed, developing briefs and phrases, writing straight copy, two-voice Q/A (question and answer), some literary four-voice Q/A and jury charge. 100-140 wpm.

**CTRP 112B COURT REPORTING SHORTHAND V ..... 3**

Continued speed building, concentration on increasing control and speed, developing briefs and phrases, writing straight copy, two-voice Q/A (question and answer), four-voice Q/A, literary material and jury charge. 140-180 wpm.

- CTRP 113B COURT REPORTING SHORTHAND VI ..... 3**  
 Continued speed building, concentration on increasing control and speed, developing briefs and phrases, writing, two-voice Q/A (question and answer), four-voice Q/A, literary and jury charge. 180-220 wpm.
- CTRP 114B COURT REPORTING SHORTHAND VII ..... 3**  
 Continued speed building, concentration on increasing control and speed, developing briefs and phrases, writing, two-voice Q/A (question and answer), four-voice Q/A, literary material, jury charge.
- CTRP 115B COURT REPORTING SHORTHAND VIII ..... 3**  
 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)

- CRJ 101 INTRODUCTION TO CRIMINAL JUSTICE I ..... 3**  
 History, philosophy and functions of criminal justice system, law enforcement, criminal law and constitutional rights as they affect system functioning.
- CRJ 102 INTRODUCTION TO CRIMINAL JUSTICE II ..... 3**  
 Adjudicatory process, adult and juvenile corrections functions within the criminal justice system.
- CRJ 105B CORRECTIONAL OPERATIONS AND JAIL MANAGEMENT ..... 3**  
 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 ..... 3**  
 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 ..... 1-3**  
 Prerequisite: 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 114B FIREARMS II ..... 1-3**  
 Prerequisite: 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 ..... 3**  
 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 ..... 3**  
 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 ..... 1**  
 Introduction to careers in law; preparing and applying for law school.
- CRJ 126 LEGAL RESEARCH AND METHODS ..... 1**  
 Exposure to American legal thought, methods of reasoning and research with a focus on identifying legal issues and developing basic legal research skills.
- CRJ 127 LEGAL WRITING ..... 1**  
 Prerequisite: CRJ 126. Introduction to the process, structure and forms of legal argument and writing and citation skills.
- CRJ 150B PRINCIPLES OF DRUG ABUSE ..... 3**  
 Drug types and their effects, drug use as a contributing factor in crime, narcotics enforcement programs and drug use as a problem in correctional institutions.
- CRJ 155 JUVENILE JUSTICE ..... 3**  
 Decision-making processes, theories of delinquent behavior, court decisions and problems affecting the administration of justice during childhood and adolescence. Transfers as an elective to UNR.
- CRJ 160B PRINCIPLES OF PRIVATE INVESTIGATION ..... 3**  
 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 ..... 3**  
 A course covering the photographic processes and their use in police, fire and security services. An elemental knowledge of photography is required.
- CRJ 163B INVESTIGATIVE PHOTOGRAPHY II ..... 3**  
 Prerequisite: CRJ 162B. A course covering advanced investigative photographic techniques and the use of digital photography.
- CRJ 164 PRINCIPLES OF INVESTIGATION ..... 3**  
 Fundamentals of investigation, crime scene search and recording, collection and presentation of physical evidence, scientific aids, sources of information, case preparation, interviews and interrogations and follow-up.
- CRJ 168B CRIME SCENE INVESTIGATION AND EVIDENCE ..... 1-3**  
 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 ..... 3**  
 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 ..... 0.5-6**  
 Various short courses and workshops covering a variety of subjects. The class will be a variable credit of one-half to six credits depending on the class content and number of hours required. The course may be repeated up to six hours of credit.
- CRJ 201 WOMEN IN THE CRIMINAL JUSTICE SYSTEM ..... 3**  
 Overview 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 defendants and prisoners, and women as practitioners and professionals - i.e., police, courts and corrections.



**CRJ 205B LAW ENFORCEMENT AND P.O.S.T. INSTRUCTOR DEVELOPMENT ..... 3**  
 Course covers the fundamental skills needed for effective instruction in the law enforcement field. Learning methods, establishing training needs and objectives, overcoming stage-fright, nonverbal 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 ..... 3**  
 Historical development, roles, socialization and problems of police work. Transfers to UNR as CJ 211, Police in America.

**CRJ 214 PRINCIPLES OF POLICE PATROL TECHNIQUES ..... 3**  
 Identification of community problems which require prevention, suppression or control through the basic methods and techniques of police patrol. Special attention to the responsibilities of officers in varying patrol situations such as foot beats, one-person cars, K-9 corps and/or tactical units. Techniques of observation and perception. Recognition of police hazards, their evaluation and proper police patrol action.

**CRJ 215 PROBATION AND PAROLE ..... 3**  
 Survey of the probation and parole system of the United States through development of the present system. Shows different systems within the United States, executive clemency, parole, rights of prisoners, probationers and parolees, treatment strategies, administrative aspects and correctional and professional aspects of the parole and probation officer.

**CRJ 218B EXPLOSIVES AND CLANDESTINE DRUG LABS ..... 3**  
 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 ..... 3**  
 Prerequisite: 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 PROCEDURES ..... 3**  
 Prerequisites: CRJ 101 and 102. Integrated overview of the elements of substantive criminal law and the fundamental concepts of due process and fairness underlying American criminal procedures.

**CRJ 225 CRIMINAL EVIDENCE ..... 3**  
 Origin, development, philosophy and constitutional basis of evidence, constitutional and procedural considerations affecting arrest, search and seizure, kinds of degrees of evidence and rules governing admissibility, judicial decisions interpreting rights and case studies.

**CRJ 226 PREVENTIONS AND CONTROL OF DELINQUENCY ..... 3**  
 Survey and evaluation of police programs designed to prevent juvenile delinquency. Techniques of enforcement relative to the control of delinquency, investigation procedures in individual cases of delinquency and methods of referral to related agencies.

**CRJ 228B FIREARMS IDENTIFICATION, INVESTIGATION AND EVIDENCE ..... 1-3**  
 The history and development of gunpowder, firearms, modern high explosives, high explosives, propellants and 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 ..... 3**  
 Prerequisite/corequisite: UNR's APST 207, Practical Statistics. Techniques commonly utilized in criminal justice research, emphasis on research design, methods of data collection, measurement of variables and validity and reliability.

**CRJ 230 CRIMINAL LAW ..... 3**  
 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 .

**CRJ 232 PRINCIPLES OF CORRECTIONAL ADMINISTRATION .... 3**  
 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 and varied treatment strategies available.

**CRJ 235B JUVENILE COURTS AND PROCEDURES ..... 3**  
 Jurisdiction, function and organization of agencies dealing with juvenile law and court procedures.

**CRJ 239B POLICE SUPERVISION ..... 3**  
 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 ..... 3-4**  
 An overview of the forensic sciences. The role of science in the utilization of physical evidence in matters of criminal and civil law. Emphasis is placed on the value and assistance of modern scientific knowledge to the investigation. Includes laboratory demonstrations and direct experience examining physical evidence. Three hours lecture and three hours lab per week.

**CRJ 270 INTRODUCTION TO CRIMINOLOGY ..... 3**  
 The course includes a brief history of the theories of criminology, the police and the offender with particular emphasis given to criminal career perspectives, detailing from a sociological standpoint and types of offenders who commit specific offenses.

**CRJ 285B SELECTED TOPICS IN CRIMINAL JUSTICE ..... 1-6**  
 Selected topics in criminal justice. A course intended to provide flexibility in the criminal justice/correction program. Course subject will vary and cover critical and current issues in criminal justice.

**CRJ 289 LAW AND JUSTICE ..... 3**  
 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 ..... 1-8**  
 Work with selected law enforcement agencies, correctional agencies or security organizations; scheduling to occur during the final semester for the student in the program.

**CRJ 298 SPECIAL TOPICS IN CRJ ..... 3**  
 Prerequisite: 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)

**CUL 100 SANITATION/HACCP ..... 1-2**  
 Course covers all aspects of food service sanitation, but focuses on causes and prevention of food-borne illness and the implementation of HACCP quality assurance systems. Instruction includes lecture, demonstrations and special projects. Each student takes the NRA Food Service Manager certification exam. Passing this confers both NRA and Washoe County Food Service Manager certification.

- CUL 105 BASIC SKILLS DEVELOPMENT ..... 3**  
 Prerequisites: BUS 106, ENG 090 and MATH 093 or equivalent or qualifying ACCUPLACER, ACT/SAT test results. Entry-level course provides student with basic culinary skills to enroll in kitchen or baking production classes. Competencies include culinary history, professionalism, basic safety and sanitation, standardized recipe use and costing, basic nutrition and menu planning, introduction to ingredients, use of commercial kitchen equipment and hand tools, basic knife cuts and raw ingredient preparation. Students with previous culinary skills or training may challenge prior to the start of the semester.
- CUL 106 UNDERSTANDING CULINARY TECHNIQUES I ..... 6**  
 Prerequisite: CUL 105. Course teaches introductory hot food cookery with emphasis on product utilization, cost effectiveness, timing and presentation. Students practice traditional and modern cooking techniques and good nutrition. Much hands-on practice utilizing moist and dry heat cooking methods. They prepare sauces, soups, starches, vegetables and center of the plate entrees. Some menus include practical baking of quick breads and home baked desserts. Chef instructors make frequent demonstrations to reinforce and amplify recipes and lectures.
- CUL 108 UNDERSTANDING CULINARY TECHNIQUES II ..... 6**  
 Prerequisite: CUL 106 or permission of instructor. Continuation of CUL 106 covering the remainder of the portions of text not covered in CUL 105 or CUL 106. Instruction and kitchen expectations become more intense as students hone their skills on more difficult techniques and recipes. They will expand their repertoire in the preparation of sauces, proteins, starches, vegetables and fruits. Students receive a hands-on practical introduction to Garde Manger and the Bakeshop. Techniques and lectures augmented and reinforced by chef demonstrations.
- CUL 114 BUFFET CATERING ..... 3**  
 Prerequisite: CUL 106 or permission of the instructor. An introduction to on- and off-premise catering. Students learn professional techniques used by caterers to develop 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 phyllo dough, puff pastry, éclair paste, pie and tart dough, savory butters and fillings.
- CUL 125 PRINCIPLES OF BAKING ..... 3**  
 Prerequisite: 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 is introduced, however emphasis is on production of quality hand crafted products.
- CUL 130 GARDE MANGER ..... 3**  
 Prerequisites: CUL 106 or 108 and permission of the instructor. Course introduces students to the three main items of cold kitchen reception foods, canapés and hors d'oeuvres and buffet arrangements. Students gain hands-on experience in the production of pâté, galantines, terrines, salads and other foods that enhance buffets. Students will also be introduced to the use of aspic, techniques of food sculpture and ice carving, plus modern ways of decorating and arranging platters.

- CUL 170 RETAIL DELI AND BAKERY ..... 3**  
 Prerequisite: CUL 105, 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.
- CUL 195 SELECTED TOPICS IN CULINARY ARTS ..... 1-6**  
 Course designed to bring students current topical information on problems and/or issues, skills and/or techniques in various areas of food service. This course may be repeated for up to six credits.
- CUL 198 SPECIAL TOPICS IN CULINARY ARTS ..... 0.5-6**  
 Various short courses and workshops covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.
- CUL 200 AROMATICS/RESTAURANT EXPERIENCE ..... 4**  
 Prerequisites: CUL 106 or 108, permission of the instructor. Feed the folks who visit the Golden Frog, TMCC's student run restaurant. Students develop team skills as they plan and implement menus, develop and cost recipes, cook and serve the food and wash the dishes. Enhance dishes by discovering seasonings and their characteristics. This is a realistic experience in running a restaurant, meeting time deadlines and satisfying customers. It gives students a look at running a successful restaurant while developing speed in the kitchen.
- CUL 210 AMERICAN REGIONAL CUISINE ..... 3**  
 Prerequisite: CUL 108 or permission of instructor. Through lecture and hands-on cooking, students explore seven American regional cuisines and their local food specialties - New England, Middle Atlantic, Deep South, Texas and Southwest, Midwest and Mountain States, Pacific Northwest, California and Hawaii. Authentic recipes and ingredients will be utilized. Correct cooking techniques and authentic traditional seasoning are emphasized.
- CUL 220 INTERNATIONAL CUISINE ..... 3**  
 Prerequisite: CUL 106, 108 or permission of instructor. Through lecture and hands-on cooking, students explore seven important classical and trendy cuisines and some of their food specialties - French, German, Italian, Mexican, Japanese, Chinese and Caribbean. Authentic recipes and ingredients will be utilized. Correct cooking techniques and authentic traditional seasoning are emphasized.
- CUL 225 ADVANCED BAKING ..... 3**  
 Prerequisites: CUL 106, 125 and permission of the instructor. An advanced course, utilizing CUL 125 principles with emphasis on more sophisticated American and European goods such as layered dough, baked custards, gelatinization and restaurant type desserts. Students are expected to continue development of skills for producing quality products.
- CUL 230\* PASTRY ARTS ..... 3**  
 Prerequisite: CUL 106, 125 or permission of 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 gâteau.

**CUL 245 THE BUSINESS CHEF ..... 3**

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 operation's success. You will be exposed to such topics as organizing a business, food, labor and overhead costs, purchasing, equipment selection, basic facilities design and scheduling staff. Students exposed to completing spreadsheets and will demonstrate how to control costs, calculate cost percentages and breakeven points. Students should bring a calculator to the first class.

**CUL 250 SAUCIER ..... 3**

Prerequisite: CUL 106, 108 or permission of the instructor. Course teaches that sauces are created through patience, diligence and study while using top quality ingredients. Students learn both classical and modern methods of sauce making. Each student will be able to use each sauce in at least one dish and will understand other uses for the same sauce.

**CUL 295 WORK EXPERIENCE IN CULINARY ARTS ..... 1-6**

A course designed wherein students will apply knowledge and skills to real on-the-job situations in a program designed by a company official and faculty advisor to maximize learning experiences. Available to students who have completed most core and major requirements and have a 2.5 GPA. Contact the placement specialist in RDMT 315X or at 674-7661 for the application, screening and required skills evaluation. Up to six credit hours may be earned on the basis of 75 hours of internship for one credit.

## Dance (DAN)

**DAN 132 JAZZ DANCE, BEGINNING ..... 1**

Beginning techniques of jazz. May be repeated to a maximum of four credits.

**DAN 133 JAZZ DANCE, BEGINNING/INTERMEDIATE ..... 1**

Prerequisite: 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 ..... 1**

Beginning techniques of ballet. May be repeated to a maximum of four credits.

**DAN 136 BALLET, BEGINNING/INTERMEDIATE ..... 1**

Prerequisite: DAN 135. 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 138 MODERN DANCE, BEGINNING ..... 1**

Beginning techniques of modern dance. May be repeated to a maximum of four credits.

**DAN 139 MODERN DANCE, BEGINNING/INTERMEDIATE ..... 1**

Prerequisite: DAN 138. 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 235 BALLET, INTERMEDIATE ..... 1**

Prerequisite: DAN 135 or 136. Intermediate techniques of ballet. May be repeated to a maximum of four credits.

**DAN 238 MODERN DANCE, INTERMEDIATE ..... 1**

Prerequisite: DAN 138. Intermediate techniques of modern dance. May be repeated to a maximum of four credits.

**DAN 239 MODERN DANCE, INTERMEDIATE/ADVANCED ..... 1**

Prerequisite: DAN 238. Technique 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.

## Dental Assisting (DA)

**DA 110B ORIENTATION TO DENTAL ASSISTING ..... 1-3**

The legal, ethical, moral and professional responsibilities of dental personnel in the practice of dentistry. Personal requirements, professional conduct, interpersonal relationships, methods of acquiring and training certification of the dental assistant, recognition of dental forms and an introduction to dental and medical terminology. One (1) hour of class time per week.

**DA 111B INTRODUCTION TO DENTAL RADIOGRAPHY ..... 3**

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 ..... 3**

The anatomy and physiology of the head and neck are included. Embryology, histology, tooth morphology, occlusion and periodontal tissues are studied with special emphasis on tooth forms. Developmental and structural defects involving the oral cavity and teeth. Three (3) hours lecture are required per week.

**DA 115B DENTAL HEALTH EDUCATION ..... 1**

Principles of preventive dentistry to include nutritional physiology, essentials and counseling effect of nutrition on dental health, epidemiology, etiology and prevention of dental disease, design and management of a plaque control program and additional preventive measures, i.e., fluoride and sealant utilization. One (1) hour of class time per week is required.

**DA 116B PRECLINICAL DENTAL SCIENCE ..... 1.5**

Principles of microbiology, disease transmission, the universal numbering system, dental clinical charting with geometric and anatomical representations, periodontal charting, local anesthetic, vital signs and emergency prevention are discussed in depth. An introduction to body systems, respiratory and circulatory, as they impact dental care delivery are presented.

**DA 117B DENTAL MATERIALS AND TECHNIQUES I ..... 2**

An in-depth, comprehensive course of the properties, techniques and manipulation of dental materials used in operative dentistry. The dental materials discussed are bases and varnishes, amalgam and components, aesthetic and posterior composites, cements and impression materials. One two-hour lecture each week.

**DA 119B DENTAL CHAIRSIDE PROCEDURES ..... 4**

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 ..... 2-3**

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 ..... 2**

A continuation of DA 112B including the study of oral pathology, pharmacology and medical emergencies. Also included is an introduction of body systems: muscular, skeletal, endocrine, exocrine and reproductive systems.

**DA 123B PRACTICE MANAGEMENT AND PROCEDURES ..... 1-3**

Principles of dental office routine, management of dental office supplies, team responsibilities, receptionist and secretarial duties, dental bookkeeping, appointment control, laboratory prescriptions, letter writing, collections, telephone technique and filing. Employment interview techniques, employee rights and benefits and an introduction to computer application in a dental office.

**DA 125B SUPERVISED CLINICAL I ..... 4**

A continuation of DA 119B elevating laboratory proficiency to clinical proficiency in accordance with the State Dental Practice Act during two (2) rotations in selected private dental practices. One-hour lecture and sixteen (16) clinical experience hours per week are required.

**DA 127B DENTAL MATERIALS AND LAB TECHNIQUES II ..... 2**

A practical, hands-on study of dental laboratory equipment, safety and utilization of materials such as plaster, stone and die, model trimming, custom tray acrylic, aluminum and acrylic temporaries, simple orthodontic appliances and prosthodontic cleaning and polishing.

**DA 135B SUPERVISED CLINICAL II ..... 5**

A continuation of DA 125B 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 ..... 1**

An introduction to dental assisting as it relates to the specialties in dentistry, orthodontics, pedodontics, oral surgery, periodontics, endodontics and prosthodontics. A survey of the role of the dental assistant in public health dentistry is included. Fifteen (15) hours of lecture.

**DA 285B SELECTED TOPICS IN DENTAL ASSISTING ..... 1-6**

A course designed to assist the working dental assistant in updating, reviewing and increasing proficiency in a variety of dental assisting areas. One (1) hour class time per week for each credit is required.

## Dental Hygiene (DH)

**DH 104B DENTAL HYGIENE I ..... 2**

Prerequisite: 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. (Two hours lecture/discussion.)

**DH 105B INTRODUCTION TO CLINICAL PRACTICE ..... 2**

Prerequisite: 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. (Four hours lab.)

**DH 106B DENTAL SCIENCE CORE ..... 6**

Prerequisite: acceptance to dental hygiene program. Introduction to dental sciences including embryology, histology, dental anatomy, oral microbiology and head and neck anatomy. (Four hours lecture, six hours lab.)

**DH 107B LEGAL AND ETHICAL IMPLICATIONS IN DENTAL HYGIENE ..... 1**

Prerequisite: acceptance to dental hygiene program. Introduction to professional, legal and ethical concepts in dental hygiene. (One hour lecture/discussion.)

**DH 108B CONCEPTS OF PREVENTION ..... 2**

Prerequisite: 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. (Two hours lecture.)

**DH 112B ORAL RADIOLOGY ..... 3**

Prerequisite: 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. (Two lecture hours, three clinic hours.)

**DH 113B GENERAL AND ORAL PATHOLOGY ..... 3**

Prerequisite: 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. (Three lecture hours.)

**DH 115B CLINICAL PRACTICE I ..... 3**

Prerequisites: DH 104B 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 recare systems. (12 hours clinical.)

**DH 117B PERIODONTICS I ..... 2**

Prerequisite: 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. (One hour lecture, three hours lab/clinic.)

**DH 120B FUNDAMENTALS OF NUTRITION IN DENTISTRY ..... 3**

Prerequisite: acceptance to dental hygiene program. Introduction to principles of basic biochemistry. Application of nutritional education to dental hygiene practice. (Three hours lecture.)

**DH 202B PHARMACOLOGY ..... 2**

Prerequisite: 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. (Two lecture hours.)

**DH 203B SPECIAL PATIENTS ..... 2**

Prerequisite: 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. (Two lecture hours.)

**DH 205B CLINICAL PRACTICE II ..... 5**

Prerequisite: 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. (One hour seminar, 16 hours clinic.)

<b>DH 206B DENTAL MATERIALS .....</b>	<b>3</b>
Prerequisite: 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. (Two lecture hours, three lab hours.)	
<b>DH 207B PERIODONTICS II .....</b>	<b>2</b>
Prerequisite: acceptance to dental hygiene program. A study of the causes and classification of disease with the principles of treatment. (Two lecture hours.)	
<b>DH 208B COMMUNITY DENTAL HEALTH I .....</b>	<b>2</b>
Prerequisite: 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. (Two lecture hours.)	
<b>DH 209B PAIN AND ANXIETY CONTROL .....</b>	<b>3</b>
Prerequisite: 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. (Two hours lecture, three hours clinic.)	
<b>DH 215B CLINICAL PRACTICE III .....</b>	<b>5</b>
Prerequisite: DH 205B. A continuation of Clinical Practice II. (One hour seminar, 16 hours clinic.)	
<b>DH 216B PRINCIPLES OF DENTAL PRACTICE .....</b>	<b>1</b>
Prerequisite: acceptance to dental hygiene program. Concepts of dental office management, productivity, marketing, interviewing and responsibilities of professionals. (One lecture hour.)	
<b>DH 217B PERIODONTICS III .....</b>	<b>1</b>
Prerequisite: 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. (One lecture hour.)	
<b>DH 218B COMMUNITY DENTAL HEALTH II .....</b>	<b>2</b>
Prerequisite: DH 208B. Designed to prepare the student 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. (One hour lecture, three hours lab.)	
<b>DTEC 101B BASIC DIESEL MECHANICS .....</b>	
	<b>1-6</b>
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.	
<b>DTEC 108B HEAVY DUTY TRANSMISSIONS AND POWER TRAIN .....</b>	<b>1-6</b>
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.	

## Diesel Technician Educational Cooperative (DTEC)

<b>DTEC 110B HEAVY DUTY ELECTRICAL SYSTEMS .....</b>	<b>1-6</b>
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.	
<b>DTEC 111B ADVANCED DIESEL ELECTRICITY .....</b>	<b>1-6</b>
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.	
<b>DTEC 112B BATTERIES AND CHARGING SYSTEMS .....</b>	<b>1-6</b>
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 troubleshooting will be covered. The course will cover safety and the preventive maintenance that applies to batteries and charging systems.	
<b>DTEC 113B HEAVY EQUIPMENT STARTING MOTORS .....</b>	<b>1-6</b>
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 troubleshooting.	
<b>DTEC 114B HEAVY DUTY CHASSIS WIRING .....</b>	<b>1-6</b>
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 troubleshooting.	
<b>DTEC 115B ENGINE SENSORS AND GAUGES .....</b>	<b>1-6</b>
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 troubleshooting.	
<b>DTEC 130B INDUSTRIAL HYDRAULICS .....</b>	<b>1-6</b>
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.	
<b>DTEC 131B ADVANCED FLUID POWER TRANSMISSIONS .....</b>	<b>1-6</b>
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. Troubleshooting and preventive maintenance will be included in this course.	
<b>DTEC 136B HEAVY DUTY AIR SYSTEMS .....</b>	<b>1-6</b>
This course provides the student with the knowledge and skill required for maintenance, repair and troubleshooting of diesel powered equipment air systems.	
<b>DTEC 150B AIR CONDITIONING AND TRANSPORT REFRIGERATION .....</b>	<b>1-6</b>
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 troubleshooting and repairs of vehicle refrigeration.	
<b>DTEC 198B SPECIAL TOPICS IN DTEC .....</b>	<b>0.5-6</b>
Various short courses and workshops 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.	

**DTEC 200B DIESEL ENGINES ..... 1-14**

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. Repeatable to 14 credits.

**DTEC 205B ELECTRICAL/ELECTRONIC SYSTEMS ..... 1-14**

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. Repeatable to 14 credits.

**DTEC 210B DIESEL INJECTION TROUBLESHOOTING ..... 1-6**

This course provides training in overhauling procedures, engine operations, tune-up, diagnostics, failure analysis, use of testing equipment and special tool applications.

**DTEC 211B LIGHT DUTY PERFORMANCE ..... 1-6**

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.

**DTEC 212B ON/OFF HIGHWAY SUSPENSIONS ..... 1-6**

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.

**DTEC 213B CONVENTIONAL STEERING SYSTEMS ..... 1-6**

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 troubleshooting.

**DTEC 225B HEATING, VENTILATION AND AIR CONDITIONING ..... 1-5**

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. Repeatable to five credits.

**DTEC 230B DIESEL ENGINE REBUILDING ..... 1-6**

Diesel engine rebuilding will enable the student to receive valuable hands-on experience in disassembly, inspection, reassembly and adjustment of diesel engines.

**DTEC 231B ELECTRONIC FUEL INJECTION/A ..... 1-6**

This course will cover advanced topics in Caterpillar diesel powered equipment. Specific topics in preventive maintenance, troubleshooting and repair of computer controlled fuel injection systems will be covered.

**DTEC 232B ELECTRONIC FUEL INJECTION/B ..... 1-6**

This course will cover advanced topics in Cummins diesel powered equipment. Specific topics in preventive maintenance, troubleshooting and repair of computer controlled fuel injection systems will be covered.

**DTEC 235B STEERING AND SUSPENSION ..... 1-5**

This course provides students with introductory level basics in medium/heavy duty truck steering and suspension 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 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. Repeatable to five credits.

**DTEC 240B BRAKES ..... 1-7**

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. Repeatable to seven credits.

**DTEC 245B MEDIUM/HEAVY DUTY DRIVE TRAINS ..... 1-5**

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. Repeatable to five credits.

**DTEC 250B PREVENTATIVE MAINTENANCE ..... 1-6**

This course provides students with introductory level basics in preventative 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 preventative maintenance which assures the learner's ability to succeed as an entry-level medium/heavy duty truck technician specialist. Repeatable to six credits.

**DTEC 266B ENGINE TESTING AND ANALYSIS ..... 1-6**

Prerequisite: 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.

**DTEC 290B INTERNSHIP IN DIESEL POWER TECHNOLOGY I ..... 2**

Prerequisites: DTEC 101B, 210B, 211B, 230B and 266B 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 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.

## **DTEC 295B INTERNSHIP IN DIESEL POWER TECHNOLOGY II .... 2**

Prerequisites: DTEC 110B, 112B and 113B 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 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.

## **DTEC 296B INTERNSHIP DIESEL POWER TECHNOLOGY III ..... 2**

Prerequisites: DTEC 108B, 114B, 130B, 131B, 231B and 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.

## **DTEC 297B INTERNSHIP DIESEL POWER TECHNOLOGY IV ..... 3**

Prerequisites: 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.

## **DTEC 298B INTERNSHIP IN DIESEL POWER TECHNOLOGY V . 1-8**

Prerequisites: 2.0 GPA in session V course work and approval of the 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 (75 hours of work per credit) when individualized 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. Repeatable up to eight credits.

# Drafting (DFT)

## **DFT 100 BASIC DRAFTING PRINCIPLES ..... 3**

Concurrent recommendation: 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 102 TECHNICAL DRAFTING I ..... 3**

Prerequisite: DFT 100, 131 or instructor's approval. This course covers perception theories, lettering, geometric, orthographic, sketching, sectioning, auxiliary, dimensioning and pictorial problems.

## **DFT 103B TECHNICAL DRAFTING II ..... 3**

Prerequisite: DFT 102 or instructor's approval. A continuation of DFT 102. Introduction of revolutions, developments, threads, fasteners, springs and gears.

## **DFT 124B BLUEPRINT READING FOR INDUSTRY ..... 3**

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.

## **DFT 131 INTRODUCTION TO COMPUTER-AIDED DRAFTING .... 3**

Prerequisite: DFT 100 prior to or concurrent with DFT 131. 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.

## **DFT 133 INTERMEDIATE COMPUTER-AIDED DRAFTING ..... 3**

Prerequisite: DFT 131. Continuation of DFT 131. The course will cover advanced 2-D CAD operations. Student will draw and solve graphic problems on a CAD system.

## **DFT 198B SPECIAL TOPICS IN DRAFTING ..... 0.5-6**

Various short courses and workshops 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.

## **DFT 203B TECHNICAL DRAFTING III ..... 3**

Prerequisite: DFT 102. This advanced drafting course introduces the student to the elements of descriptive geometry and electronic drafting.

## **DFT 215 INTRODUCTION TO GIS ..... 3**

This course serves as an introduction into Geographic Information Systems. The course covers the basic concepts of a GIS to include data acquisitions, 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 ..... 3**

Prerequisite: 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 using the computer lab.

## **DFT 230 ADVANCED COMPUTER AIDED DRAFTING ..... 3**

Prerequisites: 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.

- DFT 232 CAD SYSTEM MANAGEMENT ..... 3**  
 Prerequisites: 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.
- DFT 233 SOLID MODELING AND PARAMETRIC DESIGN ..... 3**  
 Prerequisites: 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.
- DFT 235 AUTOCAD CUSTOMIZATION I ..... 3**  
 Prerequisites: 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).
- DFT 236 AUTOCAD CUSTOMIZATION II ..... 3**  
 Prerequisites: 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, introduction to auto lisp and script files).
- DFT 290B INTERNSHIP IN DRAFTING ..... 1-6**  
 Available to students who have completed most core and major requirements and have a 2.5 GPA. 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. 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. May be repeated for up to six credits.
- DFT 299B ENGINEERING-DRAFTING PROGRAM ASSESSMENT ..... 1**  
 Prerequisite: completion of all engineering drafting program course requirements. 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.

## Early Childhood Education (ECE)

- ECE 101B INTRODUCTION TO CHILD CARE ..... 1-3**  
 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.
- ECE 121 PARENT/CAREGIVER RELATIONSHIPS ..... 1**  
 A course designed for child development students in which they can acquire various communication skills to enhance parent/caregiver relationships. Newsletters, parent conferences, phone conversations, record keeping and student data folders.
- ECE 123 HEALTH AND NUTRITION FOR YOUNG CHILDREN ..... 1**  
 A study of young children concerning physical development, nutrition, health, safety and childhood illnesses and diseases. Skills developed in menu planning, selecting safe equipment and toys, routines to ensure good health and policies on illness.

- ECE 124 SENSORIMOTOR DEVELOPMENT INFANTS AND TODDLERS ..... 1-3**  
 Study of the development of sensorimotor skills in infants and toddlers. Emphasis placed on developing materials and activities for use in the home and child care setting which will foster sensory and motor skills in children from birth to two years.
- ECE 125 LANGUAGE DEVELOPMENT INFANT TODDLER ..... 1-3**  
 Study of language acquisition in infants and toddlers. Emphasis placed on developing materials and activities for use in the home and child care setting which enhance the development of expressive language in children from birth to three years.
- ECE 126 SOCIAL/EMOTIONAL DEVELOPMENT FOR INFANTS/TODDLERS ..... 1-3**  
 The study of affective development in infancy and toddlerhood. Emphasis on experiences and techniques for use in the home and child care setting which will foster self-concept and social interactions for children from birth to three years old.
- ECE 127 ROLE OF PLAY FOR INFANTS AND TODDLERS ..... 1-3**  
 The study of the role of play as it affects the social, emotional, physical and intellectual growth and development of infants and toddlers.
- ECE 128 SELF-HELP SKILLS FOR INFANTS AND TODDLERS ... 1-3**  
 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 ..... 1-3**  
 The study of setting up and maintaining an infant/toddler program environment with emphasis on health and safety concerns, space utilization, equipment and material needs and usage.
- ECE 130 INFANCY ..... 3**  
 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 131 INTRODUCTION TO TEACHING THE YOUNG CHILD ..... 3**  
 An introduction to early childhood education. A course which includes the history of child care, regulations, types of programs, legal issues, professional opportunities and current trends and issues. Emphasis is placed on the role of the preschool teacher in enhancing the social, emotional, physical and intellectual growth of preschool-aged children.
- ECE 140 ROLE OF THE SPECIAL NEEDS ASSISTANT ..... 1**  
 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 MANAGEMENT IN AN EARLY CHILDHOOD SPECIAL EDUCATION CLASSROOM ..... 1**  
 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.



**ECE 142 COMMUNITY RESOURCES FOR YOUNG CHILDREN WITH SPECIAL NEEDS ..... 1**

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 ..... 1**

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 EXPERIENCE IN EARLY CHILDHOOD SPECIAL EDUCATION ..... 1-3**

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 ..... 1**

Activities and materials for developing mathematics readiness in the preschool child. Math concepts such as shapes and counting sets will be included.

**ECE 152 SCIENCE IN THE PRESCHOOL CURRICULUM ..... 1**

Activities and materials for teaching science in the preschool. Lectures and hands on activities designed to acquaint the child with the world around him/her.

**ECE 154 LITERATURE FOR PRESCHOOL CHILDREN ..... 1**

Survey of books for use with preschool children. Included are criteria for selecting and using children's literature, techniques of story telling with and without audiovisual aids such as puppets, flannel graphs and story rolls.

**ECE 155 LITERACY AND THE YOUNG CHILD ..... 1**

Activities and materials for developing auditory and visual perception skills in the preschooler. Included are techniques for the development of language skills through experiences in listening, speaking, prewriting and reading readiness.

**ECE 156 MUSIC IN THE PRESCHOOL CURRICULUM ..... 1**

Teaching techniques and music activities for preschool children, including songs, finger plays, dance and rhythm activities.

**ECE 157 ART IN THE PRESCHOOL CURRICULUM ..... 1**

Activities and materials for teaching art in the preschool. Emphasis on developing creativity and enjoyment of art through the use of a wide range of materials and activities.

**ECE 158 ACTIVITIES FOR PHYSICAL DEVELOPMENT IN YOUNG CHILDREN ..... 1**

Activities, materials and equipment for development of gross motor coordination in preschool children. Individual, small group and large group activities for both indoor and outdoor use will be included.

**ECE 159 AFTER SCHOOL ACTIVITIES ..... 1**

The primary objectives of this workshop are to (1) provide a learning experience in the development of programs for children in after-school programs and (2) develop methods and hands-on training in dealing with groups and individuals in after-school programs.

**ECE 161 SOCIAL STUDIES IN THE PRESCHOOL CURRICULUM ... 1**

Activities and materials for teaching social studies in the preschool, with specific content appropriate for young children, drawn from anthropology, economics, geography, history, political science, sociology and psychology. Emphasis on methods of teaching children about themselves, their families and their communities.

**ECE 167 CHILD ABUSE AND NEGLECT ..... 1**

This course will provide the opportunity for students to learn the legal definition, symptoms, causes and reporting procedures of child abuse and neglect. The course will include discussion of the roles and responsibilities of community agencies such as law enforcement, social services, child care personnel, medical and psychosocial professionals.

**ECE 168 INFECTIOUS DISEASES AND FIRST AID IN CHILDCARE ..... 1**

This course will provide information about infectious diseases and first-aid measures in child care settings. Course content will include recognizing communicable and acute illnesses, management of accidents and injuries, preventive measures, health education, current research and community resources.

**ECE 169 BILINGUAL AND MULTICULTURAL EXPERIENCE IN EARLY CHILDHOOD EDUCATION ..... 1**

A general introduction to life-styles, values and socioeconomic conditions of children from bilingual/bicultural families. Students are introduced to strategies, materials and resources designed to help them enhance bilingual/multicultural experiences in the classroom.

**ECE 198B SPECIAL TOPICS ..... 0.5-6**

Various short courses and workshops covering a variety of subjects in child development. The course will be of variable credits (one-half to six) depending on the course content and number of hours required. The course may be repeated up to a total of six credits.

**ECE 200 THE EXCEPTIONAL CHILD ..... 3**

The study of children with physical, social, emotional and/or intellectual disabilities with emphasis on techniques for mainstreaming the children into existing child care programs. Suggested classroom activities for children with disabilities will be included.

**ECE 204 PRINCIPLES OF CHILD GUIDANCE ..... 3**

A study of effective communication with children in guiding behavior. Emphasis will be placed on techniques which help children build positive self-concepts and individual strengths within the context of appropriate limits and discipline. The study includes uses of direct and indirect guidance techniques as well as introduction to guidance systems.

**ECE 231 PRESCHOOL PRACTICUM: CHILD DEVELOPMENT LAB ..... 1-5**

Prerequisites: ECE 131, 204, 251 and HDFS 201. Working in a preschool setting with young children and their families on three levels of competence 1) aide, 2) assistant and 3) head teacher. Practicum will normally be taken during the final year of the child development program. Students who receive either the early childhood education certificate of achievement or AAS must complete practicum credits through TMCC.

**ECE 233 PRACTICUM IN EARLY CHILDHOOD SPECIAL EDUCATION ..... 2-5**

Prerequisites: all ECE core courses, as well as ECE 140, 141, 142, 143, 144, 251 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 ADAPTING CURRICULA FOR YOUNG CHILDREN WITH SPECIAL NEEDS ..... 3**  
 Prerequisites: ECE 131 and 251. The study of educational procedures used to work with young children with special needs and their families. Validated teaching procedures will be introduced to the students. These include identification and referral, program planning, organizing the learning environment, promoting behavior change and curriculum domains.

**ECE 236 PRACTICUM WITH INFANTS AND TODDLERS ..... 2-5**  
 Prerequisites: 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 ..... 3**  
 Prerequisites: ECE 131, 251 and 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.

**ECE 251 CURRICULUM IN EARLY CHILDHOOD EDUCATION ..... 3**  
 Prerequisites: ECE 131, HDFS 201 and permission of the instructor. This course will consist of methods of planning and teaching curriculum for children three- to five-years-old. Included will be curriculum development, children's play, lesson planning and daily scheduling. Emphasis will be on curriculum development for children three- to five-years-old in areas such as art, science, literature, music, language arts, blocks, dramatic play, etc.

**ECE 290B INTERNSHIP IN EARLY CHILDHOOD EDUCATION ... 1-8**  
 A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for an application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 75 hours of internship for one credit. May be repeated for up to eight credits.

## Economics (ECON)

**ECON 102 PRINCIPLES OF MICROECONOMICS ..... 3**  
 The study of the allocation of resources to alternative uses in producing the nation's output and the role of relative prices in distributing these goods and services. Topics include demand and supply, consumer behavior, business decision-making and market structures. This course is offered via telecourse alternate semesters. See class schedule for details. Satisfies UNR social science core curriculum.

**ECON 103 PRINCIPLES OF MACROECONOMICS ..... 3**  
 The study of the determination of output, employment and investment levels and strategies to promote growth, efficiency, equity and stability in the economy. Topics include demand and supply, measurement of GDP, price fluctuations and the banking system. This course is offered via telecourse alternate semesters. See class schedule for details. Satisfies UNR social science core curriculum.

**ECON 104 CURRENT ECONOMIC ISSUES ..... 3**  
 Prerequisite: ECON 102 or 103. 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 ..... 1-3**  
 Prerequisites may be required on a course-by-course basis, depending on the course content. Various short courses and workshops covering a variety of subjects. The course will be variable credit of one to three depending on the course content and number of hours required. The course may be repeated for up to three credits.

**ECON 261 PRINCIPLES OF STATISTICS I ..... 3**  
 Prerequisite: MATH 126 or equivalent or qualifying ACCUPLACER, ACT/SAT test results. The study of the collection, analysis, presentation and interpretation of data in order to make good decisions. Topics include descriptive statistics, exploratory data analysis, probability and sampling distributions, indices and decision theory.

**ECON 262 PRINCIPLES OF STATISTICS II ..... 3**  
 Prerequisite: ECON 261 or approval of instructor. The study of statistical methods, induction and the design of experiments which allow the estimation and testing of claims based on sample information. Topics include estimation and hypothesis testing, analysis of variance, correlation and regression, times series analysis, nonparametrics and statistical process control.

**ECON 290B INTERNSHIP IN ECONOMICS ..... 1-8**  
 A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits.

## Education (EDUC)

**EDUC 100B INTERCULTURAL COMMUNICATION ..... 2**  
 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 ..... 2**  
 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 ..... 3**  
 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 ..... 2**

This course is designed to introduce students to various techniques of teaching basic literacy to illiterate populations. The techniques that are covered include the Laubach 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 ..... 2**

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 ..... 0.5-6**

Various short courses and workshops 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 (EDU, EL)

**EDU 201 INTRODUCTION TO ELEMENTARY EDUCATION ..... 3**

Introduction to historical, philosophical, sociological and psychological foundations of elementary education. Overview of curriculum, instruction and issues of diversity. Includes a field experience.

**EDU 202 INTRODUCTION TO SECONDARY EDUCATION ..... 3**

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 field experience.

**EDU 203 INTRODUCTION TO SPECIAL EDUCATION ..... 3**

Survey of various types of exceptionalities. Emphasis on etiology, physical and educational characteristics.

**EDU 204 INFORMATION TECHNOLOGY IN TEACHING ..... 3**

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 software programs. Designed for teachers seeking a practical knowledge of how to operate and utilize microcomputers in the classroom. Special instruction fees.

**EDU 206 CLASSROOM LEARNING ENVIRONMENTS ..... 3**

Prerequisite: 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 field experience.

**EDU 208 CHARACTERISTICS OF STUDENTS WITH MILD/MODERATE DISABILITY ..... 3**

Prerequisite: EDU 203. Corequisite: EDU 209. Focus on students with learning disabilities, mental retardation, behavior disorders and language disorders and their accommodation in general education environments.

**EDU 209 EXCEPTIONAL CHILD EXPERIENCE ..... 1**

Corequisite: EDU 208. This practicum experience introduces prospective special elementary teachers to students with mild disabilities and the various programs designed to meet their needs. Students will directly observe the varied roles of the special education teachers and the students they serve.

**EL 101 EDUCATIONAL EXPERIENCE ..... 3**

Introduction to the basic philosophical, sociological, psychological, historical, legal and anthropological foundations of education. Meets state certification requirements in Nevada school law.

## Electronics Technology (ET)

**ET 100B SURVEY OF ELECTRONICS ..... 4**

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 104B FABRICATION TECHNIQUES ..... 0.5-8**

This course provides theory and application on soldering techniques and fasteners commonly found in the manufacturing setting. Instruction includes job planning, layout, drafting, hand tools, metal working fasteners, finishes and labels, using printed circuit board designs, layout etching, component placement, soldering techniques, final assembly and testing. The variability of credits (one-half to eight) is determined by the amount of time needed to instruct all or part of this course.

**ET 105B ELECTRONICS FOR TRADE AND INDUSTRY ..... 1-4**

A survey course for technology majors. An introduction to DC/AC fundamentals. The analysis of diode and transistor circuits used in power supplies and voltage regulators. Basic relays, motors, generators and alternators. Demonstrations in the care and use of simple meters and test equipment. Lecture, laboratory and computer-assisted instruction (CAI).

**ET 107B ELECTRICAL MEASUREMENTS ..... 2**

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 ..... 2**

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 PACE Thru-hole certification. Instruction is with lecture, laboratory and computer-assisted instruction (CAI).

**ET 112B DC AND SEMICONDUCTORS ..... 4**

Prerequisites: MATH 096 and 190B or equivalent or qualifying ACCUPLACER, ACT/SAT test results or permission 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 is 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, lab and computer-assisted instruction (CAI).

**ET 113B SURFACE MOUNT ASSEMBLY AND REPAIR ..... 2**

Prerequisite: ET 111B. This soldering course provides students with the knowledge and skills necessary for manual assembly and rework of surface mount components (SMT), chip components, PLCCs, QFPs, SOICs, SOJs and 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 PACE Surface Mount certification. Instruction is with lecture, laboratory and computer-assisted instruction (CAI).

**ET 114B AC AND SEMICONDUCTORS ..... 4**

Prerequisite: 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 and impedance. Teaching-learning methodologies include lecture, lab and computer-assisted instruction. Students may challenge this course by successfully completing the challenge examination

**ET 115B CONVECTIVE HEAT SOLDERING ..... 2**

Prerequisite: 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 and BGAs with bottom only terminations. With successful completion of all competencies, students receive PACE Surface Mount certification. Instruction is with lecture, laboratory and computer-assisted instruction (CAI).

**ET 198B SPECIAL TOPICS IN ELECTRONICS TECHNOLOGY ..... 0.5-6**

Various short courses and workshops 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.

**ET 220B SOLID STATE ELECTRONICS ..... 4**

Prerequisite: ET 114B or qualifying ACCUPLACER, ACT/SAT test results. 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 and CC, feedback principles, electronic power supplies and related circuitry. Teaching-learning methodologies include lecture, lab and computer-assisted instruction.

**ET 222B OPERATIONAL AMPLIFIERS AND LINEAR ICS ..... 4**

Prerequisite: 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 circuitry. Teaching-learning methodologies include lecture, lab and computer-assisted instruction.

**ET 230B SOUND SYSTEM REPAIR ..... 4**

Prerequisites: ET 222B and 280B. The study of audio systems including microphones, turntables, amplifiers, AM/FM tuners, magnetic tape systems and speakers. The complete circuit analysis of systems using schematics and service manuals. Hands-on troubleshooting techniques on modern audio systems. Lecture and laboratory.

**ET 234B COMMUNICATIONS SYSTEMS ..... 1-4**

Prerequisites: ET 222B and 280B. A concentrated course for students to acquire knowledge to pass communications license examinations. Radio station law and regulations. Circuit analysis of amplifiers, oscillators, feedback circuits, antennas, transmitters and receivers are covered in detail. Lecture and computer-assisted instruction.

**ET 235B VIDEO MONITORS AND CAMERAS ..... 4**

Prerequisites: ET 222B and 280B. The study of surveillance systems. The analysis, maintenance and repair of monitors and camera equipment found in the gaming industry. Circuit analysis and troubleshooting with service manuals and test equipment. Lecture and laboratory.

**ET 237B GAMING MACHINE REPAIR ..... 4**

Prerequisites: ET 222B and 280B. The maintenance and troubleshooting of gaming machines with video monitors, electro-mechanical devices, digital electronics and microprocessor controlled electronics boards. Emphasis is on slot machines with switching power supplies, relays, servo systems and RGB displays. Lecture and laboratory.

**ET 245B TRANSDUCERS AND INSTRUMENTATION ..... 4**

Prerequisites: 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 TECHNICIAN ..... 4**

Prerequisites: 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 ..... 4**

Prerequisites: 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 ..... 4**

Prerequisite: ET 112B or 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 subtracters. Oscilloscope, logic analyzer and other digital test equipment are extensively used. Teaching-learning methodologies include lecture, lab and computer-assisted instruction.

**ET 282B MICROPROCESSORS I ..... 4**

Prerequisite: ET 220B or 280B. This course introduces Motorola 6800/68000 microprocessors, instruction sets and family components. Students learn to write 6800/68000 assembly language programs and use of the 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 include lecture, lab and computer-assisted instruction.

**ET 284B MICROPROCESSORS II ..... 4**

Prerequisites: ET 222B and 282B. This course is about the Motorola M68HC11 microcontroller family and the Motorola Evaluation Board. Students study real systems applications with the M68HC11 as an embedded microcontroller. Programming for data acquisition and control of sensors, transducers and analog circuits.

**ET 287B INTRODUCTION TO FIBER OPTICS ..... 4**

This course is the study of basic concepts of fiber optic 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).

**ET 290B INTERNSHIP IN ELECTRONICS TECHNOLOGY ..... 1-8**

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits.

**ET 299B SPECIAL TOPICS IN ELECTRONICS ..... 1-3**

Prerequisite: approval from department chairman. Students may enroll in research not included in existing courses. Assignments will provide specialized training in advanced topics.

## Emergency Medical Service (EMS)

**EMS 100B FIRST AID AND SAFETY FOR DAY CARE PROVIDER ... 1**

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. Course taught as pass/withdraw only.

**EMS 108B EMERGENCY MEDICAL TECHNICIAN I BASIC TRAINING ..... 7**

Prerequisites: current healthcare provider CPR card, proof of health insurance, MMR, hepatitis B and TB skin test (all due the first week of classes). 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. Students must be 18 years old to enter class.

**EMS 109B EMERGENCY MEDICAL SERVICE REFRESHER ..... 2**

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. Course taught as pass/withdraw only.

**EMS 110B EMERGENCY MEDICAL TECHNICIAN INSTRUCTOR TRAINING ..... 3**

Prerequisites: EMT 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 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 ..... 3-5**

Prerequisites: Nevada EMT basic certificate, proof of medical insurance, CPR health care provider or professional rescuer CPR, MMR, TB (within one year), TD and hepatitis B. Emergency Medical Technician-Enhanced will allow the student to work in the prehospital 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 ..... 3**

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 ..... 1**

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 EMERGENCY MEDICAL SERVICE ..... 0.5-6**

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.

**EMS 285B SELECTED TOPICS IN EMERGENCY MEDICAL SERVICE ..... 0.5-6**

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.

## Emergency Medical Technician/Paramedic (EMTP)

**EMTP 100B PREPARAMEDIC ..... 5**

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 ..... 5**

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 nonverbal 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 ..... 2**

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 and devices, airway management challenges, neuromuscular blockade for rapid sequence intubation and cricothyrotomy.

**EMTP 106B PATIENT ASSESSMENT ..... 2**  
 The paramedic student will learn to take a 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. Course consists of 24 lecture hours and 18 lab hours.

**EMTP 108B ASSESSMENT AND MANAGEMENT OF TRAUMA ... 3**  
 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. Course consists of 36 lecture hours and 27 lab hours.

**EMTP 110B PARAMEDIC OPERATIONS ..... 3**  
 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. Course consists of 45 hours of lecture.

**EMTP 112B ASSESSMENT AND MANAGEMENT OF MEDICAL EMERGENCIES I ..... 1**  
 This course will present pulmonary and allergic reaction emergencies to the paramedic student. The paramedic student will learn the pathophysiology, history and management of these disorders. Course consists of 15 lecture hours and three lab hours.

**EMTP 114B ADVANCED CARDIAC LIFE SUPPORT ..... 1**  
 Prerequisites: 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 MANAGEMENT OF MEDICAL EMERGENCIES II ..... 9**  
 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. Course consists of 120 lecture hours and 45 lab hours.

**EMTP 118B SPECIAL CONSIDERATION OF PATIENTS THROUGH LIFE-SPAN ..... 3**  
 This course integrates pathophysiological principles, assessment findings and treatment plans for patients across the life-span, 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. Course consists of 40 hours of lecture and 20 hours of lab.

**EMTP 120B BASIC TRAUMA LIFE SUPPORT ..... 1**  
 Prerequisites: 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 ..... 1**  
 Prerequisites: 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 ..... 3**  
 Prerequisite: 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 ..... 3**  
 Prerequisite: EMTP 124B. This course is a continuation of EMTP 124B.

**EMTP 126B PARAMEDIC FIELD ROTATION I ..... 5**  
 Prerequisite: 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 ..... 5**  
 Prerequisite: EMTP 126B. This course is a continuation of EMTP 126B.

**EMTP 132B ASSESSMENT BASED MANAGEMENT ..... 2**  
 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 TECHNICIAN/PARAMEDIC ..... 0.5-6**  
 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.

## English (ENG)

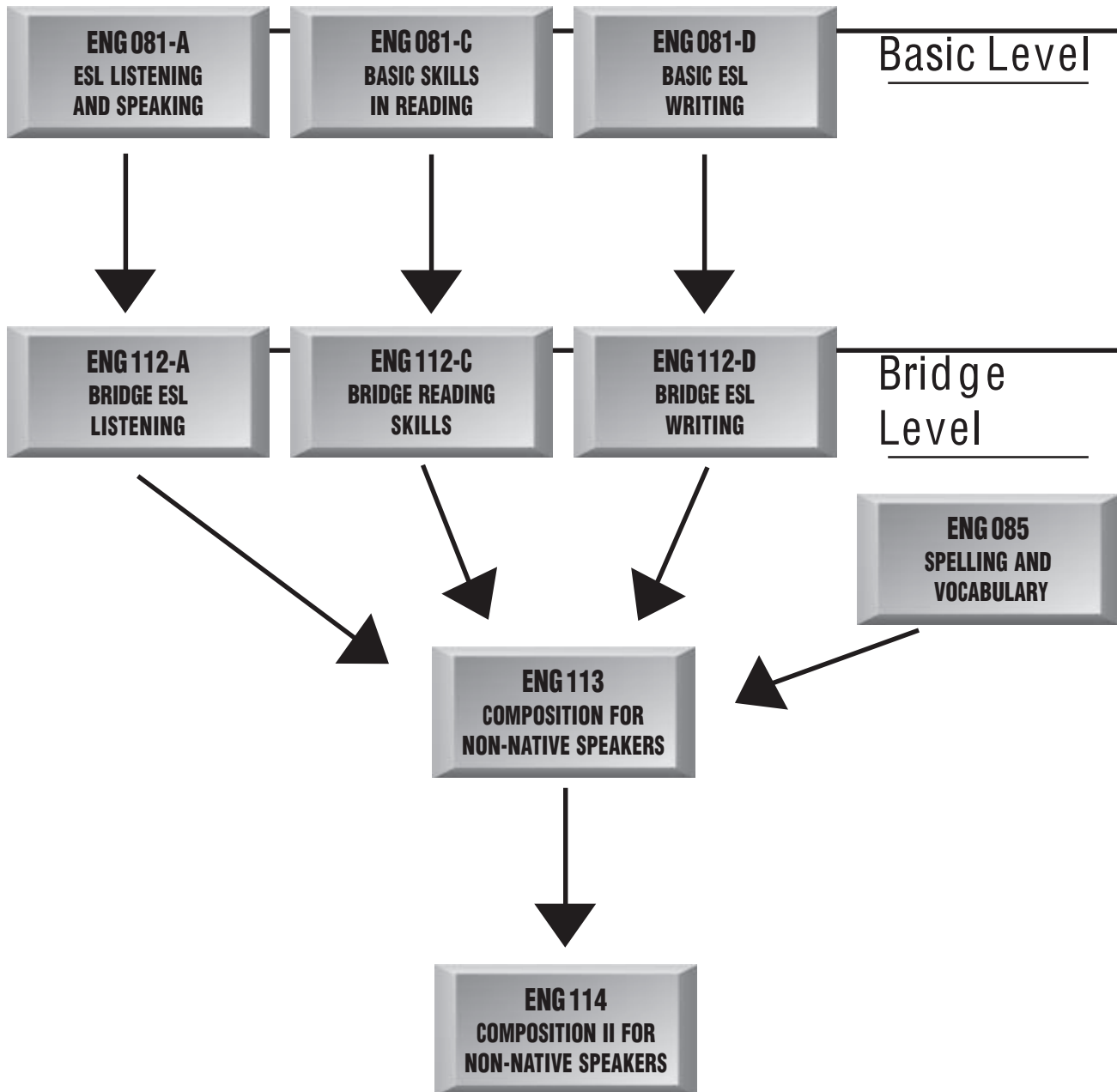
**ENG 081-A ESL LISTENING AND SPEAKING ..... 3**  
 Prerequisite: ACCUPLACER score. ENG 081-A is an ESL listening and speaking course in which students learn and practice pronunciation and listening skills based on academic content. Using topics typically covered in college courses, students engage in dialogues and discussions, take lecture notes, prepare oral presentations and learn to recognize and use various communication patterns. Pass/withdraw grading. Course may be repeated for up to six credits.

**ENG 081-C BASIC SKILLS IN READING ..... 3**  
 Prerequisite: ACCUPLACER score. ENG 081-C is a reading class designed to help students—especially ESL students—improve their reading skills in preparation for college courses. Goals of this class are to improve confidence, fluency, speed and accuracy in reading. Pass/withdraw grading. May be repeated for up to six credits.

ACCUPLACER placement testing determines where students “enter” the sequence. For specific questions, call 673-8240.

# ENGLISH/COLLEGE ESL SEQUENCE CHART FOR NON-NATIVE SPEAKERS

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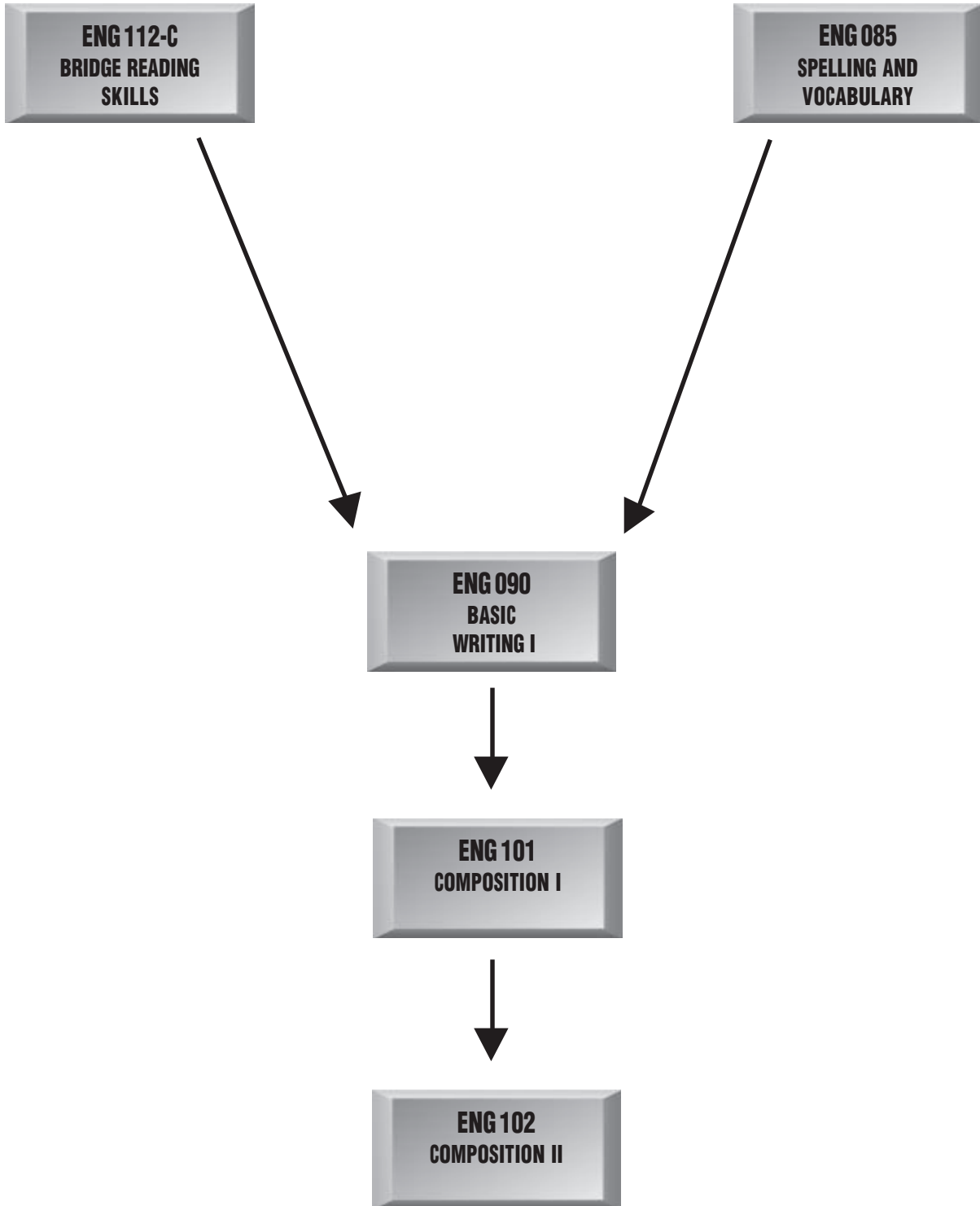


It is strongly recommended that students complete all courses at each level, before moving to the next level.

ACCUPLACER placement testing determines where students “enter” the sequence. For specific questions, call 673-8240.

# ENGLISH SEQUENCE CHART FOR TRANSFER DEGREES

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**ENG 081-D BASIC ESL WRITING ..... 3**

Prerequisite: ACCUPLACER score. 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. Pass/withdraw grading. May be repeated for up to six credits.

**ENG 085 SPELLING AND VOCABULARY I ..... 3**

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 090 BASIC WRITING I ..... 3**

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 ENG 101. May be repeated for a maximum of six credits. Course taught as pass/withdraw only.

**ENG 097 BASIC TECHNICAL COMMUNICATIONS ..... 3**

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. Course taught as pass/withdraw only.

**ENG 098 ENGLISH GRAMMAR AND USAGE LAB ..... 1-3**

Individualized attention for students enrolled in ENG 090 or ENG 101. Required hours vary as needed. Course taught as pass/withdraw only.

**ENG 101 COMPOSITION I ..... 3**

Prerequisite: ENG 090 or equivalent or qualifying ACCUPLACER, ACT/SAT 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.

**ENG 102 COMPOSITION II ..... 3**

Prerequisite: ENG 101 or equivalent. Continuation and extension of ENG 101 with an exploration of essay forms with particular attention to interpretation, analysis and synthesis, while emphasizing analytical reading and writing, critical thinking and research methodologies.

**ENG 107 TECHNICAL COMMUNICATIONS I ..... 3**

Introduction to expository methods with concentration on specific writing forms including the following: reports, cover and business letters, proposals, memos and resumes. Suggested for students in occupational fields.

**ENG 108 TECHNICAL COMMUNICATIONS II ..... 3**

A continuation of expository methods. Concentration on developing writing projects required on the job. Lecture and individual instruction. Suggested for students in occupational fields.

**ENG 110B WRITING LABORATORY ..... 0.5-1**

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. Course taught as pass/withdraw only.

**ENG 112-A BRIDGE ESL LISTENING ..... 3**

Prerequisite: ENG 081-A, UNR Bridge test or ACCUPLACER score. This is a bridge-to-academics ESL course to help students establish and practice the listening skills necessary for successful academic work. These include techniques for predicting, focusing, note taking, main idea and organizational-pattern recognition and summarizing. Course taught as pass/withdraw only.

**ENG 112-C BRIDGE READING SKILLS ..... 3**

Prerequisite: ENG 081-C, UNR Bridge test or ACCUPLACER score. This course uses a reading skills handbook along with academic content material (text chapters, novels, short stories and news articles) to help students develop skills in recognizing organizational patterns, critical analysis, summarizing and synthesizing, techniques to develop comprehension, retention and reading speed are emphasized. Course taught as pass/withdraw only.

**ENG 112-D BRIDGE ESL WRITING ..... 3**

Prerequisite: ENG 081-D, UNR Bridge test or ACCUPLACER score. This course improves the nonnative 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.

**ENG 113 COMPOSITION I FOR NON-NATIVE ENGLISH SPEAKERS ..... 3**

Prerequisite: ENG 112-D or UNR recommendation or qualifying ACCUPLACER test results. 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 ENGLISH SPEAKERS ..... 3**

Prerequisite: ENG 113 or equivalent. Continuation and extension of ENG 113. Includes the annotated theme and practice in technological writing. Satisfies the English requirement for nonnative English speaking students. Satisfies UNR core curriculum.

**ENG 181 VOCABULARY AND MEANING ..... 3**

Problems of meaning, word derivation and word formation are investigated with a view to enlarging and refining a working English vocabulary. Transfers for two credits to UNLV/UNR.

**ENG 198B SPECIAL TOPICS IN ENGLISH ..... 0.5-6**

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.

**ENG 220 WRITING POETRY ..... 3**

The study of poetry writing methods and forms with concentration on the student's creative writing.

**ENG 221 WRITING FICTION ..... 3**

The study of fiction writing methods and forms with concentration on the student's creative writing.

**ENG 222 ADVANCED FICTION: NOVEL WRITING ..... 3**

Prerequisite: ENG 221 or permission of the 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 ..... 3**

The study of themes and ideas significant in poetry, prose and film of various literary periods.

**ENG 231 WORLD LITERATURE I ..... 3**

Introduction to aesthetic and ideological trends in the Western world. Reading of literary masterpieces through the year 1650.

**ENG 232 WORLD LITERATURE II ..... 3**  
Introduction to aesthetic and ideological trends in the Western world through reading of literary masterpieces from 1650 to present.

**ENG 235 SURVEY OF ENGLISH LITERATURE I ..... 3**  
Selected major British writers read and discussed, Anglo-Saxon through 18th century periods. Transfers to UNR as a humanities course.

**ENG 236 SURVEY OF ENGLISH LITERATURE II ..... 3**  
Selected major British writers read and discussed, Romantic through Modern periods. Transfers to UNR as a humanities course.

**ENG 241 SURVEY OF AMERICAN LITERATURE ..... 3**  
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 ..... 3**  
Short story masterpieces read and evaluated.

**ENG 250 CHILDREN'S LITERATURE ..... 3**  
A survey of major writers and trends in children's literature from classic to contemporary. Writers studied include Andersen, the Brothers Grimm, Lewis Carroll, A.A. Milne, E.B. White, Beatrix Potter and Shel Silverstein. Students may elect to do a creative project, poetry for children, fairy tales or stories.

**ENG 252 INTRODUCTION TO DRAMA ..... 3**  
Reading a variety of plays with attention to special characteristics of drama.

**ENG 258 ASHLAND THEATRE FESTIVAL ..... 1**  
Field trip to Ashland, Oregon to see classical, period, modern and Shakespearean plays. Students study plays prior to the field trip, discuss productions and write brief reviews of the plays.

**ENG 261 INTRODUCTION TO POETRY ..... 3**  
Elements of poetry, its basic types and forms, representative poets in English.

**ENG 264 PSYCHOLOGY AND LITERATURE ..... 3**  
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 ..... 3**  
A consideration of women as writers and as characters in literature. Readings are drawn from poetry, drama, fiction and biography. Satisfies UNR diversity core curriculum.

**ENG 271 INTRODUCTION TO SHAKESPEARE ..... 3**  
Shakespeare's principal plays read for their social interest and their literary excellence. Selections from comedies, tragedies and histories.

**ENG 275 CONTEMPORARY LITERATURE ..... 3**  
The reading of recent literature of various types to acquaint students with contemporary writers.

**ENG 281 INTRODUCTION TO LANGUAGE ..... 3**  
Nature and function of language, including an introduction to the linguistics subsystem of modern English and the development of the English language. Transfers to UNR/UNLV as a general elective.

**ENG 282 INTRODUCTION TO LANGUAGE AND LITERATURE EXPRESSION ..... 3**  
The forms and function of language with special application to literary study.

**ENG 297 READING AND INTERPRETING ..... 3**  
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 ..... 1-3**

The successful student will be able to initiate one-on-one dialogue 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-ESL)

TMCC teaches reading and writing to non-English speaking adults and adults wishing to learn English. The English as a second language program, open to non-native speakers who are 17 or older, is designed for those who want to learn how to understand, read, speak and write English or pursue a degree or certificate. For details on this program, call (775) 829-9044.

**ENG 081-A ESL LISTENING AND SPEAKING ..... 3**

Prerequisite: ACCUPLACER score. ENG 081-A is an ESL listening and speaking course in which students learn and practice pronunciation and listening skills based on academic content. Using topics typically covered in college courses, students engage in dialogues and discussions, take lecture notes, prepare oral presentations and learn to recognize and use various communication patterns. Pass/withdraw grading. Course may be repeated for up to six credits.

**ENG 081-C BASIC SKILLS IN READING ..... 3**

Prerequisite: ACCUPLACER score. ENG 081-C is a reading class designed to help students—especially ESL students—improve their reading skills in preparation for college courses. Goals of this class are to improve confidence, fluency, speed and accuracy in reading. Pass/withdraw grading. May be repeated for up to six credits.

**ENG 081-D BASIC ESL WRITING ..... 3**

Prerequisite: ACCUPLACER score. 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. Pass/withdraw grading. May be repeated for up to six credits.

**ENG 085 SPELLING AND VOCABULARY I ..... 3**

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 112-A BRIDGE ESL LISTENING ..... 3**

Prerequisite: ENG 081-A, UNR Bridge test or ACCUPLACER score. This is a bridge-to-academics ESL course to help students establish and practice the listening skills necessary for successful academic work. These include techniques for predicting, focusing, note taking, main idea and organizational-pattern recognition and summarizing. Pass/withdraw grading.

**ENG 112-C BRIDGE READING SKILLS ..... 3**

Prerequisite: ENG 081-C, UNR Bridge test or ACCUPLACER score. This course uses a reading skills handbook along with academic content material (text chapters, novels, short stories and news articles) to help students develop skills in recognizing organizational patterns, critical analysis, summarizing and synthesizing, techniques to develop comprehension, retention and reading speed are emphasized. Pass/withdraw grading.

**ENG 112-D BRIDGE ESL WRITING ..... 3**

Prerequisite: ENG 081-D, UNR Bridge test or ACCUPLACER score. This course improves the nonnative 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. Pass/withdraw grading.

**ENG 113 COMPOSITION I FOR NONNATIVE ENGLISH SPEAKERS ..... 3**

Prerequisite: ENG 112-D or UNR recommendation or qualifying ACCUPLACER test results. 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 NONNATIVE ENGLISH SPEAKERS ..... 3**

Prerequisite: ENG 113 or equivalent. Continuation and extension of ENG 113. Includes the annotated theme and practice in technological writing. Satisfies the English requirement for nonnative English speaking students. Satisfies UNR core curriculum.

**CLASSES DESIGNED FOR ESL STUDENTS**

Non-native English speakers have the opportunity to satisfy core academic requirements through enrolling in classes designed to meet the unique learning needs of non-native speakers of English. Class sections reserved for non-native speakers will be listed in each semester's class schedule.

# Environmental Control Technology (ECT)

**ECT 100B INTRODUCTION TO REFRIGERATION ..... 3**

An introductory course to present the fundamental principles of mechanical refrigeration. The course is designed for persons interested in pursuing a career in servicing, repairing and/or installing refrigeration and air conditioning equipment. Topics covered include basic physics, thermodynamics, the basic refrigeration cycle and common components used in mechanical refrigeration. This course and ECT 110B, Basic Electricity for Environmental Control Technology, are prerequisites for all other courses in the refrigeration and air conditioning and building maintenance core.

**ECT 101B BASIC REFRIGERATION SERVICING ..... 6**

Prerequisites: 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 .. 3**

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 include 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 105B COMMERCIAL REFRIGERATION SERVICING ..... 1-6**

Prerequisite: 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.

**ECT 106B AIR CONDITIONING SERVICING ..... 6**

Prerequisites: 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 ENVIRONMENTAL CONTROL TECHNOLOGY ..... 3**

This course is designed to introduce the basic principles of electricity and electromechanical devices. Subjects covered include electromechanical induction and devices commonly found in the field.

**ECT 198B SPECIAL TOPICS IN ENVIRONMENTAL CONTROL TECHNOLOGY ..... 0.5-6**

Various short courses and workshops covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated up to six credits.

**ECT 200B HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS ..... 3**

Prerequisite: ECT 106B or field experience with large HVAC systems with instructor's approval. Course is designed to familiarize advanced students and others now working in the HVAC industry with the various control systems used in large HVAC 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 ..... 3**

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 ..... 3**

Prerequisites: 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, site survey, proposal forms and building codes.

**ECT 203B FUNDAMENTALS OF REFRIGERATION SYSTEM DESIGN ..... 3**

Prerequisite: 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 INTERNSHIP IN REFRIGERATION AND AIR CONDITIONING ..... 1-8**  
 A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for an application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 75 hours of internship for one credit. May be repeated for up to eight credits.

**ECT 299B INDEPENDENT STUDY REFRIGERATION AND AIR CONDITIONING ..... 1-3**  
 Prerequisite: 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 Safety and Health (ESH)

**ESH 201B 40-HOUR HAZWOPER CERTIFICATE ..... 3**  
 This 40-hour course 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 Environmental Manager (CEM) will teach the course.

## Environmental Science (ENV)

**ENV 100 HUMANS AND THE ENVIRONMENT ..... 3**  
 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 ..... 3**  
 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 ..... 3**  
 A course designed to introduce the student to basic survival techniques associated with a variety of environments, i.e., desert, mountain and aquatic, with emphasis on the western United States. Problems of food and water acquisition, exposure and cover are studied. Field trips are required.

**ENV 125B INTRO TO WATER RESOURCES ..... 3**  
 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 CONTROL OF ENVIRONMENTAL POLLUTION ..... 3**  
 Prerequisite: BIOL 100, CHEM 100, 121 or MATH 126. 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 HYDROLOGY ..... 3**  
 Prerequisite: ENV 125B. Corequisite: GEOL 101. 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 science requirement for general education requirements.

**ENV 201 ENVIRONMENTAL TOXICOLOGY AND RISK ASSESSMENT ..... 3**  
 Prerequisite: CHEM 220 or consent 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 ..... 3**  
 Prerequisites: CHEM 220 and ENV 201 or consent 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 206 SAMPLING, ANALYSIS, TREATMENT AND DISPOSAL .. 3**  
 Prerequisites: CHEM 220 and ENV 202 or consent of instructor. A study of the sampling, analytical treatment and disposal method used for hazardous and toxic substances, materials and waste materials.

**ENV 210 LAND USE MANAGEMENT ..... 3**  
 Prerequisite: 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 ..... 3**  
 Prerequisites: 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 290B INTERNSHIP IN ENVIRONMENTAL STUDIES ..... 1-8**  
 Prerequisite: 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 COMMUNITY ENVIRONMENTAL PROBLEMS ..... 3**  
 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.

**ENV 299B SPECIAL TOPICS IN ENVIRONMENTAL SCIENCE . 0.5-3**  
 Consideration of selected current problems and conceptual issues in environment. Issues selected will depend upon current interest of staff and students. No prerequisite.

# Finance (FIN)

- FIN 101 PERSONAL FINANCE** ..... 3  
 An introductory course in family financial planning. This course involves financial goals for the family through various stages of the life cycle. How to acquire wealth, protection of assets and investing fundamentals for retirement and estate planning will be covered.
- FIN 115 INTRODUCTION TO INVESTMENTS** ..... 3  
 An introductory course in investment planning and strategies. The types of investment vehicles will center around common and preferred stock, municipal and corporate bonds, mutual funds and real estate.
- FIN 120B RETIREMENT PLANNING** ..... 1-3  
 Understanding and planning your financial future. Topics that will be covered include Social Security, Medicare, pensions, healthcare, personal savings and investment strategies and devising and implementing your personal retirement plan.
- FIN 152B SMALL BUSINESS FINANCIAL PLANNING AND ANALYSIS** ..... 3  
 This course focuses on the activities involved with the small business planning process, setting up cash flow estimates, measuring results and making decisions based on analysis of financial statements. Also covered will be secondary topics of financial controls and the time value of money. Students will have the opportunity to prepare proforma statements and loan proposal items that can easily be integrated into a standard small business plan.

# Fire Science (FS)

- FS 100B FIRE CIVIL SERVICE PREPARATION** ..... 1  
 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 101B INTRODUCTION TO FIRE PROTECTION** ..... 3  
 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 and survey of professional fire protection career opportunities.
- FS 105B INTRODUCTION TO FIRE SUPPRESSION** ..... 3  
 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 and public relations.
- FS 107B FIRE SERVICE COMMUNICATION SKILLS** ..... 3  
 Develops interpersonal communication skills of speaking and listening through preparing and presenting both oral and written reports. Studies government structure; covers verbal and nonverbal communication, encoding and decoding. Develops presentation methods and selection of delivery process. Studies how to communicate ideas effectively.
- FS 111B FIRE ADMINISTRATION I** ..... 3  
 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.
- FS 114B INCIDENT COMMAND SYSTEM** ..... 1  
 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 121B FIRE PREVENTION** ..... 3  
 Familiarization with national, state and local laws and ordinances influencing fire prevention, fire underwriting and principles and problems relating to fire prevention.
- FS 122B FIRE PREVENTION II** ..... 3  
 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 125B BUILDING CONSTRUCTION FOR FIRE PROTECTION** .... 3  
 Fundamentals of building construction and design with emphasis on fire resistance of building materials, assemblies, exposures and related data focused on fire protection. The course will also deal with related codes and statutes and introduce basic blueprint reading.
- FS 127B FIREFIGHTER SAFETY AND SURVIVAL** ..... 1  
 This course intends to increase the students' awareness of 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 wildland firefighting injuries and fatalities.
- FS 131B HAZARDOUS MATERIALS** ..... 3  
 A review of basic properties of solids, liquids and gases and the storage, handling, law, standards and fire fighting practices pertaining to hazardous materials.
- FS 150B PHYSICAL FITNESS AND NUTRITION FOR THE FIRE SERVICE** ..... 3  
 This course will assist the student in meeting the National Fire Protection Agency standards related to firefighter wellness. This includes, but is not limited to, NFPA 500 (Fire Department, 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.
- FS 160B ENTRY-LEVEL FIREFIGHTER** ..... 3  
 This course will give the student the basic skills and knowledge necessary to combat structure fires under direct supervision.
- FS 161B BASIC FIREFIGHTER** ..... 3  
 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.
- FS 162B NEVADA FIREFIGHTER I** ..... 3  
 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 included in Entry-Level Firefighter and Basic Firefighter.
- FS 198B SPECIAL TOPICS IN FIRE SCIENCE** ..... 0.5-6  
 Various short courses and workshops covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.

<b>FS 215B EMERGENCY SERVICE DELIVERY: HAZ MAT INCIDENT COMMAND .....</b>	<b>3</b>
Prerequisite: FS 114B. Includes the Incident Command System, estimating potential outcomes, planning a response and 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.	
<b>FS 220B INTERMEDIATE FIRE BEHAVIOR .....</b>	<b>3</b>
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 wildland 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.	
<b>FS 230B FIRE STREAMS AND FIREFIGHTING FOAMS .....</b>	<b>3</b>
Prerequisite: 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 extinguishing 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.	
<b>FS 233B RELATED CODES AND ORDINANCES .....</b>	<b>3</b>
Familiarization with national, state and local laws and ordinances which influence the field of fire protection.	
<b>FS 235B FIRE HYDRAULICS .....</b>	<b>3</b>
Prerequisite: MATH 096 or equivalent or ACCUPLACER, ACT/SAT test results or instructor approval. Review of basic mathematics, hydraulic laws and formulas as applied to fire science, application of formulas and mental calculations on hydraulic problems, water distribution systems, water supply problems and underwriter's requirements for pumps.	
<b>FS 237B FIRE APPARATUS AND EQUIPMENT .....</b>	<b>3</b>
Driving laws, driving techniques, construction and operation of engines, ladder trucks, aerial platforms and specialized equipment apparatus maintenance.	
<b>FS 241B FIRE COMPANY ORGANIZATION MANAGEMENT .....</b>	<b>3</b>
Review of fire department organization, personnel administration, communications and related leadership skills.	
<b>FS 243B FIRE FIGHTING TACTICS AND STRATEGY .....</b>	<b>3</b>
Review of fire chemistry, equipment and manpower, basic fire fighting tactics and strategy, methods of attack, preplanning fire problems and company fire fighting capability.	
<b>FS 244B FIRE SERVICE INSPECTION AND INVESTIGATION .....</b>	<b>3</b>
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.	
<b>FS 245B ARSON INVESTIGATION .....</b>	<b>3</b>
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.	
<b>FS 247B EMERGENCY RESCUE PRACTICES I .....</b>	<b>3</b>
This course will develop the student's awareness of the different types of technical rescue in the fire service. This course will introduce the student to the concepts, theories and definitions applicable to low angle, high angle, confined space, trench collapse, building collapse, swift water and ice rescue. Upon completion the student will be aware of how to recognize the dangers associated with rescue and the applicable regulations as applied to first responders according to OSHA, NIOSH and NFPA. In addition the student will develop the basic skills required to safely and efficiently extricate victims from vehicle accidents.	
<b>FS 248B AIRCRAFT CRASH AND RESCUE .....</b>	<b>3</b>
Introduction to the history and development of aircraft fire protection and rescue procedures. This course will involve fire fighting and rescue techniques in an airport or aircraft environment.	
<b>FS 249B FIRE PROTECTION EQUIPMENT AND SYSTEMS .....</b>	<b>3</b>
Intensified analysis of fire protection equipment, systems of fire detection and prevention used in modern structures, problems of older structures and systems and visitations to facilities that contain up-to-date equipment and system installations.	
<b>FS 250B FIREFIGHTER I CERTIFICATION .....</b>	<b>6</b>
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.	
<b>FS 251B INTRODUCTION TO WILDLAND FIRE CONTROL .....</b>	<b>3</b>
This course introduces most aspects of wildland 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 fireline safety.	
<b>FS 252B INTERMEDIATE WILDLAND FIRE CONTROL .....</b>	<b>3</b>
Prerequisite: FS 251B. This is a course in the study of wildland 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.	
<b>FS 254B FIRE SERVICE INSTRUCTOR II .....</b>	<b>3</b>
Prerequisite: FS 250B. 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.	
<b>FS 257B EMERGENCY RESCUE PRACTICES II .....</b>	<b>3</b>
Prerequisites: FS 247B and 250B. This course further develops the student's 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.	
<b>FS 264B PLANS CHECKING FOR THE FIRE SERVICE .....</b>	<b>3</b>
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 blueprint, identify related components, analyze in relation to fire codes and ordinances and make recommendations for changes.	

**FS 265B PUBLIC EDUCATION ..... 3**

The student will develop a working knowledge of the fire problem with the U.S. 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 ..... 3**

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.

**FS 285B SELECTED TOPICS IN FIRE SCIENCE ..... 0.5-6**

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.

**FS 290B INTERNSHIP IN FIRE SCIENCE ..... 1-8**

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 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.

## Food and Beverage (FAB)

**FAB 224 BEERS AND WINES OF THE WORLD ..... 3**

Prerequisites: 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, eonology, 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.

## French (FREN)

**FREN 101B FRENCH CONVERSATIONAL I ..... 3**

A course emphasizing spoken communication. Writing, listening and reading skills will be explored.

**FREN 102B FRENCH CONVERSATIONAL II ..... 3**

Prerequisite: FREN 101B or permission of instructor. A continuation of FREN 101B.

**FREN 111 FIRST YEAR FRENCH I ..... 4**

Introduction to the language through the development of language skills and through structural analysis. Includes an introduction to French culture.

**FREN 112 FIRST YEAR FRENCH II ..... 4**

Prerequisite: FREN 111 or equivalent. A continuation of FREN 111.

**FREN 198B SPECIAL TOPICS IN FRENCH ..... 1-6**

Various short courses and experimental classes covering a variety of subjects. This course will be variable credit of one to six credits, depending on the course content and number of hours required. The course may be repeated for up to six credits.

**FREN 211 SECOND YEAR FRENCH I ..... 3**

Prerequisite: FREN 112 or equivalent. Structural review, conversation, writing and readings in modern literature.

**FREN 212 SECOND YEAR FRENCH II ..... 3**

Prerequisite: FREN 211 or equivalent. A continuation of FREN 211. Structural review, conversation, writing and readings in modern literature.

**FREN 290B INTERNSHIP IN FRENCH ..... 1-8**

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits.

## GED Preparation (GED)

**GED 025 GED PREPARATION: MATHEMATICS ..... 1**

Prerequisite: GED pretest. GED Preparation: Mathematics will provide students the opportunity to have their strengths and weaknesses evaluated in the math section of the GED test. With assistance from the instructor, students will design personal study programs to increase skills leading toward the successful completion of this portion of the GED test.

**GED 031 GED PREPARATION: WRITING SKILLS ..... 1**

Prerequisite: GED pretest. GED Preparation: Writing Skills will provide students the opportunity to have their strengths and weaknesses evaluated in the writing skills section of the GED test. With assistance from the instructor, students will design personal study programs to increase skills leading toward the successful completion of this portion of the GED test.

**GED 035 GED PREPARATION: LITERATURE AND THE ARTS ..... 1**

Prerequisite: GED pretest. GED Preparation: Literature and the Arts will provide students the opportunity to have their strengths and weaknesses evaluated in the literature and the arts section of the GED test. With assistance from the instructor, students will design personal study programs to increase skills leading toward the successful completion of this portion of the GED test.

**GED 041 GED PREPARATION: SOCIAL STUDIES ..... 1**

Prerequisite: GED pretest. GED Preparation: Social Studies will provide students the opportunity to have their strengths and weaknesses evaluated in the social studies section of the GED test. With assistance from the instructor, students will design personal study programs to increase skills leading toward the successful completion of this portion of the GED test.

**GED 045 GED PREPARATION: SCIENCE ..... 1**

Prerequisite: GED pretest. GED Preparation: Science will provide students the opportunity to have their strengths and weaknesses evaluated in the science section of the GED test. With assistance from the instructor, students will design personal study programs to increase skills leading toward the successful completion of this portion of the GED test.

**GED 051 GED PREPARATION ..... 1-3**

Prerequisite: GED pretest. The GED Preparation program will provide students the opportunity to have their strengths and weaknesses evaluated in each of the five sections of the GED test. With assistance from the instructor, students will design personal study programs to increase skills leading toward the successful completion of the GED test.

# Geography (GEOG)

- GEOG 103 PHYSICAL GEOGRAPHY ..... 5**  
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 ..... 3**  
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 ..... 3**  
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 ..... 0.5-6**  
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.
- GEOG 290B INTERNSHIP IN GEOGRAPHY ..... 1-8**  
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for an application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits.

# Geology (GEOL)

- GEOL 100 GEOLOGY: PRINCIPLES AND APPLICATIONS ..... 3**  
Prerequisite: MATH 120 or equivalent or qualifying ACCUPLACER, ACT/SAT 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 3-5 hour mandatory lab exercises.
- GEOL 101 PHYSICAL GEOLOGY ..... 5**  
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 ..... 4**  
Prerequisite: 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 ..... 1**  
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 ..... 0.5-6**  
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.

- GEOL 201 GEOLOGY OF NEVADA ..... 3**  
Prerequisite: 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.
- GEOL 205 GEOLOGICAL ASPECTS OF LAND USE ..... 3**  
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 ..... 1-8**  
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for an application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 75 hours of internship for one credit. May be repeated for up to eight credits.

# Geographic Information Systems (GIS)

- GIS 102B FUNDAMENTALS OF GIS ..... 3**  
This course covers the basic operation of a geographical information system in an integrated network environment, to include data acquisition, preprocessing, data/file management, manipulation analysis and product generation. Usage of GIS software to visualize, explore, query and analyze spatial data. Principles of cartography and spatial analysis will be covered, as will the basics of analog and digital cartography (map making). Students will be exposed to the different types of maps, scales, symbols and projections and will learn how cartography and geographic information systems interact.

# German (GER)

- GER 101B GERMAN CONVERSATIONAL I ..... 3**  
A course emphasizing spoken communication. Writing, listening and reading skills will be explored in the course.
- GER 102B CONVERSATIONAL GERMAN II ..... 3**  
A continuation of GER 101B.
- GER 111 FIRST YEAR GERMAN I ..... 4**  
Introduction to patterns of German through development of language skills and structural analysis. Includes an introduction to German culture.
- GER 112 FIRST YEAR GERMAN II ..... 4**  
Prerequisite: GER 111 or equivalent. A continuation of GER 111.
- GER 198B SPECIAL TOPICS IN GERMAN ..... 0.5-6**  
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.
- GER 211 SECOND YEAR GERMAN I ..... 3**  
Prerequisite: GER 112. Structural review, conversation and writing, reading in modern literature.
- GER 212 SECOND YEAR GERMAN II ..... 3**  
Prerequisite: GER 211. A continuation of GER 211. Structural review, conversation and writing, reading in modern literature.



**GER 290B INTERNSHIP IN GERMAN ..... 1-8**

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits.

# Graphic Communications (GRC)

**GRC 101 INTRODUCTION TO GRAPHIC COMMUNICATIONS .. 2-3**

Prerequisite: none. 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 ..... 2-3**

Prerequisite: none. Challenge exam is available. Introduction to computer systems as they relate to graphic communications and digital media. Hardware, operating systems, networking, the Internet, basic communications and computer graphics software and industry applications.

**GRC 107 DESIGN FUNDAMENTALS ..... 3**

Prerequisite: 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, spacial relationships and color. Emphasis will be placed on developing creative skills and working with the design process.

**GRC 109 COLOR AND DESIGN ..... 3**

Prerequisite: ART/GRC 107 or approval of instructor. GRC 103 recommended. Challenge by portfolio is available. Color theories, color technologies and the application of color in art and design. Intermediate two-dimensional design problems focusing on the compositional, optical and psychological aspects of visual communication.

**GRC 110B RENDERING AND ILLUSTRATION ..... 3**

Prerequisite: ART/GRC 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 applications in the electronic environment.

**GRC 111B HISTORY OF VISUAL COMMUNICATIONS ..... 3**

Prerequisite: none. Lecture course on the history of visual communications from European cave paintings to the present. Special emphasis will be placed on the Roman Empire, the Renaissance, the Industrial Revolution and the 20th century. The class will focus on the impact of communication and technology on society and its influences on the shaping of civilization.

**GRC 125B GRAPHICS SOFTWARE ..... 0.5-1**

Prerequisite: variable based on level of software offered. 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. Course taught as pass/withdraw only. Repeatable up to eight credits.

**GRC 144B ELECTRONIC LAYOUT AND TYPOGRAPHY ..... 3**

Prerequisites: GRC 101 and 103 or approval of instructor. GRC 107 recommended. Introduction to typography, page layout software. Typographic theory, copy acquisition, proofreading and fundamentals of typographic layout and design.

**GRC 151B ELECTRONIC IMAGE CAPTURE AND PRODUCTION ... 3**

Prerequisites: GRC 101 and 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 graphics optimization using Adobe ImageReady.

**GRC 153B ELECTRONIC PREPRESS/IMAGING TECHNOLOGIES I ..... 3**

Prerequisites: GRC 101 and 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.

**GRC 156 COMPUTER ILLUSTRATION ..... 3**

Prerequisite: GRC 103 and ART/GRC 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 175 WEB DESIGN AND PUBLISHING I ..... 3**

Prerequisite: GRC 103 or approval of instructor. Introduction to Web page design and dynamic content for the World Wide Web using Macromedia DreamWeaver and Fireworks. Class will focus on the planning, design and production of Web sites, including audience considerations, formatting and optimizing resources for the Internet, interface design, navigational concepts and interactivity.

**GRC 179 MULTIMEDIA DESIGN AND PRODUCTION ..... 3**

Prerequisite: GRC 103 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.

**GRC 183 ELECTRONIC IMAGING ..... 3**

Prerequisites: GRC 103 and ART/GRC 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 ..... 3**

Prerequisites: GRC 103 and ART/GRC 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.

**GRC 188 WEB ANIMATION AND INTERACTIVITY ..... 3**

Prerequisite: GRC 103 or approval of instructor. Introduction to video and animation concepts and technologies for the World Wide Web. Class will work with Adobe Premier and macromedia Flash in the creation and production of interactive components for the Internet and CD-ROM.

**GRC 198B SPECIAL TOPICS IN GRAPHIC COMMUNICATIONS ..... 0.5-6**

Prerequisite: 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.

**GRC 204B ELECTRONIC PREPRESS/IMAGING TECHNOLOGIES II ..... 3**  
 Prerequisites: GRC 151B and 153B or approval of instructor. Advanced lab in image reproduction, including image capture and manipulation, color management, formatting and optimization of graphics, preflight, prepress terminologies, proofing, traditional and digital printing processes and output requirements for print and electronic publishing.

**GRC 221B VISUAL COMMUNICATIONS STUDIO I ..... 3**  
 Prerequisites: GRC 144B, 156 and 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 ..... 3**  
 Prerequisites: GRC 156 and 183 recommended. 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 ..... 3**  
 Prerequisites: GRC 175 and 188 or approval of instructor. Introduction to Web page design and dynamic content for the World Wide Web using Macromedia DreamWeaver and Fireworks. Class will focus on the planning, design and production of Web sites, including audience considerations, formatting and optimizing resources for the Internet, interface design, navigational concepts and interactivity.

**GRC 279B MULTIMEDIA DESIGN AND PRODUCTION II ..... 3**  
 Prerequisites: GRC 175 and 188 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.

**GRC 285B COMPUTER ANIMATION II ..... 3**  
 Prerequisite: GRC 185 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.

**GRC 290B INTERNSHIP IN GRAPHIC COMMUNICATIONS ..... 1-8**  
 Supervised work experience with a selected graphic communications business, dependent upon student's 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 associate degree. Contact the department advisor for application, screening and required skills evaluation. 75 hours on the job per credit.

**GRC 294B PROFESSIONAL PORTFOLIO ..... 1-3**  
 Prerequisite: minimum of 21 credits of GRC design/production classes or approval of instructor. Development of a portfolio for employment in the graphic communications or digital media field for transfer to a four-year program. Class will deal with the professional and legal requirements of working in the graphic communication/digital media industry.

**GRC 298B SPECIAL PROBLEMS IN GRAPHIC COMMUNICATIONS ..... 0.5-6**  
 Prerequisite: 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 ..... 1-2**  
 Prerequisite: 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.

## Grant Writing (GRNT)

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**GRNT 101B GRANT WRITING BASICS ..... 2**  
 Prerequisite: 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.

**GRNT 102B REFINING GRANT WRITING SKILLS ..... 2**  
 Prerequisite: 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, evaluation/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 ..... 2**  
 Prerequisite: GRNT 101B. This course focuses on social issues and relevant topics to grant writers and makers. These topics include vehicles to effect change, nonprofit and for-profit paradigms, cultural perspective, 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 lifelong learning models.

**GRNT 198B SPECIAL TOPICS: GRANT WRITING ..... 0.5-6**  
 Prerequisite: instructor approval. Various short courses and workshops covering a variety of subjects. This course will be variable credit of one-half to six credits, depending on the course and number of hours required. This course may be repeated for up to six credits.

**GRNT 225B INDEPENDENT STUDY—GRANTS ..... 1-6**  
 Prerequisite: instructor approval. This course is designed for the individual who has a particular interest in grants (i.e., grant research, writing, budget, 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. Students must meet with a faculty advisor on a regular basis. May be repeatable for up to six credits.

**GRNT 290B INTERNSHIP IN GRANT WRITING AND MANAGEMENT ..... 1-8**  
 Prerequisite: GRNT 101B or instructor approval. A course designed wherein student 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 the basis on 75 hours of internship for one credit. May be repeatable for up to eight credits.

## Health (HLTH)

**HLTH 110B HEALTH OCCUPATIONS ..... 3**  
 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 HEALTH OCCUPATIONS ..... 0.5-6**  
 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.

## Heating, Ventilation and Air Conditioning (HVAC)

**HVAC 100B INTRODUCTION AND BASIC SKILLS IN HVAC/R ... 14**  
 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.)

**HVAC 150B RESIDENTIAL HEATING AND AIR CONDITIONING ..... 14**  
 Prerequisite: HVAC 100B, Introduction and Basic Skills in HVAC/R. 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**  
 Prerequisite: HVAC 100B, Introduction and Basic Skills in HVAC/R. 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**  
 Prerequisite: HVAC 100B, Introduction and Basic Skills in HVAC/R. 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 ..... 1-8**  
 Prerequisites: HVAC 100B and 150B, 200B or 250B, or approval of the instructor. A GPA 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 eight credits.

## Heavy Commercial Transportation (HCT)

**HCT 205B COMMERCIAL DRIVER LICENSE TRAINING ..... 6**  
 Prerequisite: 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 a.m. to 5 p.m., Monday through Friday).

**HCT 290B INTERNSHIP IN HEAVY COMMERCIAL TRANSPORTATION ..... 1-8**  
 Prerequisite: students must have a commercial driver license (CDL). 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. Repeatable up to eight credits.

## Hebrew (HEB)

**HEB 113 HEBREW LEVEL I ..... 4**  
 Development of language skills in listening, speaking, reading, writing and structural analysis. Emphasis placed on speaking.

**HEB 114 HEBREW LEVEL II ..... 4**  
 Prerequisite: HEB 113 or permission of instructor. 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.

# History (HIST)

- HIST 101 UNITED STATES HISTORY I (TO 1865) ..... 3**  
 Survey of U.S. political, social, economic, diplomatic and cultural development from colonial times to 1865. Satisfies the United States Constitution requirement.
- HIST 102 UNITED STATES HISTORY II (SINCE 1865) ..... 3**  
 Survey of U.S. political, social, economic, diplomatic and cultural development from 1865 to the present. Includes examination of the Nevada Constitution and satisfies the Nevada Constitution requirement.
- HIST 105 EUROPEAN CIVILIZATION I ..... 3**  
 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 UNR. 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, (775) 784-6230.
- HIST 106 EUROPEAN CIVILIZATION II ..... 3**  
 Survey of the development of Western civilization, 1648 to the present. Will fulfill the western traditions requirement for TMCC students who have not yet matriculated at UNR. 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 ..... 0.5-6**  
 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.
- HIST 208 WORLD HISTORY I ..... 3**  
 A survey of the societies and cultures of Asia, Africa, the Middle East, Europe, the Americas and Oceania to 1600. Satisfies UNR diversity core curriculum.
- HIST 209 WORLD HISTORY II ..... 3**  
 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 UNR diversity core curriculum.
- HIST 211 HISTORY OF EAST ASIA I ..... 3**  
 An examination of the philosophical, religious, political and social traditions of Asia from ancient times to the nineteenth century. Satisfies UNR diversity core curriculum.
- HIST 212 HISTORY OF EAST ASIA II ..... 3**  
 The impact of colonialism and imperialism upon Asia. How Asians responded to and eventually triumphed over foreign rule. The struggles and achievements of Asian peoples and nations since independence. Satisfies UNR diversity core curriculum.
- HIST 217 NEVADA HISTORY ..... 3**  
 Nevada history from exploration to the present. Includes examination of the Nevada Constitution and satisfies the Nevada Constitution general education requirement.
- HIST 225 HISTORY OF THE VIETNAM WAR ..... 3**  
 The United States involvement in Vietnam beginning during WW II. Decisions made by seven U.S. presidents, their impact and retrospective views of the disastrous ending of the war will be examined.

- HIST 227 INTRODUCTION TO LATIN AMERICAN HISTORY AND CULTURE I ..... 3**  
 An overview of Hispanic history including language, literature, geography, religion, music and politics. Satisfies UNR diversity core curriculum.
- HIST 228 INTRODUCTION TO LATIN AMERICAN HISTORY AND CULTURE II ..... 3**  
 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 ..... 3**  
 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 UNR diversity core curriculum.
- HIST 248 INTRODUCTION TO THE AMERICAN CIVIL WAR ..... 3**  
 Era of the Civil War from the events immediately preceding the national conflict to its conclusion. Topics covered include strategy, tactics, battles, generals, politics, economics, why the North won, why the South lost, technology and European diplomatic relations.
- HIST 288 HITLER AND STALIN: STUDIES IN TYRANNY ..... 3**  
 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 290B INTERNSHIP IN HISTORY ..... 1-8**  
 A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits.
- HIST 291 INTRODUCTION TO WOMEN'S HISTORY AND LITERATURE ..... 3**  
 This interdisciplinary survey course examines women's history and gender relations in the United States from the colonial period to the present. It explores the dynamics and cultural construction of race, ethnicity, class and gender in women's historical experience. In addition, it examines the portrayal of women in literature and, to a lesser extent, in art, music and film. Multi-cultural perspectives will be included through the examination of African American, Native American and Latina writers. Fulfills TMCC and UNR diversity requirement.
- HIST 293 INTRODUCTION TO AFRICAN AMERICAN HISTORY I . 3**  
 A survey of African American history from the time of European settlement of North American 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 UNR diversity core curriculum.

**HIST 294 INTRODUCTON TO AFRICAN AMERICAN HISTORY II . 3**

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 UNR diversity core curriculum.

**HIST 295 SPECIAL TOPICS IN HISTORY ..... 1-9**

Provides students with the opportunity to explore the significance and historical origins of world issues and events requiring special focus. This course allows faculty the flexibility to address issues and concepts of immediate relevance in the global society. Students may repeat this course to a maximum of nine credits.

## Human Development and Family Studies (HDFS)

**HDFS 201 LIFESPAN HUMAN DEVELOPMENT ..... 3**

Overview of growth and development from prenatal period through adulthood.

**HDFS 202 INTRODUCTION TO FAMILIES ..... 3**

Dynamics of development, interaction and intimacy of primary relationships in contextual and theoretical frameworks. Societal issues and choices facing diverse family systems.

**HDFS 232 DIVERSITY IN YOUNG CHILDREN ..... 3**

This course will focus on the development of young children birth through eight years old. It will examine the physical, social, emotional, language and cognitive development of children of diverse cultural backgrounds around the world. It will focus on typical and atypical development, gender differences and cultural differences among children.

## Humanities (HUM)

**HUM 101 INTRODUCTION TO HUMANITIES I ..... 3**

A survey of the major humanizing influences from ancient Egypt through the Renaissance in western civilization, music, art, literature, film and philosophy. Course considers important movements and figures. Satisfies UNR core curriculum.

**HUM 102 INTRODUCTION TO HUMANITIES II ..... 3**

A continuation of HUM 101 from the Baroque to the modern era. Satisfies UNR core curriculum.

**HUM 105 ART OF FILM (VARIABLE TITLES) ..... 3**

This course will teach students to appreciate, interpret and respond to selected films from particular genres (for example, the science fiction film), directors (for example, the films of Alfred Hitchcock) or stars (for example, the films of Katherine Hepburn) and to recognize the human values these films depict. It will also introduce students to some of the techniques of filmmaking in general. Same as THTR 180. Repeatable for nine credits.

**HUM 106 INTRODUCTION TO THE AMERICAN**

**MOTION PICTURE ..... 3**

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 1950s. 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 ..... 3**

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 including the influences these architecture and design philosophies have had on the shaping of civilization and what civilization reflects through its architecture during these periods. Same as AAD 114.

**HUM 198B SPECIAL TOPICS IN HUMANITIES ..... 0.5-6**

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.

**HUM 211 SURVEY OF CHINESE CULTURE ..... 3**

Survey of Chinese Culture will introduce the student to key events and concepts from China's cultural development from roughly the time of the ancient Shang dynasty to the People's Republic of China. China's contributions to philosophy, literature and art will be stressed. The class will fulfill UNR's diversity requirement.

**HUM 225 A CULTURAL PERSPECTIVE: SPAIN . . . NEW MEXICO . 3**

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 will be the same as SPAN 225.

**HUM 270B OPERA AND LITERATURE ..... 3**

Opera and Literature introduces the fundamentals of opera and its 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 ..... 3**

This course introduces students to the world's greatest literature through study and analysis of the written text and the experience of viewing the rendering of the text in the film medium. Students will not only gain a historical perspective and aesthetic understanding of classic literary works; they will experience the visual interpretation of the work in another medium.

**HUM 272 SHAKESPEARE THROUGH FILM ..... 3**

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.

# Industrial Maintenance Technology (IMT)

## IMT 110B INTRODUCTION TO INDUSTRIAL ELECTRICITY ..... 1-6

An introductory course in electricity as applied to industry, particularly manufacturing. The course will present electrical principles, 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 circuits. Hands-on will stress common wiring devices and practices and an introduction to fundamental troubleshooting procedures.

## IMT 115B INTRODUCTION TO INDUSTRIAL MECHANICS ..... 1-6

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. Repeatable up to six credits.

## IMT 120B ELECTRICAL CONTROL SYSTEMS ..... 1-6

Prerequisite: IMT 110B. An introduction to hardwired 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 ..... 1-6

Prerequisites: 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 ..... 1-6

Prerequisites: IMT 110B and 120B. An introduction to and hands-on experience with Programmable Logic Controllers (PLCs). Emphasis is on understanding the basic operation and fundamental use of PLCs in industry as a "relay-replacer." The student will build several PLC-based control circuits and program the PLCs using PC-based software.

## IMT 212B ADVANCED TROUBLESHOOTING ..... 1-6

Prerequisites: IMT 110B and 120B. A continuation of practical examples of circuits and applications relating to electrical control. Emphasis is on understanding and troubleshooting complex "hardwired" 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, IMT 120B, class is mandatory and a prerequisite for this course. Repeatable up to six credits.

## IMT 220B PROGRAMMABLE LOGIC CONTROLLERS II ..... 1-6

Prerequisites: IMT 110B, 120B and 210B. This is a hands-on course designed to give further experience with programmable logic controllers (PLCs). 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 electrical control and an understanding of basic relay replacing instructions and experience with PLCs and PLC control. Upcoming classes will build on the information presented here. Repeatable up to six credits.

## IMT 233B INTRODUCTION TO INSTRUMENTATION ..... 1-4

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.

## IMT 290B INTERNSHIP IN INDUSTRIAL MAINTENANCE TECHNOLOGY ..... 1-8

Prerequisite: approval of department. This course provides the student with the opportunity to acquire real-world experience under the supervision of qualified industry personnel. This course is an extension supplemental to classroom/lab experiences. Student grades will be assigned as a cooperative effort between the instructor and job supervisor. Repeatable up to eight credits.

# Information Systems (IS)

## IS 101 INTRODUCTION TO INFORMATION SYSTEMS ..... 3

An introduction to computer terminology, hardware and application programs for management information systems. Students are introduced to business, industry and education applications of popular software using spreadsheets, word processors and data bases. "Hands-on" experience is provided through student use of open lab.

## IS 115 INTRODUCTION TO PROGRAMMING ..... 3

Prerequisite: CIT 111\*. A first course in programming. May use any BASIC as the language tool. Deals with the ideas of typical processes, internal computation, input/output, decision and control and typical applications.

## IS 201 COMPUTER APPLICATIONS ..... 3

Prerequisite: IS 101. Topics include advanced aspects of operating systems, spreadsheets, databases, hardware and other topics. This course transfers to UNR as CIS 203 for three credits.

# Italian (ITAL)

## ITAL 101 INTRODUCTION TO ITALIAN I ..... 3

Introduction to fundamentals of Italian grammar. Spoken communication and listening skills with considerable emphasis on written communication and reading skills. Prior knowledge of the Italian language is not required.

## ITAL 102 INTRODUCTION TO ITALIAN II ..... 3

Prerequisite: ITAL 101, equivalent course or instructor's approval. Continuation course of ITAL 101. It introduces more advanced and complex forms of Italian grammar. Spoken communication and listening skills and a more detailed emphasis on written communication and reading skills.

## ITAL 103B INTERMEDIATE ITALIAN I ..... 3

Prerequisite: ITAL 102, equivalent course or instructor's approval. Structural review. This course introduces intermediate forms of Italian grammar. Spoken communication, listening and written communication skills. Readings from newspaper clips and magazine articles. Viewing and discussing of Italian films.

## ITAL 104B INTERMEDIATE ITALIAN II ..... 3

Prerequisite: ITAL 103B, equivalent course or instructor's approval. Structural review. This course is a continuation of ITAL 103B. It introduces intermediate and advanced forms of Italian grammar. Spoken communication, listening and written communication skills. Readings from newspaper clips and magazine articles. Viewing and discussion of Italian films.

## Japanese (JPN)

- JPN 101B CONVERSATIONAL JAPANESE I** ..... 3  
A course emphasizing spoken communication. Writing, listening and reading skills will be explored.
- JPN 102B CONVERSATIONAL JAPANESE II** ..... 3  
Prerequisite: JPN 101B or permission of the instructor. A continuation of JPN 101B.
- JPN 198B SPECIAL TOPICS IN JAPANESE** ..... 0.5-6  
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.

## Journalism (JOUR)

- JOUR 101 INTERPRETING THE DAYS NEWS** ..... 3  
Study of the news of the day and the function of the newspaper, the news magazine and the news broadcasts in American life. History of journalism emphasized.
- JOUR 105 PUBLICATIONS PRODUCTION I** ..... 3  
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** ..... 3  
Advanced news gathering, news writing and news presentation with practical application demonstrated by applying efforts toward production of a campus publication.
- JOUR 201 MEDIA WRITING** ..... 3  
Prerequisite: JOUR 101. Writing in journalistic and persuasive styles for mass media. Emphasis on analysis and organization of information, clarity of expression.
- JOUR 205 MEDIA ETHICS** ..... 3  
Systematic consideration of moral issues in the practice of mass communication.
- JOUR 221 NEWS GATHERING AND WRITING** ..... 3  
Prerequisite: JOUR 106 or GRC 103 or equivalent or qualifying ACT/SAT test results. 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** ..... 1-8  
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits.

## Lab Technician (LTE)

- LTE 110 TECHNIQUE OF VENIPUNCTURE** ..... 4  
Prerequisites: proof of rubella titer/MMR vaccination, hepatitis B, DT 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, fingerstick procedure and patient contact methods. Emphasis is placed on the role of the venipuncturist in a modern health and delivery system.

## Law Paralegal (LAW)

- LAW 101 FUNDAMENTALS OF PARALEGALISM** ..... 3  
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 and ethics and liability of the legal profession.
- LAW 198B SPECIAL TOPICS LEGAL ASSISTANT** ..... 0.5-6  
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.
- LAW 203 REAL PROPERTY** ..... 3  
Prerequisite: 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** ..... 3  
Prerequisite: 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** ..... 3  
Prerequisite: 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** ..... 1  
Prerequisite: 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** ..... 3  
Prerequisite: LAW 101 with a grade of "B" or better. Emphasis on jurisdiction of the court system in Nevada. Discussion of complaints, summons, answers and supplemental pleadings. Will also cover pretrial tactics, motions, exceptions, venue, discovery, depositions and summary judgements.
- LAW 232 PROCEDURE - CRIMINAL** ..... 3  
Prerequisite: CRJ 230. An overview of the procedure involved in criminal cases. Includes a discussion of complaints, indictments, writs of habeas corpus, trial motions and post-conviction remedies.
- LAW 233 BUSINESS STRUCTURES** ..... 3  
Prerequisite: 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** ..... 3  
Prerequisite: 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** ..... 3  
Prerequisites: 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 ..... 3**  
 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 255 PROBATE, TRUST AND GUARDIANSHIP LAW ..... 3**  
 Prerequisites: 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 ..... 3**  
 Prerequisite: 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 ..... 3**  
 Prerequisites: 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 ..... 1-3**  
 Prerequisite: 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 ..... 3**  
 Prerequisites: 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 266B LEGAL OFFICE BASICS ..... 3**  
 Prerequisite: 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.
- LAW 267B LEGAL OFFICE PRACTICE AND PROCEDURE ..... 3**  
 Prerequisite: 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 U.S. 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 295 SUPERVISED FIELD EXPERIENCE ..... 3**  
 Prerequisites: LAW 231, 261, 263 and an additional 12 semester credits of courses from the paralegal program. Please consult with the program coordinator. Paralegal 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.

## Learning Experience Assessment Program (LEAP)

- LEAP 101B LEAP (LEARNING EXPERIENCE ASSESSMENT PROGRAM) PORTFOLIO ..... 1**  
 LEAP is a portfolio program designed to allow students the opportunity to earn equivalent college credit for demonstrated technical knowledge gained through specialized training and independent work. Course taught as pass/withdraw only. (See Appendix C for admission requirements.)

## Management (MGT)

- MGT 103 SMALL BUSINESS MANAGEMENT ..... 3**  
 Prerequisite: qualifying ACCUPLACER, ACT/SAT test results. (Must score at the 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.
- MGT 171 SUPERVISION ..... 3**  
 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 IN MANAGEMENT ..... 0.5-6**  
 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.
- MGT 201 PRINCIPLES OF MANAGEMENT ..... 3**  
 Prerequisite: qualifying ACCUPLACER, ACT/SAT test results. (Must score at the ENG 090 level.) Fundamentals and principles of management, administrative policies, objectives and procedures and problems of organization control and leadership.
- MGT 212 LEADERSHIP AND HUMAN RELATIONS ..... 3**  
 Prerequisite: qualifying ACCUPLACER, ACT/SAT test results. (Must score at the 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.
- MGT 235 ORGANIZATIONAL BEHAVIOR ..... 3**  
 Prerequisite: MGT 201 or permission of instructor. Concepts, theories and case studies concerning the behavior of people in modern business organizations.
- MGT 251B LABOR RELATIONS ..... 3**  
 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 ..... 3**

Prerequisite: 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. 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.

**MGT 290B INTERNSHIP IN MANAGEMENT ..... 1-8**

A course designed wherein students will apply knowledge and skills to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed most core and major requirements and have a 2.5 GPA. Contact the instructor for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 75 hours of internship for one credit. May be repeated for up to eight credits.

**MGT 294B SEMINAR IN MANAGEMENT ..... 1-4**

Prerequisite: MGT 201, other MGT courses or permission of instructor. Analysis of the nature and problems of an approach to management planning, organizing, decision making and controlling through the study of recent relevant literature and selected cases.

## Marketing (MKT)

**MKT 115 PURCHASING ..... 3**

This basic course will introduce the student to purchasing techniques and practices. Specific topics to be covered include purchasing department functions and responsibilities, purchasing tools, forms and procedures, vendor relationships and policies, the position of purchasing in the organization, centralized vs. decentralized purchasing, controls, determining standards of purchasing performance and the future of purchasing.

**MKT 129 PRINCIPLES OF SALES ..... 3**

The purpose of this course is to give each participant a superior knowledge of persuasive communication techniques in a business setting. Intensive study of body language, personality types, learning/communication styles and neurolinguistic programming are included. Students will practice reading and interpreting body language. Furthermore, each participant will be trained how to determine and react to different personality types and neurolinguistic styles. The importance of using diverse communication styles and techniques with different cultures is covered. Students will be required to speak in front of the class and do a sales presentation. Participants will gain a sense of self-confidence and assertiveness.

**MKT 130 INTRODUCTION TO MARKETING ..... 3**

Prerequisite: qualifying ACCUPLACER, ACT/SAT test results. (Must score at the ENG 090 level.) Intense study of marketing philosophy including segmenting and developing target markets, pricing, distribution and location analysis, promotion and product development. Upon completion of this course, the student will understand the marketing concept and be able to explain how an organization can develop an effective marketing strategy. MKT 130 transfers to UNR as MGRS 210 for three credits.

**MKT 131 ADVERTISING ..... 3**

Presents methods and techniques in modern advertising, giving information to do the entire advertising job. Copywriting, selection of media and how the advertiser can approach his/her problem most effectively are included.

**MKT 198B SPECIAL TOPICS MARKETING ..... 0.5-6**

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.

**MKT 229 PUBLIC RELATIONS ..... 3**

Techniques of public relations for those holding supervisory or higher positions in management and marketing. Principles of creating and maintaining good public relations, including employee-employer relations. Customer-employee relations receive emphasis. Focuses on the programming of the total public relations effort and selecting of appropriate strategy, media and persuasive devices to accomplish objectives.

**MKT 290B INTERNSHIP IN MARKETING ..... 1-8**

A course designed wherein students will apply knowledge and skills to real on-the-job situations in a small program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed most core and major requirements and have a 2.5 GPA. Contact the instructor for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits.

**MKT 299 MARKETING YOURSELF ..... 1**

The most important product you will ever market is yourself! This course highlights techniques that many very successful companies use to market their products. An in-depth review and analysis of the Boston Consulting Group Matrix, Product Life Cycle Analysis and the General Electric Grid is conducted. These frameworks of thinking are reworked specifically for the use of a person in the process of planning a career or currently marketing themselves. Each student will segment his/her market and pick a target group. An individual marketing strategy will be developed for the target market picked.

## Mathematics (MATH)

Prerequisites for math courses must have been completed within the last year with a grade of "C" or better.

**MATH 090 CONTINUING STUDIES IN MATH ..... 0.5-3**

This developmental math course is for assessment purposes. Developmental students may register for this course without taking ACCUPLACER.

**MATH 091 BASIC MATHEMATICS ..... 3**

A course covering the fundamental operations on whole numbers, fractions, mixed numbers and decimals, ratios, percentages, electronic calculators and consumer topics. The course is intended to provide a thorough review of basic skills needed in future mathematics courses and in applied fields.

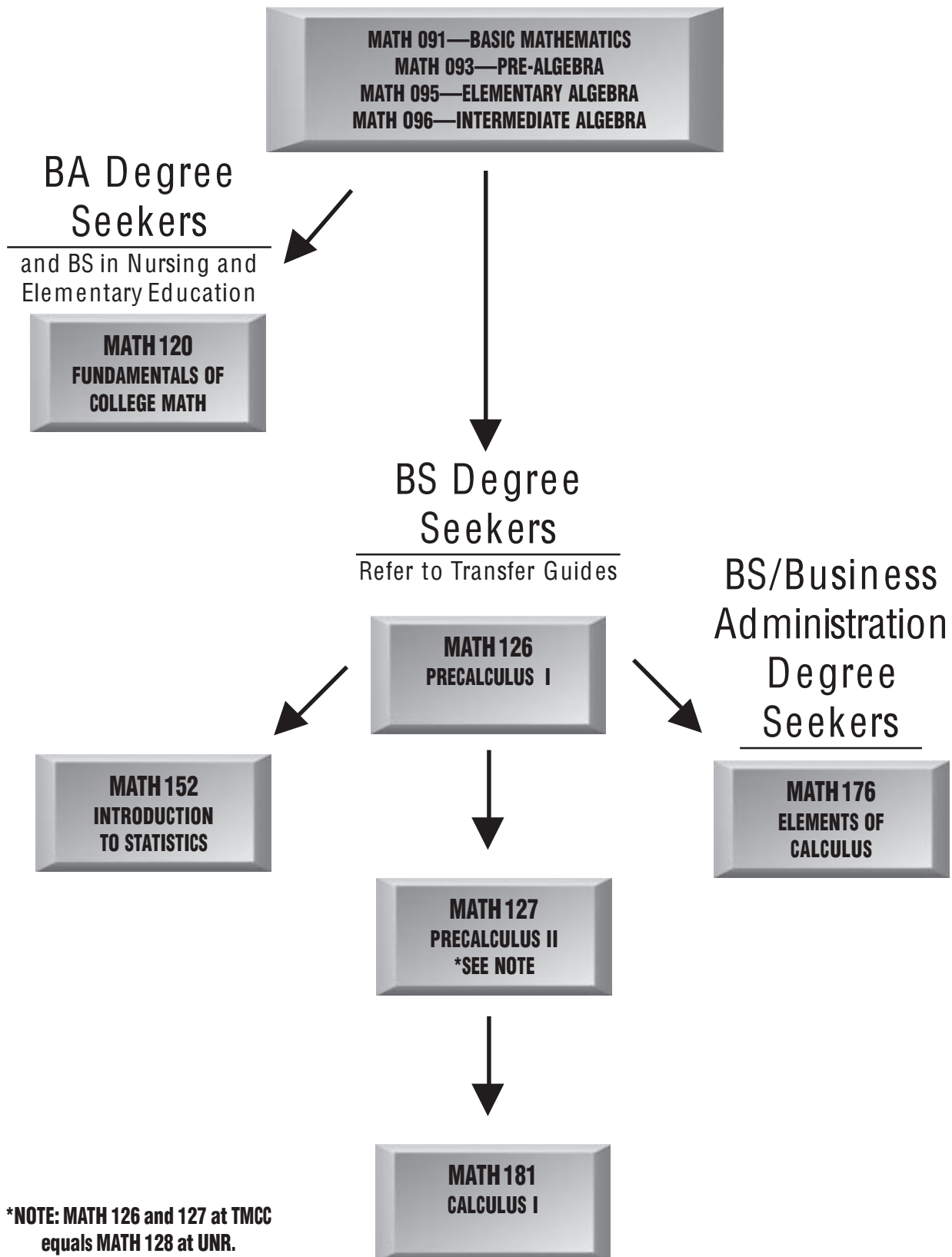
**MATH 093 PRE-ALGEBRA ..... 3**

Prerequisite: MATH 091 or equivalent or qualifying ACCUPLACER, ACT/SAT test results. A course in pre-algebra including a review of basic math skills such as signed numbers, fractions, mixed numbers, decimals and percents. Skills in problem solving using equations will be emphasized along with graphing linear equations and simple polynomials. Problems using ratio, proportion, measurement and geometry will also be included.

**MATH 095 ELEMENTARY ALGEBRA ..... 3**

Prerequisite: MATH 093 or equivalent or qualifying ACCUPLACER, ACT/SAT test results. A TI-83 graphing calculator is required for this course. A first course in algebra. Topics covered include the fundamental operations on real numbers, first degree equations, inequalities in one variable, polynomials and integer exponents, solving quadratic equations by factoring.

# MATH SEQUENCE CHART



\*NOTE: MATH 126 and 127 at TMCC equals MATH 128 at UNR.

**MATH 096 INTERMEDIATE ALGEBRA ..... 3**  
 Prerequisite: MATH 095 or equivalent or qualifying ACCUPLACER, ACT/SAT test results. A TI-83 graphing calculator is required for this course. A second course in algebra. Topics include graphing linear equations, solving systems of linear equations in two variables and linear inequalities, solving quadratic, rational and radical equations, factoring, simplifying rational, radical expressions and complex numbers and determining the equations of lines, solving application problems and functions.

**MATH 105B MATH FOR RADIOLOGIC TECHNICIANS ..... 3**  
 This is not a lecture course. A programmed course including the following topics relevant to the study of radiologic technology: review of arithmetic, algebra, geometry and graphical representation.

**MATH 106B GEOMETRY ..... 3**  
 Prerequisite: 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. This is not a lecture course.

**MATH 107B REAL ESTATE MATH ..... 3**  
 Review of basic arithmetic principles. A general mathematics course designed to assist the student who wishes to pass the state exam and the student who wants to be more proficient and knowledgeable in the real estate profession. Decimals, percentages, fractions, prorations, tax rate, interest, discount and depreciation are included. This is not a lecture course.

**MATH 108B MATH FOR TECHNICIANS ..... 3**  
 Prerequisite: 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.). The focus of presentation and utilization will be specific to the industry area. The course will include demonstrations and hands-on exercises applying mathematics as it will be needed in the specific technical environment.

**MATH 120 FUNDAMENTALS OF COLLEGE MATHEMATICS ..... 3**  
 Prerequisite: MATH 096 or equivalent or qualifying ACCUPLACER, ACT/SAT test results. A TI-83 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 ..... 3**  
 Prerequisite: 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.

**MATH 123 ELEMENTARY SCHOOL MATHEMATICS II ..... 3**  
 Prerequisite: 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 PRECALCULUS I ..... 3**  
 Prerequisite: MATH 096 or equivalent or qualifying ACCUPLACER, ACT/SAT test results. A TI-83 graphing calculator is required for this course. This course covers advanced concepts in algebra including graphs and properties of functions, quadratic, polynomial, rational, exponential and logarithmic functions, applications, mathematical models and matrices.

**MATH 127 PRECALCULUS II ..... 3**  
 Prerequisite: MATH 126 or equivalent or qualifying ACCUPLACER, ACT/SAT test results. A TI-83 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, sinusoidal functions, vectors, parametric equations and the complex plane. The combination of MATH 126 and MATH 127 is equivalent to UNR's MATH 128.

**MATH 152 INTRODUCTION TO STATISTICS ..... 3**  
 Prerequisite: MATH 126 or equivalent or qualifying ACCUPLACER, ACT/SAT test results. A TI-83 graphing calculator is required for this course. Descriptive statistics, probability models, statistical estimation and hypothesis testing, linear regression analysis and special topics. Satisfies UNR math core curriculum.

**MATH 176 ELEMENTS OF CALCULUS ..... 3**  
 Prerequisite: MATH 126 or equivalent or qualifying ACCUPLACER, ACT/SAT test results. A TI-83 graphing calculator is required for this course. Topics covered include graphing functions, derivatives, integrals, applications and the Fundamental Theorem of Calculus. This course is designed for business, social science or biological science majors. Satisfies UNR math core curriculum.

**MATH 181 CALCULUS I ..... 4**  
 Prerequisites: MATH 126 and MATH 127 or equivalent or qualifying ACCUPLACER, ACT/SAT test results. A TI-83 or better graphing calculator is required for this course. Instructor support for TI calculators only. Topics covered include functions, the derivative, differentiation of functions, applications of the derivative, understanding the definite integral, finding integrals and applications of integrals. Throughout the course topics will be viewed geometrically, numerically and algebraically. This course is oriented toward students of mathematics, physical science and engineering. Satisfies UNR math core curriculum.

**MATH 182 CALCULUS II ..... 4**  
 Prerequisite: MATH 181 or equivalent. A TI-83 or better graphing calculator is required for this course. Instructor support for TI calculators only. A continuation of MATH 181. Topics covered include a continuation of the definite integral, finding integrals and applications of integrals, differential equations and approximations of functions with simpler functions. Throughout the course topics will be viewed geometrically, numerically and algebraically. This course is oriented toward students of mathematics, physical science and engineering.

**MATH 190B MATH FOR ELECTRONICS ..... 3**  
 Prerequisite: recommend MATH 095 or equivalent or qualifying ACCUPLACER, ACT/SAT test results. Because of the differing mathematical backgrounds of students enrolling in this course, the material is individualized with respect to content and rate of progress. Mastery of the material is obtained by the solution of math problems which arise in the study of electronics. Topics covered include powers of 10, an algebra review, graphs, exponents and radicals.

**MATH 283 CALCULUS III ..... 4**  
 Prerequisite: MATH 182 or equivalent. A TI-83 or better graphing calculator is required for this course. Instructor support for TI calculators only. A continuation of MATH 182. Topics covered include vectors, differentiating and integrating functions of many variables, optimization, parametric curves and surfaces, vector fields, line integrals and flux integrals. Throughout the course topics will be viewed geometrically, numerically and algebraically. This course is oriented toward students of mathematics, physical science and engineering.

**MATH 285 DIFFERENTIAL EQUATIONS** ..... 3  
 Prerequisite: MATH 182 or equivalent. Theory and solving techniques for constant and variable coefficient linear equations and a variety of nonlinear equations. Emphasis on those differential equations arising from real world phenomena.

## Medical Records Technology (MRT)

**MRT 198B SPECIAL TOPICS MEDICAL RECORDS TECHNOLOGY** ..... 0.5-6

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.

**MRT 201B ICD-9/CPT CODING** ..... 3

Prerequisite: NURS 140, BIOL 123B or permission of instructor. History of the development of international classification systems and nomenclatures from 1898 to present day. The course content includes study of Systematized Nomenclature of Diseases, Systematized Nomenclature of Medicine (SNOMED), International Classification of Disease, ICD9-CM and Severity of Illness Measure, Oncology, (ICD-O) Diagnostic and Statistical Manual for Mental Disorders (DSM IV) Nursing Diagnosis, Ambulatory Care (CPT 4, ICHPPC) and Inpatient Case-mix (DRGs and RUGs). Study and in-depth practice in assigning ICD9-CM codes to diseases, operations and procedures.

## Mental Health (MHDD)

**MHDD 101 ROLE OF THE TECHNICIAN** ..... 1

Basic skills in behavioral observation, documentation and intervention. Includes patient/client rights, confidentiality, detection and reporting of abuse and neglect. Techniques of building therapeutic relationships.

**MHDD 102 MEDICAL COMPONENT/MHDD** ..... 1

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** ..... 1

Verbal and physical techniques for managing aggressive and assaultive behaviors of MHDD clients.

**MHDD 106 THE TEACHING ROLE AND ACTIVE TREATMENT** ..... 1

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** ..... 2

Major categories of psychotropic and seizure medications. Rationale for use of medication, typical dosages, main effects, assessment of effectiveness and potential side effects.

**MHDD 109 INTRODUCTION TO THERAPEUTIC INTERVENTIONS** ..... 2

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** ..... 2

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** ..... 1

An in-depth study and analysis of life-style issues as they have contributed to chemical dependency. Students will identify acceptable treatment methods for each client.

**MHDD 153 LIFE SPAN DEVELOPMENT** ..... 1

Growth and development through the life span. Includes social learning theory, family dynamics and human relations and development as relating to mentally ill and developmentally disabled clients.

**MHDD 154 ADVANCED THERAPEUTIC INTERVENTIONS** ..... 2

Prerequisite: MHDD 109. A comprehensive working knowledge of interdisciplinary therapeutic intervention including assessing, planning, implementing and evaluating a client's treatment program.

**MHDD 160 ETIOLOGIES, THEORIES AND TREATMENT OF MENTAL ILLNESS** ..... 2

An in-depth analysis of major diagnostic categories encountered with the seriously mentally ill. Review of treatment plans which have proven useful in addressing these disorders.

**MHDD 295 PRACTICUM IN MHDD** ..... 3

A career-related work experience under qualified supervision. Work directly with mentally ill or developmentally disabled clients within a local service-provider agency. Preparation for occupation as MHT/MRT.

## Military Occupations (MIL)

**MIL 101 INTRODUCTION TO MILITARY SCIENCE** ..... 2

Mission of the armed services, role of the military and evolution of weapons and warfare. Introductory orienteering, marksmanship, physical fitness and briefing skills.

**MIL 102 BASIC LEADERSHIP AND ORGANIZATION** ..... 2

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.

**MIL 198B SPECIAL TOPICS: MILITARY OCCUPATIONS** ..... 0.5-6

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.

**MIL 201 MILITARY TOPOGRAPHY AND ORIENTEERING** ..... 2

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.

**MIL 202 SMALL UNIT LEADERSHIP TECHNIQUES** ..... 2

Principles of squad combat, decision making, control and command. Rifle qualification, physical fitness maintenance and briefing operations orders.

- MIL 203 BASIC TOPICS IN LEADERSHIP SKILLS** ..... 1-2  
 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 four credits provided different subject areas are studied for each period of enrollment.
- MIL 204 SUMMER BASIC** ..... 2  
 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.

## Music (MUS)

- MUS 101 MUSIC FUNDAMENTALS AND EAR TRAINING** ..... 3  
 Notation, terminology, intervals and scales. Learning to read music. Designed to furnish a foundation for musicianship and recommended for teachers in public schools.
- MUS 104 GUITAR CLASS** ..... 2  
 Prerequisite: students must possess their own guitar. This course is geared toward the beginning and intermediate level guitarist. Emphasis is placed on improving individual performance on the guitar. Topics will include chording, melody playing, music reading, right hand technique and individual style.
- MUS 105 VOCAL TECHNIQUES** ..... 2  
 Fundamentals of tone production, breath control and practical techniques involved in reading and interpreting songs. May be repeated for a maximum of four credits.
- MUS 112 COLLEGE SINGERS** ..... 1  
 Choral presentations of various periods. Repeatable to six credits.
- MUS 117 CONCERT BAND** ..... 1  
 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 to six credits.
- MUS 119 ORCHESTRA** ..... 1  
 The TMCC orchestra is a musical performance ensemble consisting of orchestral string, woodwind, brass and percussion performers. The orchestra will rehearse and perform music of several historical periods and styles. Musical experience equivalent to high school orchestra is required for admission. Repeatable to six credits.
- MUS 121 MUSIC APPRECIATION** ..... 2-3  
 Historical and cultural background of music. A general course in music appreciation open to all students. Representative works presented and analyzed. Satisfies the UNR fine arts core curriculum.
- MUS 123 MUSIC HISTORY I** ..... 3  
 Chronological study of the composers and their work from the beginning through the Baroque period. Satisfies the UNR fine arts core curriculum.
- MUS 124 MUSIC HISTORY II** ..... 3  
 Chronological study of the composers and their work from the classical through romantic periods. Satisfies the UNR fine arts core curriculum.
- MUS 125 HISTORY OF ROCK MUSIC** ..... 3  
 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** ..... 3  
 Survey of Big Band Jazz, its styles, performers and culture from 1934-1945.

- MUS 151 PIANO** ..... 1  
 Private instruction on the piano with an approved instructor. Students will participate in one one-half hour lesson per week. This course may be taken four times for credit.
- MUS 153 VOICE** ..... 1  
 Private instruction of voice with an approved instructor. Students will participate in one one-half hour lesson per week. This course may be taken four times for credit.
- MUS 155 BRASS INSTRUMENTS** ..... 1  
 Private instruction in brass with an approved instructor. Students will participate in one one-half hour lesson per week. This course may be taken four times for credit.
- MUS 157 WOODWIND INSTRUMENTS** ..... 1  
 Private instruction in woodwinds with an approved instructor. Students will participate in one one-half hour lesson per week. This course may be taken four times for credit.
- MUS 159 STRING INSTRUMENTS** ..... 1  
 Private instruction in strings with an approved instructor. Students will participate in one one-half hour lesson per week. This course may be taken four times for credit.
- MUS 161 PERCUSSION** ..... 1  
 Private instruction in percussion with an approved instructor. Students will participate in one one-half hour lesson per week. This course may be taken four times for credit.
- MUS 165 GUITAR** ..... 1  
 Private instruction in guitar with an approved instructor. Students will participate in one one-half hour lesson per week. This course may be taken four times for credit.
- MUS 166 INTRODUCTION TO MIDI SEQUENCERS AND SYNTHESIZERS** ..... 2  
 This course is geared toward the beginning and intermediate level electronic musician. The course is an introduction to digital music synthesis, sampling and sequencing. Keyboard experience is useful but not required.
- MUS 175 JAZZ ENSEMBLE** ..... 1  
 The TMCC Jazz Ensemble is a "big band" style ensemble consisting of saxophone, trombone, trumpet and rhythm section performers. The ensemble will rehearse and perform jazz music of several styles and historical periods. Experience equivalent to high school jazz ensemble is expected. Repeatable to six credits.
- MUS 198B SPECIAL TOPICS IN MUSIC** ..... 0.5-6  
 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.
- MUS 207 THEORY I** ..... 4  
 Prerequisite: music theory placement examination. The study of musical harmony, counterpoint and ear training. Accepted at UNR as equivalent for three credits as MUS 207.
- MUS 208 THEORY II** ..... 4  
 Prerequisite: MUS 207 or music theory placement examination. The study of musical harmony, counterpoint and ear training. Continuation of MUS 207. Accepted at UNR as equivalent for three credits as MUS 208.
- MUS 271 ADVANCED THEORY I** ..... 4  
 Prerequisite: MUS 208. The study of musical harmony, counterpoint and ear training. Continuation of MUS 208. Accepted at UNR as equivalent for three credits as MUS 301.

**MUS 272 ADVANCED THEORY II ..... 4**

Prerequisite: MUS 271 or music theory placement examination. The study of musical harmony, counterpoint and ear training. Continuation of MUS 271. Accepted at UNR as equivalent for three credits as MUS 302.

**MUS 290B INTERNSHIP IN MUSIC ..... 1-8**

A course wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits.

## Nursing (NURS)

**NURS 090 SUCCESS SKILLS FOR THE NURSING PROGRAM ..... 1**

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. Course taught as pass/withdraw only.

**NURS 100 EXPLORATION OF NURSING AS A PROFESSION ..... 2**

This course explores nursing as a potential career. The course will cultivate a concept of the professional nurse through recognition of scholarship on the liberal arts and sciences and caring as a foundation for the profession.

**NURS 120B CLINICAL ASSISTING TECHNIQUES I ..... 3**

Prerequisite: NURS 140 or an equivalent course in medical terminology. Basic ambulatory care concepts and principles in the performance of 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 ..... 3-6**

Prerequisite: proof of negative two-step TB skin test, health care provider CPR card and two (2) MMR. 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 certification exams. Enrollment is open to the general community.

**NURS 131 FUNDAMENTALS OF NURSING CARE ..... 2**

Prerequisite: 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 and adaptations to stressors and in assisting clients to maintain optimum level of wellness. Four hours lecture weekly for seven and one-half weeks.

**NURS 132 INTRODUCTION TO NURSING ..... 2**

Prerequisite: 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 ..... 3**

The development of a basic medical vocabulary used to describe the body's anatomical systems with emphasis on the definition, use, spelling and pronunciation of terms. Attention will be focused on disease, normal body structure and function and pharmacology terminology.

**NURS 142 FUNDAMENTALS OF PHARMACOLOGY ..... 2**

Prerequisites: BIOL 223 and 224. Taught outside of nursing program, usually offered 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 ..... 2**

Prerequisites: NURS 131, 132, 160, 161, 191, HDFS 201 and acceptance into the nursing program. 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 ..... 2**

Prerequisites: NURS 131, 132, 160, 161, 191, HDFS 201 and acceptance into the nursing program. 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 ..... 2**

Prerequisites: NURS 131, 132, 160, 161, 191, HDFS 201 and acceptance into the nursing program. 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 seven and one-half weeks.

**NURS 147 MATERNITY NURSING CARE CLINICAL ..... 2**

Prerequisites: NURS 131, 132, 160, 161, 191, HDFS 201 and acceptance into the nursing program. 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 and delivery, admit nursery, normal newborn nursery and post partum. Twelve hours clinical practice for seven and one-half weeks.

**NURS 160 MEDICAL-SURGICAL NURSING CARE I ..... 2**

Prerequisites: NURS 131, 191 and acceptance into the nursing program. Medical-Surgical Nursing Care I 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 musculo-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 seven and one-half weeks.

**NURS 161 MEDICAL-SURGICAL NURSING CARE I LAB ..... 2**

Prerequisites: NURS 131, 191 and acceptance into the nursing program. 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 seven and one-half weeks.

**NURS 191 FUNDAMENTALS OF NURSING CARE LAB ..... 1**

Prerequisite: acceptance into the nursing program. 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 seven and one-half weeks.

**NURS 192B INTRODUCTION TO NURSING LAB ..... 2**

Lab experience coordinated with NURS 132 class content.

**NURS 193 NURSING CARE IN THE FAMILY CYCLE LAB ..... 4**

Lab experience coordinated with class content (12 hours per week - total 180 hours).

**NURS 198B SPECIAL TOPICS IN NURSING ..... 0.5-6**

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 204B PALLIATIVE CARE NURSING ..... 2**

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, long-term care, critical care units and nurseries.

**NURS 235 PSYCHIATRIC NURSING CARE ..... 2**

Prerequisite: all first year nursing courses, HDFS 201, NUTR 223 and acceptance into the nursing program. 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 client's 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 ..... 5**

The RN Refresher Course is designed to assist inactive professional nurses to update their knowledge and skills in order to renew their licenses. Includes precepted clinical practice.

**NURS 251 MEDICAL-SURGICAL NURSING CARE II ..... 2**

Prerequisites: all first year nursing courses plus required support courses to date and acceptance into the nursing program. 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 acid-base balance, hematological, renal and urinary, male reproductive, vascular and gastrointestinal disorders.

**NURS 255 MEDICAL-SURGICAL NURSING CARE III ..... 3**

Prerequisites: all first year nursing courses, NURS 235, 251, 293 and 295 plus required support courses to date and acceptance into the nursing program. 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 cardiovascular, neurological, integumentary, metabolic, endocrine, immunology, critical care, respiratory, oncology and emergency nursing. Four and one-half hours lecture weekly for 10 weeks.

**NURS 259 NURSING TODAY ..... 1**

Prerequisite: all first year nursing courses plus required support courses to date and acceptance into the nursing program. 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 ..... 1**

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 ..... 8**

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 he/she 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.

**NURS 275B NURSING ISSUES ..... 2**

Prerequisite: limited to students currently enrolled in the nursing program. 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. This course may also be offered as a separate section to registered nurses.

**NURS 280B OPERATING ROOM NURSING ..... 7**

Prerequisite: 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 ..... 0.5-6**

Selected topics in allied health. 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 ..... 1-8**

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to 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 ..... 2**

Prerequisites: all first year nursing courses plus required support courses to date and acceptance into the nursing program. 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 seven and one-half weeks.

**NURS 294 MEDICAL SURGICAL NURSING CARE III LAB ..... 3**

Prerequisites: all first year nursing courses, NURS 235, 251, 293, 295, 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 ..... 2**

Prerequisites: NUTR 223, HDFS 201, all first year nursing courses and acceptance into the nursing program. Lab experience coordinated with course content from NURS 235. Twelve hours clinical practice for seven and one-half weeks.

**NURS 296 TEAM LEADERSHIP IN NURSING LAB ..... 2**

Lab experience coordinated with class content. Team leading practice is supervised.

**NURS 297 CLINICAL PRACTICUM ..... 2**

Prerequisites: completion of NURS 255, 294 and acceptance into the nursing program. 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 (NUTR)

**NUTR 100B INTRODUCTION TO THE DIETETIC TECHNICIAN PROGRAM ..... 0.5**

this course is designed for those students who have an interest in becoming a dietetic technician registered (DTR). It is an introductory directed-study course designed to give the student a greater knowledge of what a DTR does and what career opportunities are open in the field. The goal of this course is to help the student in making an appropriate career choice.

**NUTR 106 UNDERSTANDING CULINARY TECHNIQUES 1 ..... 4**

Prerequisite: all students enrolling in this course must take both the English and math assessment tests before enrolling. This course is for dietetic technician students. 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.

**NUTR 121 HUMAN NUTRITION ..... 3**

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 TMCC and UNR core science group B requirements.



<b>NUTR 223 PRINCIPLES OF NUTRITION .....</b>	<b>3</b>
Prerequisite: 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.	
<b>NUTR 233 NUTRITIONAL CARE .....</b>	<b>3</b>
Prerequisites: NUTR 223 and BIOL 251 or CUL 100. 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 regulations.	
<b>NUTR 243 INTRODUCTION TO DIET THERAPY .....</b>	<b>3</b>
Prerequisites: 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.	
<b>NUTR 253 CULTURAL CONSIDERATIONS IN NUTRITION AND HEALTH CARE .....</b>	<b>3</b>
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. Qualifies for cultural diversity at TMCC.	
<b>NUTR 263B MENU MANAGEMENT .....</b>	<b>3</b>
Prerequisite: 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.	
<b>NUTR 291B PRACTICUM/INTERNSHIP IN NUTRITION-FOOD SERVICE .....</b>	<b>3</b>
Prerequisite: approval of the instructor. Supervised experience in a variety of health care and nutrition settings. Application of classroom theories to actual operations.	
<b>NUTR 292B PRACTICUM/INTERNSHIP IN NUTRITION-COMMUNITY .....</b>	<b>3</b>
Prerequisite: approval of the instructor. Supervised experience in a variety of health care and nutrition settings. Application of classroom theories to actual operations.	
<b>NUTR 293B PRACTICUM/INTERNSHIP IN NUTRITION-CLINICAL .....</b>	<b>3</b>
Prerequisite: approval of the instructor. Supervised experience in a variety of health care and nutrition settings. Application of classroom theories to actual operations.	
<b>NUTR 298B SPECIAL TOPICS IN NUTRITION .....</b>	<b>1-6</b>
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.	

## Philosophy (PHIL)

<b>PHIL 101 INTRODUCTION TO PHILOSOPHY .....</b>	<b>3</b>
Basic problems in different areas of philosophy such as ethics, political theory, metaphysics and epistemology.	
<b>PHIL 102 CRITICAL THINKING AND REASONING .....</b>	<b>3</b>
Non-symbolic introduction to logical thinking and everyday life, law, politics, science, advertising, common fallacies and the uses of language, including techniques of persuasion.	
<b>PHIL 114 INTRODUCTION TO SYMBOLIC LOGIC .....</b>	<b>3</b>
Methods and principles of correct reasoning and argumentation with application to the various sciences.	
<b>PHIL 119 INTRODUCTION TO THE OLD TESTAMENT .....</b>	<b>3</b>
This course will teach students to appreciate, interpret and respond to the Old Testament as a secular, literary, narrative text. We will examine the different genres, literary forms and historical contexts of a wide variety of biblical texts in the Old Testament. By applying the methods of modern literary criticism such as form, function and genre to the Old Testament, students will learn how to analyze and interpret this ancient text through modern eyes. Furthermore, they will learn how the Old Testament, as a complex narrative of human drama, functions as a continuing source for modern authors (such as Milton or Faulkner) and will find the introduction of the terms, concepts and purposes of literary theory and literary criticism applicable to other literature courses at TMCC or UNR.	
<b>PHIL 135 INTRODUCTION TO ETHICS .....</b>	<b>3</b>
This course introduces ethical theory in the context of case studies drawn from literature, films and the media. The course introduces students to classical and modern examples of ethical theory such as ethical relativism, egoism, utilitarianism, the categorical imperative and theories of moral development.	
<b>PHIL 198B SPECIAL TOPICS IN PHILOSOPHY .....</b>	<b>0.5-6</b>
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.	
<b>PHIL 200 THE JUDEO-CHRISTIAN TRADITION .....</b>	<b>3</b>
The major religious and 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.	
<b>PHIL 201 PHILOSOPHY GOES TO THE MOVIES .....</b>	<b>3</b>
This course introduces participants to philosophical problems dramatized through the medium of film. Participants will experience complex philosophical problems underlying many of the films produced for popular consumption or regarded as classic films. The films will function as case studies allowing analysis of ethical issues and aesthetic values. The films or film clips presented will follow background readings and discussion of the philosophical contexts important to understanding the issues involved.	
<b>PHIL 203 SURVEY OF EXISTENTIALISM .....</b>	<b>3</b>
Readings from Kierkegaard, Nietzsche, Jaspers, Sartre and Heidegger. An examination of the existentialist concepts 'being' and 'nonbeing,' 'estrangement,' 'dread,' 'anxiety' and 'freedom.'	
<b>PHIL 207 INTRODUCTION TO POLITICAL PHILOSOPHY .....</b>	<b>3</b>
Major political philosophers, e.g., Plato, Aristotle, Machiavelli, Hobbes, Rousseau, Mill, Marx, on topics such as justice, freedom, equality, tyranny, war, racism, sexism, power, consent and economics.	

- PHIL 210 WORLD RELIGIONS ..... 3**  
 The main moral and religious views of world religions are discussed: Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism and Taoism.
- PHIL 224 INTRODUCTION TO THE PHILOSOPHY OF SCIENCE ... 3**  
 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 295 TOPICAL ISSUES IN PHILOSOPHY ..... 1-3**  
 This course offering allows faculty response to community and student interest in ethical, aesthetic and cultural issues through learning activities focused on a specific topic not included in regular offerings. Examples of such topics include ethics and the media, environmental aesthetics, the culture and values of the sixties or other topics utilizing faculty expertise or specialized knowledge of an adjunct faculty. These course offerings will demonstrate the viability and relevance of a humanistic perspective on contemporary issues. May be repeated for up to six credits as topics vary.
- PHIL 296B PHILOSOPHY OF INDIA ..... 3**  
 In this course students will survey the remarkable unfolding of Indian religion and philosophy from 500 B.C. to modern times. Readings include translations of original works or commentaries on Hinduism, Buddhism, Jainism and Vendantism, 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.

## Physical Education (RPED)

For Dance courses, see the Dance (DAN) section.

- RPED 135 TENNIS, BEGINNING ..... 2**  
 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.
- RPED 136 TENNIS, INTERMEDIATE ..... 2**  
 The intermediate tennis player will work on perfecting the basic fundamental skills learned in beginning tennis.
- RPED 137 TENNIS, ADVANCED ..... 2**  
 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 ..... 1**  
 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 ..... 1**  
 Attention is given to perfecting skills and learning offensive and defensive play strategies. Designed for competitive players.
- RPED 149 FENCING, BEGINNING ..... 2**  
 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 ..... 2**  
 Prerequisite: RPED 149. Students work on perfecting the skills learned in beginning fencing and apply strategy, tactics and techniques for bouting.

- RPED 152 KARATE ..... 2**  
 Beginning students will learn to perform the basic karate techniques such as blocks, strikes and kicks.
- RPED 153 KARATE, INTERMEDIATE/ADVANCED ..... 2**  
 Prerequisite: 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 ..... 2**  
 Beginners will learn proper grip, proper stance and fundamentals of the golf swing when putting, chipping and driving.
- RPED 161 GOLF, INTERMEDIATE ..... 2**  
 Prerequisite: 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 ..... 2**  
 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 ..... 2**  
 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 ..... 3**  
 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.
- RPED 180 BODY CONTOUR AND CONDITIONING ..... 2**  
 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)

- PHYS 100 INTRODUCTORY PHYSICS ..... 3**  
 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 COOPERATIVE EDUCATION ..... 3**  
 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 ..... 3**  
 Prerequisite: completion or concurrent enrollment in MATH 126 or qualifying ACCUPLACER, ACT/SAT test results. Corequisite: PHYS 151L. For non-physical science majors. Kinematics, energy and momentum conservation, rotational dynamics, thermodynamics, fluids, harmonic motion and sound. PHYS 151 and 151L satisfies the UNR science core curriculum.

- PHYS 151L GENERAL PHYSICS I LAB** ..... 1  
Laboratory experiments to accompany PHYS 151. PHYS 151 and 151L satisfies the UNR science core curriculum.
- PHYS 152 GENERAL PHYSICS II** ..... 3  
Prerequisite: PHYS 151 and completion or concurrent enrollment in MATH 127. Corequisite: PHYS 152L. For non-science majors. Electricity, magnetism, electromagnetic waves, optics, relativity, introductory quantum physics and nuclear physics. PHYS 152 and 152L satisfies UNR science core curriculum.
- PHYS 152L GENERAL PHYSICS II LAB** ..... 1  
Laboratory experiments to accompany PHYS 152. PHYS 152 and 152L satisfies the UNR science core curriculum.
- PHYS 180 PHYSICS FOR SCIENTISTS AND ENGINEERS I** ..... 3  
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. Formerly PHYS 201.
- PHYS 180L PHYSICS FOR SCIENTISTS AND ENGINEERS LAB I** .. 1  
Prerequisite: MATH 181. Laboratory experiments to accompany PHYS 180. Formerly PHYS 204.
- PHYS 181 PHYSICS FOR SCIENTISTS AND ENGINEERS II** ..... 3  
Prerequisite: PHYS 180. Covers thermodynamics, kinetic gas theory, electric fields and potentials, capacitors, dielectrics, DC and AC currents, resistance, magnetic fields, induction and electromagnetic waves. Satisfies UNR science core curriculum requirements.
- PHYS 181L PHYSICS FOR SCIENTISTS AND ENGINEERS LAB II** ..... 1  
Prerequisites: MATH 182 and PHYS 180. Laboratory experiments to accompany PHYS 181.
- PHYS 290B INTERNSHIP IN PHYSICS** ..... 1-8  
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits.

## Political Science (PSC)

- PSC 085 CITIZENSHIP PREPARATION** ..... 1  
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. Course taught as pass/withdraw only.
- PSC 103 PRINCIPLES AMERICAN CONSTITUTIONAL GOVERNMENT** ..... 3  
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** ..... 3  
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** ..... 3  
Prerequisite: 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** ..... 0.5-3  
Various short courses and experimental classes covering a variety of subjects. This course will be 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** ..... 3  
Prerequisite: 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** ..... 3  
Analysis of the interplay of forces involved in policy-making at all levels of American government. Study of the impact of policy on individuals and institutions.
- PSC 211 COMPARATIVE GOVERNMENT AND POLITICS** ..... 3  
An introduction to the comparative study of selected developed and developing societies. Emphasis will be given to the study of institutions and their functions, various administrative and decision-making processes and contemporary problems and issues. Satisfies UNR social science core curriculum.
- PSC 231 WORLD POLITICS** ..... 3  
A topical introduction to international relations stressing the principles of a systematic approach to world politics. Emphasis will be given to major issues and crises confronting contemporary global society. Satisfies UNR social science core curriculum.
- PSC 240 SOCIAL SCIENCE RESEARCH METHODS** ..... 3  
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.
- PSC 241 ELEMENTS OF PUBLIC ADMINISTRATION** ..... 3  
Introduction to principles and problems of public administration, budget, forms of administrative action, types of control and administrative law.
- PSC 250 THE POLITICS OF INTERNATIONAL TERRORISM** ..... 3  
The course will examine the definition of international terrorism, its underlying social, political and economic classes, its use as a political tool and its manifestations in the world and the measures to be taken for its prevention.
- PSC 270 POLITICS THROUGH FILMS** ..... 3  
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** ..... 3  
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 up to six credits.
- PSC 290B INTERNSHIP IN POLITICAL SCIENCE** ..... 1-8  
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits.

**PSC 295 SPECIAL TOPICS IN POLITICAL SCIENCE ..... 1-3**

Prerequisite: PSC 103 or approval of the instructor. The course will focus on a contemporary issue or concern of topical interest within the field of political science. The issue may be domestic, comparative and/or international in scope. Examples include Middle East and African government and politics, international organizations, the Nevada Legislature and the politics of nationalized healthcare.

**PSC 297B INDEPENDENT STUDY/STUDY ABROAD ..... 1**

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 ..... 1**

Prerequisite: election to student government. Explores the general political and structural aspects of student government. Students observe and apply various theories and models of governance. Course taught pass/withdraw only.

**PSC 299 GOVERNMENT INTERNSHIP ..... 3-6**

Prerequisites: 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)

**PORT 101B INTRODUCTION TO PORTUGUESE I ..... 3**

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 ..... 3**

Prerequisite: PORT 101B, an equivalent course or instructor's approval. PORT 102B is a continuation course to PORT 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 ..... 3**

Prerequisite: PORT 102B, an equivalent 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.

**PORT 104B INTERMEDIATE PORTUGUESE II ..... 3**

Prerequisite: PORT 103B, an equivalent course or instructor's approval. Structural review. PORT 104B is a continuation of PORT 103B. Intermediate and 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)

**PSY 101 GENERAL PSYCHOLOGY ..... 3**

Survey of the basic foundations of psychology with emphasis on psychological theories, research methods and principles of behavior. PSY 101 is also offered via telecourse. See class schedule. Satisfies UNR social science core curriculum.

**PSY 102 PSY OF PERSONAL AND SOCIAL ADJUSTMENT ..... 3**

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 ..... 2-3**

An overview of influences and conditions which inhibit learning. Learning theories will be discussed emphasizing the practical application of the theory.

**PSY 130 HUMAN SEXUALITY ..... 3**

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 198B SPECIAL TOPICS IN PSYCHOLOGY ..... 1-6**

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.

**PSY 207 PSYCHOLOGY OF THE FAMILY ..... 3**

Examines the psychology and social approaches for understanding families, the interaction of individuals and the family as a system.

**PSY 210 STATISTICAL METHODS ..... 4**

Prerequisite: PSY/SOC 101, MATH 096 or equivalent or qualifying ACCUPLACER, ACT/SAT test results. Same as SOC 210. Practice with statistical methods especially useful in the presentation and interpretation of psychological, sociological and educational data, including elementary computer application.

**PSY 228 PSYCHOLOGY OF DREAMS ..... 3**

An introduction to the study of dreams through psychological theory, covering etiology and interpretation.

**PSY 233 CHILD PSYCHOLOGY ..... 3**

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 ..... 3**

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 SOCIAL SCIENCE RESEARCH METHODS ..... 3**

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 ..... 3**

An overview of abnormal psychology with emphasis on symptomology, etiology, diagnosis, treatment and prevention.

**PSY 261 SOCIAL PSYCHOLOGY ..... 3**

Nature of the person and interpersonal relationships, their formation and maintenance and their institutional, ideological and societal contexts, empirical examination of beliefs, attitudes and influence. Same as SOC 261.

**PSY 270 UNDERSTANDING PSYCHOLOGY THROUGH FILM ..... 3**

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 276 AGING IN MODERN AMERICAN SOCIETY ..... 3**

The psychological and sociological development and the changes attendant to the process of aging in society, theory and research in the field, implications for social policy and perspectives on death and dying. Same as SOC 276. Satisfies UNR diversity core curriculum.

**PSY 290 INTERNSHIP IN PSYCHOLOGY ..... 1-8**

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits.

**PSY 299 SPECIAL PROBLEMS IN PSYCHOLOGY ..... 1**

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)

**RT 100B INTRODUCTION TO RADIOLOGIC TECHNOLOGY ..... 0.5**

This course is designed for those students who have an interest in becoming a radiologic technologist. It is an introductory directed study course designed to give the student a greater knowledge of what a radiologic 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 ..... 1**

Prerequisites: 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 ..... 1**

Prerequisites: 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 ..... 2**

Prerequisites: selection to the radiological technology program and concurrent enrollment in all semester I courses. This course covers nursing procedures and practices relative to radiologic technology with emphasis on patient handling, safety, comfort and communications as employed by the radiologic 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.

**RT 116B RADIOGRAPHY I ..... 3**

Prerequisites: selection to the radiologic technology program and concurrent enrollment in all semester I courses. Radiologic 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 ELECTRICAL AND RADIATION PHYSICS ..... 3**

Prerequisites: selection to the radiologic technology program and concurrent enrollment in all semester I courses. Units of measure, electrostatics, magnetism, electromagnetism, elements of electricity, electrical power, current, resistance and measurement instruments, construction and principles of X-ray tubes including a study of the production and characteristics of X-rays and their interaction with matter. Three (3) hours of class time per week are required.

**RT 124B RADIOGRAPHIC PHOTOGRAPHY AND TECHNIQUES ... 3**

Prerequisite: successful completion of all semester I courses. Fundamentals of photographic processes, darkroom equipment, darkroom chemistry, processing solutions and their functions. Types and uses of X-ray film and film holders. Manipulation of exposure factors, principles and practices in technique chart construction and appropriate radiation safety measures. Five (5) hours of class time per week are required.

**RT 125B CLINICAL RADIOGRAPHY I ..... 2**

Prerequisites: successful completion of all semester I radiologic 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 ..... 3**

Prerequisite: successful completion of all semester I courses. Advanced radiographic positioning of vertebral column and skull, demonstration and practice of these more complicated radiographic positions, topographical anatomy, pediatric radiography and film critique are integrated into the specific studies. Five (5) hours of class time per week are required.

**RT 128B IMAGING EQUIPMENT ..... 3**

Prerequisite: successful completion of all semester I courses. An in-depth investigation into the equipment routinely utilized to produce diagnostic images. Various recording media and techniques are discussed. Computer application in radiology is discussed and the equipment utilized for other imaging modalities.

**RT 198B SPECIAL TOPICS RADIOLOGIC TECHNOLOGY ..... 0.5-6**

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.

**RT 220B CLINICAL RADIOGRAPHY II ..... 3**

Prerequisite: successful completion of all previous radiologic 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 ..... 3**

Prerequisite: successful completion of all previous radiologic 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 ..... 2**

Prerequisite: 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 and patient preparation, care and positions are explained. Two (2) hours of class time per week are required.

**RT 238B RADIATION SAFETY AND PROTECTION ..... 2**

Prerequisite: 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 and 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 ..... 1**

Prerequisite: successful completion of all previous program courses (second year, second semester program students) 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 ..... 2**

Prerequisite: 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 and an overview of medical pathology selected on the basis of relevance to radiologic 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 ..... 3**

Prerequisite: successful completion of all previous radiologic 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 ..... 1**

Prerequisite: successful completion of all previous program courses (second year, second semester program students) 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 ..... 3**

Prerequisite: successful completion of all previous radiologic 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 ..... 2**

Prerequisite: successful completion of all previous RT courses. A general review and integration of all aspects of medical radiologic 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 ..... 1-6**

Prerequisite: RT program educational coordinator approval. Open to inactive registered radiologic 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 to a maximum of six (6) credits.

**RT 285B INDEPENDENT STUDY IN RADIOLOGY ..... 0.5-6**

Prerequisite: 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 ..... 1-12**

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 hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to 12 credits.

## Reading (READ)

**READ 135 IMPROVEMENT OF COLLEGE READING SKILLS ..... 3**

Improvement of reading comprehension, critical thinking skills, vocabulary, reading rate and study-reading techniques through reading and analyzing a variety of texts, including book-length works and textbook selections from various areas.

# Real Estate (RE)

## RE 101 REAL ESTATE PRINCIPLES ..... 3

This is the first half of the introduction to real estate. Subjects included are professional organizations, types of property, the law of agency, listing agreements, easements, estates in the land, forms of ownership, legal descriptions, taxation, liens, contract law, deeds, probate, title insurance and recording. It can be taken concurrently with RE 103. Successful completion of RE 101 and RE 103 along with the passage of the Nevada Real Estate Exam qualifies one to become a licensed real estate salesperson in Nevada. This course may be taken for personal interest, for a degree and/or for pre-licensing. This course transfers to the University of Nevada at Las Vegas as FIN 130, Real Estate Principles.

## RE 103 REAL ESTATE LAW AND PRACTICE ..... 3

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 198B SPECIAL TOPICS REAL ESTATE ..... 0.5-6

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.

## RE 205 REAL ESTATE MANAGEMENT ..... 3

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 290B INTERNSHIP IN REAL ESTATE ..... 1-8

A course where 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 and 103. Contact the instructor for an application. Up to eight semester hour credits may be earned on the basis of 75 hours of internship for one credit.

# Russian (RUS)

## RUS 101B INTRODUCTION TO RUSSIAN I ..... 3

A course designed to introduce students to the cultural, political and educational 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 ..... 3

Prerequisite: RUS 101B, an equivalent course or instructor's approval is required. A continuation of RUS 101B. 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 ..... 3

Prerequisite: RUS 102B, an equivalent 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 ..... 3

Prerequisite: RUS 103B, an equivalent course or instructor's approval is required. Structural review. RUS 104B is a continuation of RUS 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 (SENR)

## SENR 101B PERSONAL COMPUTING FOR SENIORS I ..... 2

This hands-on course is designed for the senior student who has little or no experience with PCs. 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.

## SENR 102B PERSONAL COMPUTING FOR SENIORS II ..... 2

Prerequisite: SENR 101B. 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.

## SENR 103B PERSONAL COMPUTING FOR SENIORS III ..... 2

Prerequisites: SENR 101B and 102B. 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 e-mail message.

## SENR 104B PERSONAL COMPUTING FOR SENIORS IV ..... 2

Prerequisites: SENR 101B, 102B and 103B. 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 into your computer.

## SENR 105B INTERNET FOR SENIORS ..... 2

Prerequisite: SENR 101B or knowledge of 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.

## SENR 110B FILE AND DISK MANAGEMENT FOR SENIORS ..... 2

Prerequisites: SENR 101B and 102B or approval of the 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)

**SW 220 INTRODUCTION TO SOCIAL WORK ..... 3**  
This course presents an overview of public and private services, the profession of social work and an analysis of the functions of the two sectors as modes of social problem solving.

# Sociology (SOC)

**SOC 101 PRINCIPLES OF SOCIOLOGY ..... 3**  
Sociological principles underlying the development of culture, structure and function of society, human groups, institutions, deviance, stratification and social change. Satisfies UNR social science core curriculum.

**SOC 102 CONTEMPORARY SOCIAL ISSUES ..... 3**  
This course examines selected problems of contemporary society and provides practice in the application of relevant sociological perspectives and theory. The course has two main objectives: 1) to acquaint the student with critical thinking skills and sociological concepts, theories, methods and knowledge; and 2) to apply these so that we better understand our society.

**SOC 198B SPECIAL TOPICS IN SOCIOLOGY ..... 0.5-6**  
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.

**SOC 205 ETHNIC GROUPS IN CONTEMPORARY SOCIETIES ..... 3**  
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 UNR diversity core curriculum.

**SOC 210 STATISTICAL METHODS ..... 4**  
Prerequisite: PSY/SOC 101, MATH 096 or equivalent or qualifying ACCUPLACER, ACT/SAT test results. Same as PSY 210. Practice with statistical methods especially useful in the presentation and interpretation of psychological, sociological and educational data. Includes elementary computer application.

**SOC 240 SOCIAL SCIENCE RESEARCH METHODS ..... 3**  
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.

**SOC 261 SOCIAL PSYCHOLOGY ..... 3**  
Nature of the person and interpersonal relationships, their formation and maintenance and their institutional, ideological and societal contexts, empirical examination of beliefs, attitudes and influence. Same as PSY 261.

**SOC 275 INTRODUCTION TO MARRIAGE AND THE FAMILY ..... 3**  
Sex roles, dating patterns, mate selection, marital interaction, alternative forms of marriage and family life.

**SOC 276 AGING IN MODERN AMERICAN SOCIETY ..... 3**  
The psychological and sociological development and the changes attendant to the process of aging in society, theory and research in the field, implications for social policy and perspectives on death and dying. Same as PSY 276. Satisfies UNR diversity core curriculum.

**SOC 290B INTERNSHIP IN SOCIOLOGY ..... 1-8**  
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits.

**SOC 295 SOCIOLOGY OF THE FUTURE ..... 3**  
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 Technology (SOL)

**SOL 100B INTRODUCTION TO SOLAR ENERGY ..... 3**  
This course is designed to give the student basic knowledge in the following areas of solar energy: history, sun movement, climatological data for Reno, Nevada, energy reflection, transmission and absorption, heat transfer, heat storage, collector systems and sizing.

# Spanish (SPAN)

**SPAN 101B SPANISH, CONVERSATIONAL I ..... 3**  
A basic course emphasizing spoken communication. Course assumes that students have had no prior formal training. Writing, listening and reading skills will be explored.

**SPAN 102B SPANISH, CONVERSATIONAL II ..... 3**  
Prerequisite: SPAN 101B. A continuation of SPAN 101B.

**SPAN 103B CONVERSATIONAL SPANISH III ..... 3**  
Prerequisite: SPAN 102B. A continuation of SPAN 102B.

**SPAN 104B CONVERSATIONAL SPANISH IV ..... 3**  
The purpose of this course is to continue learning 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 ..... 4**  
Introduction to the language through the development of language skills and through structural analysis. Includes an introduction to Spanish and Latin American cultures.

**SPAN 112 FIRST YEAR SPANISH II ..... 4**  
Prerequisite: SPAN 111 or equivalent. A continuation of SPAN 111.

**SPAN 198B SPECIAL TOPICS IN SPANISH ..... 0.5-6**  
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.

**SPAN 211 SECOND YEAR SPANISH I ..... 3**  
Prerequisite: SPAN 112 or equivalent. Structural review, conversation and writing, readings in modern literature.

**SPAN 212 SECOND YEAR SPANISH II ..... 3**  
Prerequisite: SPAN 203 or equivalent. A continuation of SPAN 203.

**SPAN 225 A CULTURAL PERSPECTIVE: SPAIN. . NEW MEXICO .. 3**  
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 will be the same class as HUM 225. Fulfills UNR diversity core curriculum.



**SPAN 226 SPANISH FOR HERITAGE SPEAKERS I ..... 3**

This is a course designed for native Spanish speaking students who want to improve their literacy in the language. Students will study and practice basic Spanish grammar for improving and developing written and oral communication and reading skills.

**SPAN 290B INTERNSHIP IN SPANISH ..... 1-8**

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits.

## Speech Communications (SPCM)

**SPCM 113 FUNDAMENTALS OF SPEECH I ..... 3**

Study of theories and principles of speech with participation in public speaking and interpersonal communication activities. Transfers to UNR as SPCM 113 and UNLV as general elective.

**SPCM 135 GROUP COMMUNICATIONS ..... 3**

An introductory course in communication as it functions within small task groups. Emphasis is on observation and analysis of actual small group behavior and on improvement of communication skills within the small group setting. Topics covered include leadership, conflict, norms, role structure, cohesiveness and decision-making. Course stresses student involvement in exercises, discussions and group projects. Transfers to UNR and UNLV as a general elective.

## Study Skills (SSK)

**SSK 109 COLLEGE STUDY TECHNIQUES ..... 1-3**

Group instruction for students who want to improve, review, acquire or maintain study skills necessary for college success. Curriculum covers time management, concentration, motivation, note-taking, listening, textbook processing, test preparation, test anxiety and term paper preparation.

## Theater (THTR)

**THTR 100 INTRODUCTION TO THEATER ..... 3**

A survey course covering a variety of different aspects of theater including play analysis, historical style, play writing, acting, directing, technical theater and more. Representative plays are analyzed from a performance-based perspective. No previous experience in theater is required. Satisfies UNR fine arts core curriculum and applies as a general elective at UNLV.

**THTR 105 INTRODUCTION TO ACTING I ..... 3**

Interpretation of drama through the art of the actor. Development of individual insights, skills and disciplines in the presentation of dramatic material to the audience and the learning of basic exercises for the actor.

**THTR 108 INTRODUCTION TO PLAYWRITING ..... 3**

Fundamentals of the art of writing plays, stressing elements such as plot, character, dialogue and structure. Emphasis on writing short plays.

**THTR 112 BEGINNING SINGING FOR THE ACTOR ..... 3**

Class instruction in the fundamentals of correct breathing, tone production and diction. Designed for students interested in musical theatre who are non-music majors.

**THTR 116 DANCE STYLES: MUSICAL THEATER ..... 1-2**

Specialized study in the various dance forms encompassed in musical theater. Special emphasis is placed on the fundamentals of movement and dance techniques to achieve a solid movement base. May be repeated for a maximum of four credits.

**THTR 122 CREATIVE DRAMA ..... 3**

Fall and 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.

**THTR 132 THEATER WORKSHOP: ACTING III ..... 3**

Prerequisites: THTR 105 and 205. A continuation of THTR 105 and 205 with emphasis on internal work, auditioning, script analysis, characterizations and performance. Transfers to UNR as THTR 250 and to UNLV as a general elective.

**THTR 133 FUNDAMENTALS OF DIRECTING ..... 3**

The course is designed for theater students or for persons within the community who have a desire to learn about the overall role and function of the stage director and to apply this knowledge in a practical manner. The course includes a study of the history, theory and conceptualization matrixes of directing and the practical experience in selecting and casting a play, planning rehearsals, blocking, script analysis and working with actors. Also included are scenery, lighting, costume, properties and stage management concepts and coordination. Transfers to UNR as a department elective.

**THTR 145 THE BUSINESS OF THE PERFORMING ARTS ..... 3**

Introduction to the business elements of the performing arts. The course will examine the legalities, finances, grant writing, marketing, management and planning aspects of organizations and individual artists in the performing arts industry.

**THTR 160 TELEVISION PRODUCTION I ..... 3**

Television Production I explores the purposes, scope, methods and materials for visual and aural broadcasting, planning organization, editing and recording announcements and programs; studio procedures and presentations and treatment of content and form. Television Production I is a combination of "book learning" and hands-on experience in a television studio. At the completion of this course a student will have experience in camera operation, technical direction, directing, audio operation, tape operation, on-camera experience and other studio related activities.

**THTR 161 TELEVISION PRODUCTION II ..... 3**

Prerequisite: THTR 160. Television Production II is an intermediate study and practice of the knowledge, procedures and skills developed in THTR 160. The course is designed as a field production class. The students' job will include shooting, editing, producing, directing, lighting, writing, presenting and all other skills required to produce high quality materials in the field. Multiple deadlines will be faced which will require diligent work outside of class.

**THTR 175 MUSICAL THEATER ..... 3**

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 theater (acting, singing and dancing) that will culminate in a mock audition and/or a scene performance.

**THTR 180 CINEMA AS ART AND COMMUNICATION ..... 3**  
 This course will teach students to appreciate, interpret and respond to selected films from particular genres, directors or actors and to recognize the human values these films depict. It will also introduce students to some of the techniques of filmmaking in general. Same as HUM 105.

**THTR 198B SPECIAL TOPICS THEATER ..... 0.5-6**  
 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.

**THTR 200 INTRODUCTION TO STAGE VOICE I ..... 3**  
 The course will cover four general areas 1) voice improvement, 2) 'Transatlantic' speech, 3) phonetics and 4) stage dialects.

**THTR 204 THEATER TECHNOLOGY ..... 3**  
 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. Transfers to UNR as THTR 119.

**THTR 205 INTRODUCTION TO ACTING II ..... 3**  
 Prerequisite: THTR 105 or approval of instructor. Continued work on scenes and on principles of auditioning, role analysis, play rehearsal and problems related to sustaining a stage performance.

**THTR 206 THEATER WORKSHOP: ACTING III ..... 3**  
 Prerequisites: THTR 105 (formerly SPTH 130) and THTR 205 (formerly SPTH 131). A continuation of THTR 105 and 205 with emphasis on internal work, auditioning, script analysis, characterizations and performance.

**THTR 207 LABORATORY THEATER: ACTING IV ..... 3**  
 Prerequisites: THTR 105 (formerly SPTH 130), THTR 205 (formerly SPTH 131) and THTR 206 (formerly SPTH 132) or comparative experiences with instructor's approval. Intensive individualized work for advanced acting students. Advanced application of actor training using techniques and philosophies of Stanislavski, Grotowski, Meisner and Suzuki.

**THTR 209 THEATER PRACTICUM ..... 1-6**  
 Prerequisites: THTR 105 and 205, audition or permission from 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. Transfers to UNR as a general elective.

**THTR 210 THEATER: A CULTURAL CONTEXT ..... 3**  
 This is a course designed to increase one's understanding and appreciation of multicultural theatrical art forms and artists who are creating outside of mainstream American theater. The language, as well as the aural and visual components of the plays, will be explored.

**THTR 221 INTERPRETATION ..... 3**  
 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.

**THTR 224 INTRODUCTION TO GAY PLAYS ..... 3**  
 Study of selected gay plays which includes an examination of appropriate themes and issues that students will read, analyze and discuss.

**THTR 225B DRAMA IN PERFORMANCE ..... 1**  
 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.

**THTR 231 CHILDREN'S THEATER ..... 3**  
 Produce plays for child audiences, application of concepts of child development to aesthetic problems of theatre for young audiences through reading, discussion and participation.

**THTR 234 LABORATORY THEATER: ACTING IV ..... 3**  
 Prerequisite: THTR 105, 205, 206, or comparative experience with instructor's approval. Intensive and individualized work for advanced acting students. Advanced application of actor training using techniques and philosophies of Stanislavski, Grotowski, Meisner, and Suzuki.

**THTR 235 ACTING FOR THE CAMERA ..... 3**  
 Introduction to performance in television and film. Basic performance techniques will be explored, culminating in a final project.

**THTR 245 STAGE MOVEMENT AND STAGE COMBAT ..... 3**  
 A study and practical application of the purpose and execution of stage movement on stage, plus the study and practice of the multidisciplinary skill of stage combat.

**THTR 252 PLAY STRUCTURE AND ANALYSIS ..... 3**  
 Introduction to major figures, events and ideas in theater and dramatic literature from its origins to the present. Read, analyze and discuss representative plays from throughout history.

**THTR 253 CLASSIC AND NEO-CLASSIC THEATRICAL LITERATURE ..... 3**  
 Alternate years. Dramatic literature in ancient Greece and Rome and French neoclassical periods.

**THTR 255 20TH CENTURY THEATRICAL LITERATURE ..... 3**  
 Alternate years. Dramatic literature in America, England and continent from age of realism until present.

**THTR 258 THEATRE EXPERIENCE AND TRAVEL ..... 1-2**  
 A field study class in which students travel to an arranged destination for the purpose of play viewing, play study and possible workshop attendance.

**THTR 290B INTERNSHIP IN SPEECH AND THEATER ..... 1-8**  
 A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits.

**THTR 295 INDEPENDENT STUDY: THEATER ..... 1-3**  
 Prerequisite: 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.

# Veterinary Technology (VETT)

## **VETT 101B INTRODUCTION TO ANIMAL HEALTH TECHNOLOGY ..... 3**

Prerequisite: must be admitted to the veterinary technician program. An introductory course in veterinary technology. Including but not limited to the various roles of veterinary technicians in the veterinary profession, the laws and ethics of veterinary medicine, the behavior of various animal species with regard to humane restraint and handling. Breed classifications of common domestic animals. Proper cleaning techniques of a veterinary facility. Proper medical record keeping techniques. Principles of general animal care including but not limited to physical exams and basic sampling techniques.

## **VETT 105B VETERINARY MEDICAL TERMINOLOGY ..... 1**

Prerequisite: must be admitted to the veterinary technician program. This course is an introduction to medical terms, laymen's terms and abbreviations utilized by veterinarians and their clients. It includes canine and feline breed identification.

## **VETT 110B CLINICAL ANATOMY AND PHYSIOLOGY ..... 4**

Prerequisite: must be admitted to the veterinary technician program. This course is designed to provide the student with the understanding of anatomy and physiology of domestic species that are most often encountered in 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.

## **VETT 125B VETERINARY OFFICE PROCEDURES ..... 2**

Prerequisite: must be admitted to the veterinary technician program. A course in the roles and responsibilities of the receptionist, 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 ..... 4**

Prerequisite: must be admitted to the veterinary technician program. A course that highlights basic and advanced nursing procedures, including but not limited to restraint, behavior awareness, physical exams, reproduction, necropsy, specimen collection, euthanasia, companion animal diseases, emergency and critical care, laws and ethics, and practice management skills for veterinary technicians.

## **VETT 203B CLINICAL AND GENERAL PATHOLOGY ..... 4**

Prerequisite: must be admitted to the veterinary technician program. The course includes information in hematology, clinical chemistry, urinalysis and microbiology. The student will learn collection, handling, and transporting of biological samples. Students will learn laboratory procedures to assist in the diagnostic process.

## **VETT 205B VETERINARY DIAGNOSTIC IMAGING ..... 2**

Prerequisite: must be admitted to the veterinary technician program. A course that deals with the principles of diagnostic imaging. Topics include radiographic theory, equipment, positioning, safety regulations, safety equipment, film processing, radiographic technique evaluation and an introduction to alternative imaging techniques.

## **VETT 211B ANIMAL NUTRITION ..... 2**

Prerequisite: must be admitted to the veterinary technician program. A course in the normal and therapeutic nutritional needs of various species of animals. Topics include components of food, calculating energy requirements, digestion and life stage needs.

## **VETT 225B PHARMACOLOGY AND TOXICOLOGY ..... 2**

Prerequisite: 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.

## **VETT 235B ANESTHESIA, SURGICAL NURSING AND DENTAL PROCEDURES ..... 3**

Prerequisites: VETT 110B, 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.

## **VETT 240B LARGE ANIMAL PROCEDURES ..... 3**

Prerequisite: 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 in anatomy, reproduction and nutrition will also be discussed as they relate to each species.

## **VETT 250B SMALL ANIMAL CRITICAL CARE ..... 3**

Prerequisite: admission to the veterinary technician program and successful completion of the first semester of the veterinary technician program. A course in procedures, nursing and diseases with respect to the critically ill patient.

## **VETT 267B ADVANCED CLINICAL PRACTICES ..... 2**

Prerequisite: completion of all required courses in the veterinary technician program. An externship allowing students to participate in every aspect of a companion animal, food animal and equine practices. Students will participate in all aspects of a working clinic, under direct supervision. Externships will allow valuable exposure to the reception area, treatment and surgical areas, radiology, laboratory, kennel and stalls.

# Welding Technology (MTL)

## **MTL 100B BASIC METALS ..... 3**

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 ..... 3**

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 OPERATIONS ..... 3**

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 MACHINIST I ..... 2-6**

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, MEASURING/GAUGING FOR MACHINIST II ..... 2-6**

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 164B MACHINE SHOP I ..... 2-6**

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 ..... 2-6**

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.

## **MTL 168B BASIC SKETCHING AND LAYOUT TECHNIQUES ..... 2-6**

This course will teach students how to draw and layout the fabrication process for machined pieces. Includes basic benchwork concepts, use of hand tools for layout, measurement tools and the creation of individual custom layout tools.

## **MTL 170B METALLURGY AND MATERIALS ..... 2-6**

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 aluminium alloys, plastics and elastomers, ceramics and carbide steels.

## **MTL 172B QUALITY ASSURANCE AND PROBLEM SOLVING FOR MACHINISTS ..... 2-6**

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 in a quality environment.

## **MTL 198B SPECIAL TOPICS IN METALS ..... 0.5-6**

Various short courses and workshops covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.

## **MTL 212 WELDING I ..... 1-6**

Prerequisites: 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 ..... 1-6**

Prerequisites: 20/20 vision (corrected), good hand-eye coordination, general good health. MTL 212 and 291B or instructor approval. Must be taken concurrently with MTL 292B. This course is a continuation of Welding I and emphasizes SMAW vertical and overhead positions and machine oxyfuel gas cutting. In addition, the course introduces GMAW (Gas Metal Arc Welding) and air carbon cutting.

## **MTL 217B WELDING III ..... 1-6**

Prerequisites: 20/20 vision (corrected), good hand-eye coordination, general good health. MTL 213 and 292B or instructor approval. Must be taken concurrently with MTL 293B. 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 ..... 1-6**

Prerequisites: 20/20 vision (corrected), good hand-eye coordination, general good health. MTL 217B and 293B or instructor approval. Must be taken concurrently with MTL 294B. This course is a continuation of MTL 217B, Welding III, 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.

<b>MTL 225B INDEPENDENT STUDY .....</b>	<b>1-6</b>
Prerequisites: 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.	
<b>MTL 240B WELDING AND ART .....</b>	<b>3</b>
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.	
<b>MTL 245B ADVANCED WELDING TECHNIQUES.....</b>	<b>3-9</b>
Prerequisites: MTL 100B-Basic Metals 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.	
<b>MTL 290B INTERNSHIP IN METAL.....</b>	<b>1-8</b>
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.	
<b>MTL 291B WELDING PRACTICE I .....</b>	<b>1-6</b>
Prerequisites: 20/20 vision (corrected), good hand-eye coordination, general good health. MTL 291B is required concurrently with MTL 212, but may be taken as a separate course. 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. Repeatable up to six credits.	
<b>MTL 292B WELDING PRACTICE II .....</b>	<b>1-6</b>
Prerequisites: 20/20 vision (corrected), good hand-eye coordination, general good health. MTL 212 and 291B or approval of the instructor. MTL 292B is required concurrently with MTL 213, but may be taken as a separate class. 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. Repeatable up to six credits.	
<b>MTL 293B WELDING III PRACTICE .....</b>	<b>1-6</b>
Prerequisites: 20/20 vision (corrected), good hand-eye coordination, general good health. MTL 213 and 292B or approval of instructor. MTL 293B is required concurrently with MTL 217B, but may be taken as a separate course. 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. May be repeated to six credits.	
<b>MTL 294B WELDING IV PRACTICE .....</b>	<b>1-6</b>
Prerequisites: 20/20 vision (corrected), good hand-eye coordination, general good health. MTL 217B and 293B or approval of the instructor. MTL 294B is required concurrently with MTL 218B, but may be taken as a separate course. 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 the 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. Repeatable to six credits.	

<b>MTL 296B AWS CODE PREPARATION .....</b>	<b>1-6</b>
This course is a contractual course designed for the advanced student who is pursuing American Welding Society (AWS), American Society of Mechanical Engineers (ASME) or American Petroleum Institute (API) certification. 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.	

## Western Traditions (WT)

<b>WT 201 FOUNDATIONS OF WESTERN CULTURE .....</b>	<b>3</b>
Prerequisite: ENG 102. Introduction to Greek, Roman and Judeo-Christian traditions through the Middle Ages.	
<b>WT 202 THE MODERN WORLD .....</b>	<b>3</b>
Prerequisite: WT 201. Intellectual, literary and political history of Europe from the Renaissance to present.	
<b>WT 203 AMERICAN EXPERIENCE AND CONSTITUTIONAL CHANGE .....</b>	<b>3</b>
Prerequisite: WT 201. Emphasizes the origins of the U.S. and Nevada Constitutions and issues such as equality and civil rights, individualism and civil liberties, federalism, environmentalism, urbanization and industrialization and religious and cultural diversity. Satisfies the U.S. and Nevada Constitution requirements.	

## Wildland Fire Science (WF)

<b>WF 211B PORTABLE PUMPS AND WATER USE .....</b>	<b>1</b>
Prerequisite: qualified as a firefighter (FFT2). 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.	
<b>WF 212B POWER SAWS .....</b>	<b>1</b>
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 identifying correct chain saw troubleshooting and repair procedures.	
<b>WF 230B CREW BOSS .....</b>	<b>1</b>
Prerequisite: qualification as an advanced firefighter/squad boss. Upon completion the student will be able to identify the crew boss' responsibilities prior to and during mobilization, incident activities and demobilization, and describe the required training and certification process which must be fulfilled prior to becoming a qualified crew boss (single resource).	
<b>WF 231B ENGINE BOSS .....</b>	<b>1</b>
Prerequisite: qualification as an advanced firefighter/squad boss. Engine Boss (single resource) is a skill course to produce trainee proficiency in the performance of all duties associated with the Single Resource Engine Boss. Instructional topics cover tactical use and safety precautions required to establish an effective engine operation on a large incident.	
<b>WF 232B DOZER BOSS .....</b>	<b>1</b>
Prerequisite: qualification as an advanced firefighter/squad boss. Dozer Boss (single resource) is a skill course to produce trainee proficiency in the performance of all duties associated with the single resource Dozer Boss. Primary considerations in this course are tactical use and safety precautions required to establish and maintain an effective dozer operation.	

**WF 234B FIRING METHODS AND PROCEDURES ..... 1**

Prerequisite: qualification as an advanced firefighter/squad boss. 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 ongoing and completed firing operation.

**WF 236B WILDLAND FIRE STRATEGIES AND TACTICS ..... 3**

Prerequisite: WF 230B, 270B. Strongly recommended: 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.

**WF 244B FIELD OBSERVER ..... 2**

Prerequisite: suppression-qualified as any single resource boss skilled in the use of maps, making map calculations and utilizing handheld 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.

**WF 270B BASIC AIR OPERATION ..... 1**

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.

**WF 295B FIRE ECOLOGY AND ECOSYSTEM MANAGEMENT ..... 3**

Fire Ecology and Ecosystem Management studies the science of ecosystem management and the effects of fire on ecosystem. In addition, the course studies the past and future of fire as a tool in ecosystem management as well as the social, economic, legal and political considerations.

## Woodworking (WOOD)

**WOOD 197B BEGINNING WOODWORKING ..... 3**

Some hand tool operation. Emphasis on safety, power tools, joinery, laminating and finishing techniques. Students will spend part of the semester completing instructor assigned projects. Remainder of semester student builds project of choice.

**WOOD 221B ADVANCED WOODWORKING ..... 3**

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 ..... 1-8**

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits.

## Women's Studies (WS)

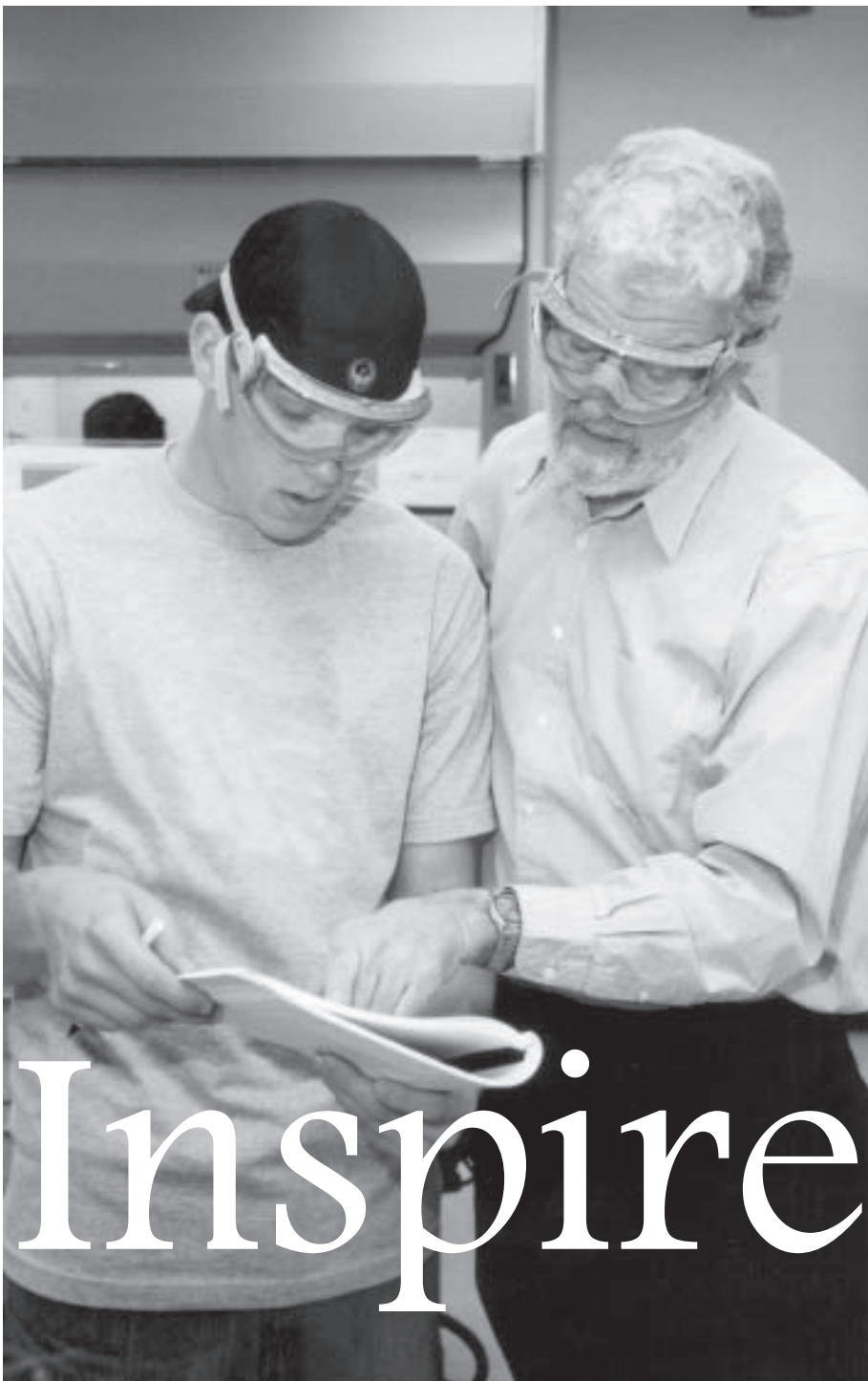
**WS 101 INTRODUCTION TO WOMEN'S STUDIES ..... 3**

Interdisciplinary analysis of women in culture and society from historical and cross-cultural perspectives.

**WS 198B SPECIAL TOPICS IN WOMEN'S STUDY ..... 0.5-6**

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.

TMCC 2003-2004  
Course Catalog



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FACULTY

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## A

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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.

### **AIGNER, INGEBORG A.**

Community College Instructor, Dental Hygiene, 2002  
Carroll College, Helena, MT, B.A.

### **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

### **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.

### **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

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### **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, 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.

### **BALE, STEVEN**

Community College Instructor, Computer and Office Technology, 2000  
Brigham Young University, Provo, UT, B.S., M.P.A., J.D.

### **BENNETT, ANNE-LOUISE**

Executive Director, Foundation and Institutional Advancement, 1981  
Gonzaga University, Spokane, WA, B.A.  
University of Nevada, Reno, NV, 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, Community Services Division, 1996  
University of Nevada, Reno, NV, B.A.

### **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.

### **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.

### **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.

### **BUCKHEART, MONA CONCHA**

Director, Financial Aid, 1989  
University of Nevada, Reno, NV, B.A., M.Ed.

### **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.

## C

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### **CAMPBELL, JAMIE D.**

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 Instructor, Culinary Arts, 2000  
Coordinator, Culinary Arts Program  
Truckee Meadows Community College, Reno, NV, A.A.S.

### **CARONE, SARAH**

Kindergarten Teacher, Childcare Center  
University of Nevada, Reno, NV, B.S.

### **CATANIA, CATHY**

Community College Professor, Computer Technologies, 1999  
Truckee Meadows Community College, Reno, NV, A.A.  
University of Nevada, Reno, NV, B.A.

### **CHAI, QUAN-PING**

Community College Professor, Mathematics, 1980  
National Taiwan University, Republic of China, B.S.  
University of Nevada, Reno, NV, Ph.D.



**CHANG, EUN-WOO**

Community College Professor, Chemistry, 1995  
 Yeungnam University, Taegu, Korea, B.S.  
 Mankato State University, Mankato, MN, M.A.  
 University of California, Los Angeles, CA, Ph.D.

**CHESELDINE, DIANNE**

Community College Professor, Foreign Language, 1989  
 University of Colorado, Boulder, CO, B.A.  
 University of Oklahoma, Norman, OK, M.A.

**CHILCOTT, JUDY**

Community College Professor, Mathematics  
 Stanford University, Stanford, CA, B.S.  
 California State University Sacramento, CA, M.A.  
 Life Teaching Credential, CA  
 Administrative Credential, CA  
 Teaching Credential, Secondary, NV

**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.

**CLAYBROOK, JAMES**

Counselor, 1974  
 University of Nevada, Reno, NV, B.A., M.A.

**CLAYPOOL, MARY ELIZABETH**

Account Analyst, 1997  
 Cuesta College, San Luis Obispo, CA, A.A.

**CLEVINGER, JOHN**

Community College Professor, Chemistry, 1980  
 Oregon State University, Corvallis, OR, B.S.  
 University of Wisconsin, Madison, WI, Ph.D.

**COLES, JOHN**

Counselor, 1984  
 Arizona State University, Phoenix, AZ, M.C., B.S.  
 Oregon State University, Corvallis, OR, Ph.D.

**COLLIER, JAMES**

Community College Professor, Biology, 1989  
 Carleton College, Northfield, MN, B.A.  
 University of Denver, Denver, CO, M.S.  
 Idaho State University, Pocatello, ID, D.A.

**COTTER, JAMES**

Community College Professor, Mathematics, 1995  
 St. Louis University, St. Louis, MO, B.A. (cum laude)  
 Regis College, Toronto, Ontario, Canada, B.S.T.  
 Regis College, Toronto, Ontario, Canada, M.Div.

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Tutor/Accommodation Specialist, Student Services, 1987  
 California State University, Sacramento, CA, B.A.  
 University of Nevada, Reno, NV, M.A.

**CROOKS, FRED**

Community College Instructor, Computer Technologies, 2003  
 Idaho State University, Pocatello, ID, B.S.  
 Southern Illinois University, Carbondale, IL, M.S.

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Community College Instructor, English, 1998  
 Yuba College, Marysville, CA, A.A.  
 California State University, Chico, CA, B.A., M.A.

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Assistant Director, Publications and Public Information, 2002  
 University of Connecticut, CT, B.A.  
 University of Texas-Tyler, TX, M.A.

**DAVIS, PAUL**

Community College Professor, Political Science, 1976  
 Santa Monica College, Santa Monica, CA, A.A.  
 Long Beach State College, Long Beach, CA, B.A.  
 San Diego State University, San Diego, CA, M.A.  
 University of Utah, Salt Lake City, UT, Ph.D.

**DEADMOND, JEREMY**

Computer Support Specialist, Information Technology, 2001  
 University of Nevada, Reno, NV, B.S.

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Specialist, Information Technology Telephony, 2000  
 Truckee Meadows Community College, Reno, NV

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Community College Professor, Marketing, 1989  
 Nassau Community College, Garden City, NY, A.A.  
 Adelphi University, Garden City, NY, B.A.  
 City University, Bellevue, WA, M.B.A.

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Community College Professor, Humanities, 1995  
 Mills College, Oakland, CA, B.A.  
 University of Pennsylvania, PA, M.A.  
 University of San Francisco, San Francisco, CA, J.D.  
 California Community College Credential - Law

**DICKINSON, CHARLEY**

Community College Instructor, Industrial Maintenance, 1999  
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 ISA Level III CCST  
 FCC General Commercial License

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 University of Texas, Austin, TX, Ph.D.

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 University of Nevada, Reno, NV, B.S., M.B.A., Ph.D.

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Community College Professor, History, 1973  
 University of Nevada, Reno, NV, B.A.  
 Duke University, Durham, NC, M.A., Ph.D.

**DOUGLASS-LAFER, ANA M.**

Community College Professor, English, 1997  
 University of California, Santa Cruz, CA, B.A.  
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**DUGAN, KEVIN**

Community College Professor, Psychology, 1989  
 California State University, Stanislaus, CA, B.A.  
 California State University, Chico, CA, M.A.  
 University of Nevada, Reno, NV, Ph.D.

**DULGAR, LAURA**

Director, New Student Programs, 1988  
 Elmira College, Elmira, NY, B.S.  
 University of Nevada, Reno, NV, M.A.

**DURHAM-TAYLOR, PATRICIA**

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 University of Rhode Island, Kingston, RI, B.S.N.  
 University of Nevada, Reno, NV, M.S.N.  
 University of Nevada, Reno, NV, Ed. Sp, Ph.D.

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 United States Naval Academy, Annapolis, MD, B.S.  
 California State University, Hayward, CA, M.S.  
 University of California, Santa Cruz, CA, Ph.D.

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Community College Instructor, Biology, 2002  
 University of Michigan, Ann Arbor, MI, B.S.  
 University of Nevada, Reno, NV, Ph.D.

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Community College Instructor, HVAC/R, ECT, RV Technology, 1999  
 Advisory Boardmember, Director RVIA Education  
 Southeast Community College, Milford, NE, A.A.

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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.

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Community College Professor, Mathematics, 1991  
 San Diego State University, San Diego, CA, B.A.  
 University of Nevada, Reno, NV, M.A.

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 San Diego State University, San Diego, CA, B.A.  
 University of Pittsburgh, Pittsburgh, PA, M.L.S.

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Community College Professor, Psychology, 1995  
 California State University, Chico, CA, B.A.  
 California State University, Chico, CA, M.A.

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Chief of Police and Director of Public Safety, 1996  
 University of Nevada, Reno, NV, B.A.

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 Colgate University, Hamilton, NY, B.A.  
 University of California, Berkeley, CA, M.L.S.

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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.

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Community College Professor, English, 1996  
 Santa Clara University, Santa Clara, CA, B.S.  
 San Francisco State University, San Francisco, CA, M.A.

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Community College Professor, Psychology, 1999  
 Radford University, Radford, VA, B.A.  
 College of William and Mary, Williamsburg, VA, M.A.

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Dean, Business and Computer Technologies, 1983  
 Jones College, Orlando, FL, A.A.  
 Truckee Meadows Community College, Reno, NV, A.A.  
 Sierra Nevada College, Incline Village, NV, B.S.  
 University of Nevada, Reno, NV, M.Ed.

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Community College Professor, Mathematics  
 Adams State College, Alamosa, CO, B.A.  
 New Mexico State University, Las Cruces, NM, M.S.

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Programmer, Information Technology, 2001  
 Phoenix Institute of Technology, Electronic Technician  
 Microsoft Certified NT and SQL Administrator

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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

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Disabilities and Resource Center Advisor, 1999  
 University of Nevada, Reno, NV, B.A., M.A.

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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, Ph.D.

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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.

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Fire Academy Commander, Fire Sciences, 1999  
 Truckee Meadows Community College, A.A.

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Placement Specialist, Financial Aid, 1997  
 Lewis University, Romeoville, IL, B.A.  
 Ferris State University, Big Rapids, MI, M.S.

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Assistant Dean, Applied Industrial Technologies, 1995  
 University of So. Florida, Tampa, FL, B.S.E.E., M.S.E.E.

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Director, Plant and Facilities, 1997  
 University of Nevada, Reno, NV, B.S.

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Community College Professor, Nutrition, 1999  
 Program Director, Dietetic Technician  
 Fontbonne College, St. Louis, MO, B.S.  
 Texas Woman's University, Houston, TX, M.S.  
 Registered Dietitian

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Manager, Ethnic Community Relations, 1992  
 California State University, Fresno, CA, B.A.  
 National University, San Diego, CA, M.S.

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Information Technician, 1998  
 Texas A&M University, College Station, TX, B.A.

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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.

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Counselor, Counseling, 1995  
 Chico State University, Chico, CA, B.A.  
 University of Nevada, Reno, NV, M.A.

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Community College Professor, Anthropology, 1999  
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 University of North Carolina, Chapel Hill, NC, M.A., Ph.D.

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 Everett Junior College, Everett, WA, A.A.  
 Western Washington University, Bellingham, WA, B.A.  
 Central Washington University, Ellensburg, WA, M.Ed.  
 University of Northern Colorado, Greeley, CO, Ph.D.

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Community College Professor, Fine Arts, 1978  
 University of Nevada, Reno, NV, B.A.  
 USAF Certified Illustrator Technician, Willow Grove, PA

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Assistant Dean, Public Safety, 1996  
 Truckee Meadows Community College, Reno, NV, A.A.S.  
 Cogswell College, CA, B.S.

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Director, Nursing, 1999  
 Henderson State University, Arkadelphia, AR, B.S.N.  
 University of Arkansas for Medical Sciences, Little Rock, AR, M.N.Sc.

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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.

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Community College Professor, Biology/Chemistry, 1984  
 University of Nevada, Reno, NV, B.S., M.S., Ph.D.

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 Community College Professor, Engineering Drafting, 1980  
 Palomar College, San Marcos, CA, A.A.  
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 University of Nevada, Reno, NV, M.Ed.

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Academic Advisor, 2002  
 Carroll College, Helena, MT, B.A.

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Advisor and Career Center Specialist, Counseling and Career Services, 2001  
 Truckee Meadows Community College, Reno, NV, A.A.S.  
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Coordinator, Veterans Upward Bound, 1989  
 University of Nevada, Reno, NV, B.A., M.P.A.

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Director, Publications and Public Information Office, 1998  
 University of Oregon, Eugene, OR, B.A.

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Community College Instructor, Welding, 1999  
 AWS Welding Certificates

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Community College Professor, Mathematics, 1998  
 California State University, Sacramento, CA, B.A., M.A.  
 University of the Pacific, Sacramento, CA, Ed.D.

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 Palomar College, San Marcos, CA, A.A.  
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Community College Professor, Biology, 1996  
 University of Idaho, Moscow, ID, B.S.  
 Idaho State University, Pocatello, ID, M.S.

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UAW/GM Skill Center Coordinator, 1999  
 Florida State University, Tallahassee, FL, M.S.

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Financial Aid Officer, 1996  
 University of Nevada, Reno, NV, B.A., M.A.

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 CA, CDA

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 University of Copenhagen, Copenhagen, Denmark, M.S.  
 University of Pennsylvania, Philadelphia, PA, Ph.D.

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Reference Librarian, 2000  
 San Jose State University, San Jose, CA, M.L.S.

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Grant Writing Instructor, Community Services, 1988  
 Grand Valley State University, Allendale, MI, B.S.  
 University of Nevada, Reno, NV, M.A.

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 University of Kansas, Lawrence, KS, M.A., M.S., Ph.D.

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 San Francisco Art Institute, San Francisco, CA, B.F.A.  
 California State University, Northridge, CA, M.A.

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NT System Administrator, Information Technology Operations  
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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.

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Director, Human Resources, 1991  
University of Nevada, Reno, NV, B.G.S.

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Director, Elizabeth Sturm Library, 1998  
Kansas Wesleyan University, Salina, KA, B.A.  
Wayne State University, Detroit, MI, M.S.L.S.

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Associate Dean, Teaching Technologies, 1991  
Wisconsin State University, La Crosse, WI, B.S.  
Washington State University, Pullman, WA, M.A.

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Beloit College, Beloit, WI, B.S.  
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Montana State University, Bozeman, MT, Ph.D.

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Community College Professor, Nursing, 1982  
Cerritos College, Norwalk, CA, A.D.N.  
University of Nevada, Reno, NV, B.S.N., M.S.N, Ph.D.

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Assistant Dean, Multicultural Diversification, 1973  
University of Mississippi Valley State, Itta Bena, MS, B.S.  
University of Nevada, Reno, NV, M.Ed., Ed. Spec.

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Community College Professor, History, 1997  
University of California, San Diego, CA, B.A.  
University of Nevada, Reno, NV, M.A.

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Yuba Community College, Marysville, CA, A.A.  
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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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Community College Instructor, Construction Technologies, 2000  
Journeyman-Carpentry

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Assistant to the President, Administration, 1991  
Mile-Hi Court Reporting College, Lakewood, CO, Business Degree

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Computer Network Manager, 1991  
University of Nevada, Reno, NV, B.S.

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Acting Director, Community Services Division, 1991  
University of Missouri, Columbia, MO, B.S.  
University of Nevada, Reno, NV, M.S.

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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.

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Community College Professor, Graphic Communications, 1999  
University of Nevada, Reno, NV, B.G.S.  
Lesley University, Cambridge, MA, M.ed.

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Community College Professor, Music, 1999  
California State University, Fullerton, CA, B.A.  
The University of Redlands, Redlands, CA, M.M.

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Counselor, Counseling, 1983  
University of Nevada, Reno, NV, B.A., B.S., M.A., Ed.Spec., Ed.D.

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Community College Professor, Economics, 1982  
University of California, Santa Barbara, CA, B.A.  
University of California, Berkeley, CA, M.A.

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Counselor, Re-Entry, 1997  
California State University, Northridge, CA, B.S.  
University of Nevada, Reno, NV, M.A.

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Program Specialist, Veterans Upward Bound, 1993  
University of Nevada, Reno, NV, B.S.

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Community College Professor, Criminal Justice, 1993  
University of Nevada, Reno, NV, B.S., M.P.A.

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Network Analyst, Information Technology, 2001  
Cisco Certified Network Associate, CCNA  
Cisco Certified Design Associate, CCDA  
Foundry Certified Network Engineer, FCNE  
TCP/IP Network Analyst

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Senior Programmer/Analyst, 2001  
University of California, Riverside, CA,  
Mt. San Antonio College, Walnut Creek, CA  
Citrus College, Glendora, CA

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Community College Instructor, Computer and Office Technology, 1999  
University of Nevada, Reno, NV, B.S.  
Lesley College, Cambridge, MA, M.Ed.

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Community College Professor, Dental Assisting, 1999  
Dental Assisting Program Coordinator  
Truckee Meadows Community College, Reno, NV, A.G.S., A.A.S.

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Community College Professor, Chemistry, 1999  
University of California, Davis, CA, B.A.S., Ph.D.

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Coordinator, College Tech Prep, 1999  
University of Nevada, Reno, NV, B.A., M.A.

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Community College Professor, Art History, 1999  
San Francisco State University, San Francisco, CA, B.A., M.A.  
Florida State University, Tallahassee, FL, Ph.D.

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Community College Instructor, Computer Technologies, 2003  
Illinois State University, Normal, IL, B.S.  
Northern Illinois University, DeKalb, IL, M.B.A.

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Department Chair, Computer Technologies, 1998  
College of Eastern Utah, Price, UT, A.A.S.  
Utah State University, Logan, UT, B.S., M.S.

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Community College Professor, Mathematics, 1979  
University of California, Davis, CA, B.S.

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Director, E.L. Cord Child Care Center, 1996  
University of Northern Colorado, Greeley, CO, B.A.  
Webster University, St. Louis, MO, M.A.T.

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Community College Instructor, Nursing Assistant Program, 2001  
School of Nursing, Central Middlesex, London, UK  
Midwifery School, Central Middlesex, London, UK  
Institute of Living, Hartford, CT

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Director, Institute for Business & Industry, 1998  
University of Wyoming, Laramie, WY, B.S., M.B.A.

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Assistant Dean, Community Services, 1983  
University of Nevada, Reno, NV, B.S.

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New Student Programs Specialist, New Student Programs, 2001  
Frostburg State College, Frostburg, MD, B.S.  
Colorado State University, Fort Collins, CO, M.Ed.

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Community College Instructor, English, 1984  
Illinois Valley Community College, Ogleby, IL, A.A.  
Southern Illinois University, Carbondale, IL, B.A., M.A.

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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

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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.

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Oregon State University, Corvallis, OR, B.S., B.A.  
University of Oregon, Eugene, OR, M.L.S.  
University of Nevada, Reno, NV, M.A.

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Community College Professor, Sociology, 1992  
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San Francisco State University, San Francisco, CA, M.A.

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Officer, Affirmative Action, 1998  
Mills College, Oakland, CA, B.A.

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Community College Professor, Mathematics, 1983  
University of Nevada, Reno, NV, B.S., M.S.

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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, Outreach College, 1987  
University of Oregon, Eugene, OR, B.S.  
Human Resources Certification Institute, S.P.H.R.

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Community College Professor, History, 1999  
Department Chair, Social Sciences  
University of Nevada, Reno, NV, B.A., M.A.  
Michigan State University, MI, Ph.D.

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Community College Professor, Mathematics, 1985  
University of Nevada, Reno, NV, B.S., M.S.

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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.

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Community College Professor, Accounting, 1983  
Iowa State University, Ames, IA, B.S.  
University of Nevada, Reno, NV, M.B.A.  
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President, 2002  
Kent State University, B.S., M.Ed., Ph.D.

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Community College Professor, Environmental Science, 1985  
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Director, Budget, 1983

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Community College Professor, Education Teacher Prep, 1999  
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Community College Professor, Engineering Drafting, 1996  
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Controller, 2000  
University of Nevada, Reno, NV, B.S.  
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Community College Professor, Nursing, 1986  
State University of New York, Plattsburg, NY, B.S.N.  
Kent State University, Kent, OH, M.Ed.  
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Community College Instructor, ESL/English, 2001  
ESL Coordinator  
University of Oregon, Eugene, OR, B.A.  
University of Idaho, Moscow, ID, M.A.

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Community College Professor, Philosophy/Ethics, 1990  
University of Portland, Portland, OR, B.A.  
University of Oregon, Eugene, OR, D.A.

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Student Development Coordinator/Student Employment, Financial Aid, 2001  
University of Oregon, Eugene, OR, B.A.

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Univ. of the Pacific, McGeorge School of Law, Sacramento, CA, J.D.

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Budget Officer, Budget, 2000  
Central Michigan University, Mt. Pleasant, MI, B.S.

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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

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Corporate and Community Relations Manager, Outreach College, 2002  
Universidad Iberoamericana, Mexico, B.A.

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Community College Professor, 1982  
American Welding Society, Certified  
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Journeyman Pipefitter, Local Union 191  
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Bechtel Corp., Certified  
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Information Technician, 1999  
University of Nevada, Reno, NV, B.S.

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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  
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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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Queens College of the City University of New York, New York, NY, M.L.S.

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McGeorge School of Law, Sacramento, CA, J.D.

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University of Wyoming, Laramie, WY, B.A., M.S., M.A.

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Coordinator, Nursing Assistant Program  
City College of San Francisco, S.F., CA, A.S.  
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Nevada State Certified EMT Basic Instructor  
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Community College Professor, Early Childhood Education, 1986  
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Dean, Applied Industrial Technology, 1988  
University of Nebraska, Lincoln, NE, B.S.  
Kearney State College, Kearney, NE, M.S.

**VILL, LAURIE**

Special Projects Liaison, Outreach College, 1989  
Truckee Meadows Community College, Reno, NV, A.A.

**W**

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**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.

**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.

**WEBB, LAURA**

Director, Dental Hygiene, 1998  
Foothill College, Los Altos, CA, A.S.  
San Jose State University, San Jose, CA, B.A.  
University of St. Francis, Joliet, IL, M.S.

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Community College Professor, Journalism, 1999  
San Jose State University, San Jose, CA, 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.

**WINSTON, JAMES**

Community College Professor, Mathematics, 1986  
University of California, Berkeley, CA, B.A.  
San Jose State, San Jose, CA, M.S.

**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.

**WRIGHT-SANDERS, BARBARA**

Dean, Science, Math, Health Science, 2001  
Youngstown State University, B.A., M.A.  
University of San Francisco, San Francisco, CA, Ed.D.

**WURM, SHARON**

Assistant Director, Financial Aid, 1995  
University of Nevada, Reno, NV, B.S.

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**YARNEVICH, JOHN**

Community College Professor, History, 1991  
University of Kansas, Lawrence, KS, B.S.  
Northern Arizona University, Flagstaff, AZ, M.A.

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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 I  
ASE Certified Air Conditioning Recovery/Recycling

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**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**

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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

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Department Chair,  
Accounting/Business, 1974

**EARDLEY, V. JAMES**

TMCC President, 1973

**EMBRY, CHARLTON RAY**

Community College Professor,  
English, 1973

**FRANSEN, 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

**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

**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



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APPENDICES

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# 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. a United States citizen or immigrant (immigrants must present their I-151 immigration form to the admissions office at the time of registration) and be
    1. at least 18-years-old; or
    2. a graduate of a US high school or its equivalent; or
  - B. qualify for early admission or admission as a qualified high school student (see policy below); or
  - C. a qualified non-immigrant (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.
  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 community service courses only and must have the permission of their parents, school principal and the dean of student services and enrollment management.
- 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 non-immigrant students

- a. Non-immigrant applicants must satisfy the general admission policy of the college.
- b. Students who speak English as a second language should be able to demonstrate preparedness for college classes by having completed one of the following: completion of a senior level high school English composition course with a grade of "C" or higher taught in a United States high school and shown on an official high school transcript; or passing the International TOEFL with a score of 500 or higher on the paper-based test or 173 on the computer-based test.

- c. International students on a F-1 visa with 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 a \$50 application fee.
2. Sponsor form completed and signed by the sponsor stating the student will have \$14,300.00 available each year to cover tuition and cost of living expenses. Official bank verification, in sponsor's name, dated within the last six months.
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 vernacular). 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. Minimum score of 500 (paper-based test) or 173 (computer-based test) on the International TOEFL examination for all applicants for whom English is not their native tongue. The official score report must be sent directly to TMCC from ETS (Educational Testing Service). Copies are not acceptable.

- d. International students admitted to 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 University and Community College System of Nevada (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.
6. "Dependent" means a person who is not financially independent.
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, and has not received and will not receive financial assistance in cash or in-kind of an amount equal to or greater than that which will qualify him or her to 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 current calendar year and for the calendar year immediately prior to the date of matriculation or the date a person applies for reclassification as a resident student as provided in these regulations.
9. "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.
10. "Nonresident" means a person who is not a resident.
11. "Objective evidence" means evidence that is verifiable by means other than a person's own statements.
12. "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.
13. "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.
14. "Returning student" means a student who re-enrolls 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.
15. "Student" means a person who is enrolled at an institution of the University and Community College System of Nevada.
16. "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

Tuition shall not be charged to current enrollees or graduates of a Nevada high school.

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.

## Resident Students

The following persons are resident students.

- A. Except as provided otherwise in this section, a dependent person whose family or legal guardian has been a resident of the State of Nevada for at least twelve (12) months immediately prior to the date of matriculation.
  - B. Except as provided otherwise in this section, a financially independent person who has been a resident of the State of Nevada for at least twelve (12) months immediately prior to the date of matriculation. A person who enrolled in an institution of the University and Community College System of Nevada, 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 applies for admission to a System institution.
  - C. A financially independent person who has relocated to Nevada for the primary purpose of permanent full-time employment.
  - D. A financially dependent person whose family or legal guardian has relocated to Nevada for the primary purpose of permanent full-time employment.
  - E. Armed Forces Personnel
    - a. 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.
    - b. 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:
      1. He/She was a resident of Nevada prior to leaving the state as a member of the Armed Forces; and
      2. He/She maintained his/her Nevada residency while a member of the Armed Forces; and
      3. 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.).
- F. 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.
  - G. 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.
  - H. A professional or classified employee of the University and Community College System of Nevada, currently employed at least half time, or the spouse or dependent child of such an employee.

- I. A graduate student enrolled in the University and Community College System of Nevada and employed in support of the instructional or research programs of the System.
  - J. An alien holding a permanent immigrant visa and who has become a Nevada resident by establishing residence in Nevada. 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.
  - K. For tuition purposes only, a student enrolled in the University Studies Abroad Consortium or in the University of Nevada, Las Vegas or the University of Nevada, Reno through the National Student Exchange Program and only during the period of time of such enrollment. Time spent in Nevada while a student is in the National Student Exchange Program shall not be counted towards satisfying the residence requirement of Paragraph B above, nor shall enrollment through the Consortium or the Exchange Program be included in the "date of matriculation" for evaluation of residency.
  - L. A resident student who was enrolled at an institution of the University and Community College System of Nevada who remains continuously enrolled in the System while working for the student's degree.
  - M. For the purposes of tuition, 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 shall be considered Nevada residents.
- A. Continuous presence in Nevada for twelve (12) months when not enrolled as a student.
  - B. Employment in Nevada for twelve (12) months immediately prior to date of the application.
  - C. Conducting a business in Nevada.
  - D. Admission to a licensed practicing profession in Nevada.
  - E. Registration or payment of taxes or fees on a motor 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.
  - F. Ownership, alone or with a spouse, of a home in Nevada.
  - G. Address listed on a true and correct copy of a federal income tax return for the calendar year immediately prior to the date of the application.
  - H. Address listed on selective service registration.
  - I. Active membership in professional, business, civic, social or other organizations located in Nevada.
  - J. Maintaining active savings and checking accounts in Nevada financial institutions for at least twelve (12) months immediately prior to the date of the application.
  - K. Any other factors which would evidence an intent to abandon residence on any other state and to establish a Nevada residence.
- The following factors, although they may be considered as part of all the evidence submitted to establish residency, standing alone will not constitute sufficient evidence of a Nevada residence.

### Reclassification of Nonresident Status

There is a rebuttable presumption that a nonresident attending an institution of the University and Community College System of Nevada 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. To be reclassified from nonresident to resident student status, a student must meet the following conditions.

- 1. A student must apply to the admissions and records office of the institution for reclassification to resident student status, and as part of the application the student must file a written declaration of intent to relinquish residence in any other state and also certifying to the establishment of residence in Nevada. 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 University and Community College System of Nevada Code. Disciplinary sanctions include a warning, reprimand, probation, suspension or expulsion.
  - 2. A student must be a Nevada resident for at least twelve (12) months immediately prior to the date of the application for reclassification.
  - 3. A student must be financially independent. A dependent person whose family or legal guardian is a nonresident cannot apply for reclassification to resident student status.
  - 4. With each application for reclassification to resident student status, the student must present clear and convincing, objective evidence of becoming a Nevada resident. The following factors, although not conclusive or inclusive, may be considered when reviewing an application for reclassification.
- A. Voting or registering to vote in Nevada.
  - B. Employment in any position normally filled by an undergraduate student.
  - C. Lease of living quarters in Nevada.
  - D. Residence in Nevada of a student's spouse and/or children.
  - E. Securing a Nevada driver's license.
- The presentation by a person of one or more items of evidence as indicia of residence is not conclusive on the issue of residency. Determinations of residence shall be made on a case-by-case basis and the evidence presented shall be given the weight and sufficiency it deserves, after taking all available evidence into consideration.
- 5. A student's reliance on non-Nevada sources for financial support constitutes an inference of residence in another state.
  - 6. Because residence in a neighboring state other than Nevada is continuing qualification for enrollment in an institution of the University and Community College System of Nevada under the good neighbor, children of alumni or WICHE Western Undergraduate Exchange Policies, a student who was initially enrolled in a System institution under any of those policies shall not be reclassified as a resident student unless the student has been subsequently enrolled as a non-good neighbor, non-children of alumni or non-WICHE Western Undergraduate Exchange Policy nonresident student for at least twelve (12) months immediately prior to the date of the application for reclassification to resident student status.
  - 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.

### Submission of Evidence

A student applying for reclassification to resident student status shall submit objective documentary evidence to support the student's claim to Nevada residence.

1. To substantiate a person's claim to be financially independent, an institution of the University and Community College System of Nevada may require such documentation as may be deemed necessary, including but not limited to the following:
  - A. the person's sworn statement;
  - B. a true and correct copy of the federal income tax return of the person for the calendar year immediately prior to the year in which application for reclassification is made, but if no federal tax return has been filed because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income may be submitted;
  - C. a true and correct copy of the person's federal W2 form filed for the calendar year immediately prior to the year in which application for reclassification is made;
  - D. when deemed necessary for verification of financial independence, a true and correct copy of that portion of the federal income tax return of the person's family or legal guardian which lists dependents for the calendar year immediately prior to the year in which application for reclassification is made; and
  - E. other documented financial resources, including but not limited to the sale of personal or real property, inheritance, trust fund, state or financial assistance, gifts, loans or statement of earnings of the spouse of the married student.
2. To aid a System institution in determining whether a student is a dependent person and whether a dependent's family or legal guardian has been a resident of the State of Nevada for at least twelve (12) months immediately prior to date of matriculation, a person seeking enrollment as a resident student may be required to submit documentation of the following:
  - A. established residence of the person's family or legal guardian;
  - B. legal proof of guardianship; and
  - C. the identification of the person as a dependent on the federal tax return of the person's family or legal guardian. (B/R 5/95)
3. In exceptional cases, where the application of these regulations works an injustice to an individual who technically does not qualify as an in-state 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 an in-state 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.

#### Effective Date of Regulations

These regulations took effect in the University and Community College System of Nevada 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 University and Community College System of Nevada.

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 University and Community College System of Nevada 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 University and Community College System of Nevada. 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 Geronimo 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.

#### Uniformity of Decisions

The decision of an institution of the University and Community College System of Nevada to grant resident student 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.

#### Administration of the Regulations

Each institution of the University and Community College System of Nevada 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. The president of each System institution shall establish an appeal 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)

**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, Renter 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 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
- 4. may not have already earned the maximum number of credits through other nontraditional methods or credit by examination. Specific application processes are available in the admissions and records or counseling and advisement offices.

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.

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](http://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, community services 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.

## Appendix D

### PROGRESSION STANDARDS FOR MILLENNIUM SCHOLARSHIP

Please refer to the Nevada State Treasurer's office at [millennium.state.nv.us](http://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.

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

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 director or assistant director of financial aid may render a decision or refer the appeal to the financial aid review committee.

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, millenium 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.

1. **Grade Point Average**—Students must maintain a minimum cumulative grade point average of 2.00. As the "W" grade has no impact in determining the grade point average, it is interpreted as no credit, as if the class were never taken. 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.

2. **Credit Completion**—Veteran students must carefully review their courses and degree program to assure
  - A. that no more than the number of credits required for the degree have been earned; and
  - B. 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 or above 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 "T" 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 University and Community College System of Nevada 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 10 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 one 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.

### General Library Privileges

Library materials can be used by anyone within the library. However, those who want to check out materials for use at home or in their office must have a library card or meet the following criteria.

#### Cards Renewable each semester

- A. Community college and university students
- B. Full-time community college and university faculty members, including emeritus staff
- C. Part-time faculty of the community college and university
- D. Graduate fellows and full-time students in doctoral programs
- E. Special borrowers: a special borrower's card may be requested by persons not listed above. Application is made at the circulation desk.

Borrowers must present current library card to check out all materials.

### Identification

To update or to get 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, special borrowers: 14 days
  - b. Faculty/part-time faculty semester loan periods: December 15, fall semester; May 15, spring semester; August 15, summer semester.
- B. Periodicals: library use only
- C. Circulating media:
  - a. Faculty—one week
  - b. Students—two days
- D. Reserve materials: See RESERVES
- E. Limited audiovisual equipment reserved for student use may be checked out for a short loan.

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 general library materials
  - 15 cents per day (\$7.50 maximum per item)
- Limited media
  - 50 cents per day (\$10 maximum per item)
- Reserve materials
  - 25 cents per hour (\$10 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 library is closed are not counted in computing overdue fines.

Overdue library materials are billed a replacement charge, a processing fee and billing fee. Late return of the material does not cancel the fine or billing fee, but may cancel the replacement charge and processing fee if the material has not already been ordered. Bills, overdue fines and replacement charges are payable at TMCC's library. Borrowers not paying such bills by the semester's end will have a "HOLD" placed on their records, which may cause grades, diploma, transcripts or further registration to be withheld until payment is completed. Borrowers who abuse privileges will have their accounts turned over to a collection agency. An additional 40 percent of the total charge is added for collection agency fees.

### 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 plus the \$10.00 processing fee and a \$7.50 billing fee. If the material is not repairable, the usual replacement charges apply. Out of print items will be charged an additional fee.

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.

TWO-HOUR/OVERNIGHT BOOKS: May be borrowed for two hours, or may be taken out overnight if borrowed within two hours of closing time.

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

HOLDS: 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.

### Equipment Available at Circulation Desk

Equipment for student off-campus use may include hand calculators, printer-calculators: 48-hour loan (two school days - NO RENEWAL). Cassette tape recorders and players: seven-day loan, one renewal.

#### LIMIT OF EQUIPMENT

One of each type of equipment per checkout as available.

#### FINES FOR OVERDUE EQUIPMENT

Calculators: \$5.00 per day (\$25.00 maximum)

Cassette recorders and players: \$1.00 per day (\$10.00 maximum)

The following LOAN 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 grade, transcripts and future registration.

### Cassette Reproduction

Library will reproduce TMCC classroom lectures and class support tapes without charge if patron provides tape of an acceptable brand. 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.

## 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 226. 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 226. 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 University and Community College System of Nevada 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 plant and facilities, 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 University and Community College System of Nevada and TMCC.

All student organizations are subject to the regulations of and derive their authority from the Board of Regents, University and Community College System of Nevada 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 University and Community College System of Nevada (UCCSN) policy and/or if the dean of

student services and enrollment management 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 dean of student services and enrollment management. Tables may not be scheduled for periods longer than one week at a time. These tables and the distribution of materials must not obstruct or delay traffic. Organizations distributing materials will be asked to keep noise at a level that does not interfere with or interrupt classroom instruction.
  - F. Tables must be staffed at all times and a placard identifying the organization must be displayed.
  - G. Written material of any kind is not to be distributed in parking areas. Such distribution of materials on the windshields of cars or any locations that results in littering may be considered by the college as a violation of the littering law and the distributor and/or company or organization responsible for the distribution may be subject to a fine as determined by campus policy.

H. The collection of signatures for petitions or request for completion of surveys is subject to the same regulations as those which govern distribution of materials. Such matters should be submitted to the dean of student services and enrollment management.

- 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 dean of student services and enrollment management 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 University and Community College System of Nevada.
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.

TMCC Awareness and Campus Security Report <b>DANDINI CAMPUS—2002</b>	
0	Murder/Non-negligent Manslaughter
0	Manslaughter by Negligence
0	Rape or Forcible or Nonforcible Sex Offenses
0	Robbery
0	Aggravated Assault
6	Burglary
0	Motor Vehicle Theft
0	Arson
0	Hate/Prejudice Crimes
0	Weapon Law Violations
0	Drug Abuse Violations
0	Liquor Law Violations

<b>DESERT RESEARCH INSTITUTE AND RTC—2002</b>	
0	Burglary
0	Motor Vehicle Theft

TMCC Awareness and Campus Security Report <b>EDISON CAMPUS—2002</b>	
0	Murder/Non-negligent Manslaughter
0	Manslaughter by Negligence
0	Rape or Forcible or Nonforcible Sex Offenses
0	Robbery
0	Aggravated Assault
0	Burglary
0	Motor Vehicle Theft
0	Arson
0	Hate/Prejudice Crimes
0	Weapon Law Violations
0	Drug Abuse Violations
0	Liquor Law Violations

TMCC Awareness and Campus Security Report <b>TMCC MEADOWOOD CENTER—2002</b>	
0	Murder/Non-negligent Manslaughter
0	Manslaughter by Negligence
0	Rape or Forcible or Nonforcible Sex Offenses
0	Robbery
0	Aggravated Assault
0	Burglary
0	Motor Vehicle Theft
0	Arson
0	Hate/Prejudice Crimes
0	Weapon Law Violations
0	Drug Abuse Violations
0	Liquor Law Violations

TMCC Awareness and Campus Security Report <b>TAHOE EDUCATION CENTER, INCLINE VILLAGE—2002</b>	
0	Murder/Non-negligent Manslaughter
0	Manslaughter by Negligence
0	Rape or Forcible or Nonforcible Sex Offenses
0	Robbery
0	Aggravated Assault
0	Burglary
0	Motor Vehicle Theft
0	Arson
0	Hate/Prejudice Crimes
0	Weapon Law Violations
0	Drug Abuse Violations
0	Liquor Law Violations

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 University and Community College System of Nevada.
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 University and Community College System of Nevada 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 University and Community College System of Nevada 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

## SEXUAL HARASSMENT POLICY

The sexual harassment of any employee or student of TMCC is absolutely forbidden. The president has designated the affirmative action officer as the official who is responsible for receiving and investigating complaints of sexual harassment. Any employee, supervisor or administrator who is made aware of an alleged incident of sexual harassment will take immediate action to bring the matter to the attention of the affirmative action officer.

### Sexual Harassment Defined

Unwelcome sexual advances, requests for sexual favors and other 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 employment, admission or academic evaluation;
2. submission to or rejection of such conduct by an individual is used as a basis for employment decision or an academic evaluation affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or a student's academic performance, or creating an intimidating, hostile or offensive working or learning environment.

Bad faith allegations or use of this policy for unintended purpose will result in disciplinary action against the accuser.

# 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 260.

# 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 University and Community College System of Nevada (UCCSN). 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 335 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 plant and facilities department representatives at least once a year. Members of the campus community are encouraged to report any exterior lighting deficiencies to the plant and facilities department at (775) 673-7100.

The plant and facilities 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 plant and facilities 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 plant and facilities 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.

### 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

## 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 campuses such as the Meadowood Center, the Technical Institute, Edison Campus, Tahoe Education 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 on the TMCC police department bulletin board near room 226 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. If you have any questions, contact the department of public safety at (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.

## 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

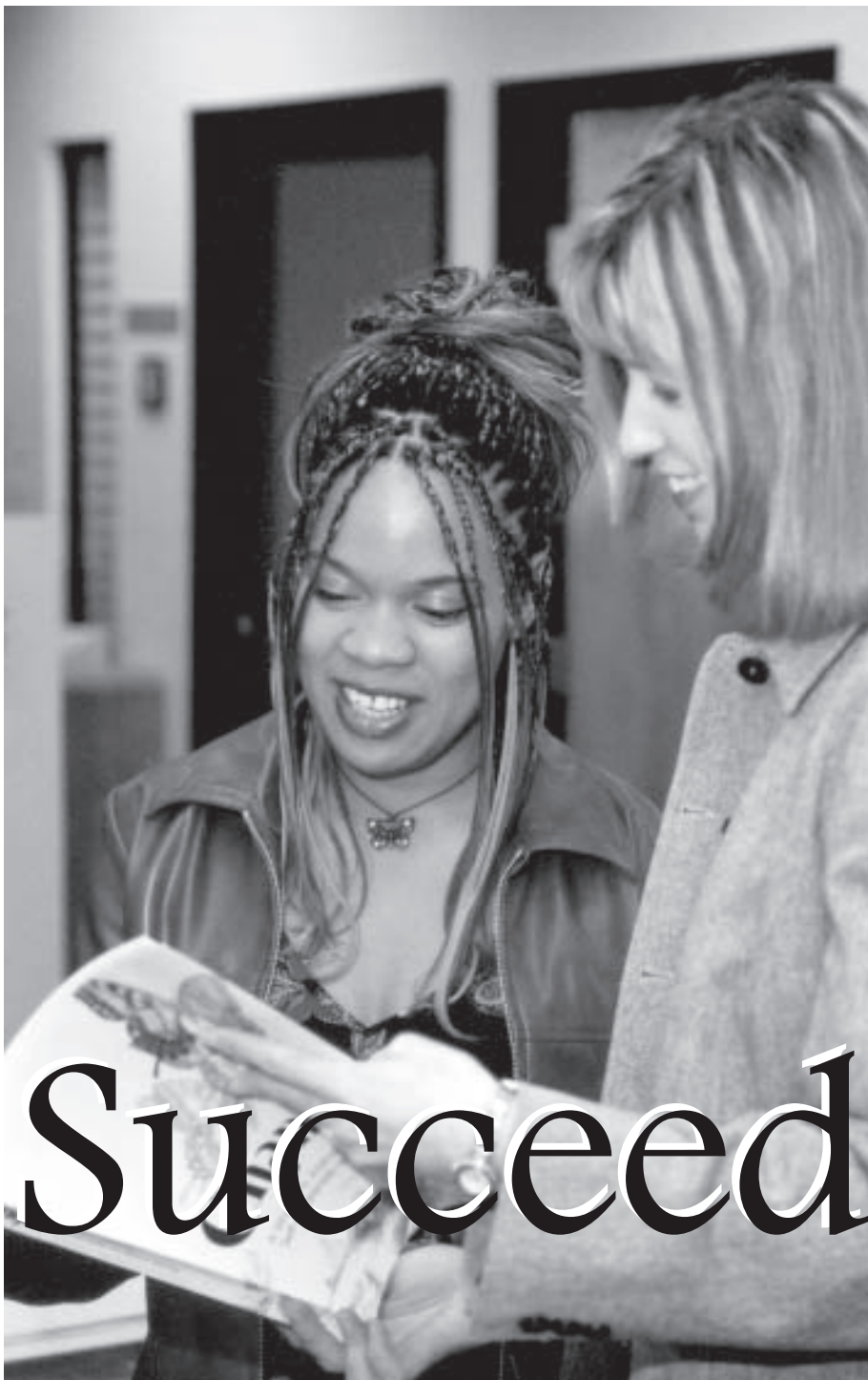
### UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF NEVADA AIDS GUIDELINES

The University and Community College System of Nevada, 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 University and Community College System of Nevada 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.

TMCC 2003-2004  
Course Catalog



# Succeed

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INDEX

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# 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 7)

**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 6)**—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 105)**—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 7)**—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 26).

**"C" designator**—indicates that the course is under the Community Services 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 8)—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 10)—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 141)—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 242-246)—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 11)—In-state persons who are 62-years-old or older and therefore eligible for reduced tuition rates. The tuition is 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 9)—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](http://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](http://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 13)—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](http://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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• High Sierra Chefs Association (AS-CHF)	
• Ironworker (AS-IRW)	
• Operating Engineers (AS-OPR)	
• Painter/Decorator (AS-PTR)	
• Pipefitter (AS-PFR)	
• Plumber (AS-PLU)	
• Sheetmetal Worker (AS-SMT)	
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• Carpenter (CT-CAR)	
• Electrician (CT-ELC)	
• Floor Coverer (CT-FC)	
• High Sierra Chefs Association (CT-CHF)	
• Ironworker (CT-IRW)	
• Operating Engineers (CT-OPR)	
• Painter/Decorator (CT-PTR)	
• Pipefitter (CT-PFR)	
• Plumber (CT-PLU)	
• Sheetmetal Worker (CT-SMT)	
• Stagehand (CT-STH)	
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## HOW TO SELECT THE AREA OF STUDY THAT IS RIGHT FOR YOU.

### ASSOCIATE OF ARTS

If you plan to transfer to a university to complete your bachelor of arts degree. The associate of arts degree may qualify you to transfer to a four-year college or university with junior standing.

Select

### ASSOCIATE OF SCIENCE

If you plan to transfer to a university to complete your bachelor of science degree. The associate of science degree may qualify you to transfer to a four-year college or university with junior standing.

Select

### ASSOCIATE OF APPLIED SCIENCE

If you are preparing for a specific occupation in health, business, industrial or technical areas. This degree does not transfer, but individual courses may transfer.

Select

### ASSOCIATE OF GENERAL STUDIES

If you are planning to transfer to a university or college to earn a bachelor's degree, but want to study a variety of subjects based on your personal interests. This degree does not transfer to a four-year school, but individual courses may transfer.

Select

### CERTIFICATE OF ACHIEVEMENT

If your chosen occupation in health, business, industry or technology requires specialized training but not a college degree. A certificate of achievement does not transfer to a college or university, but individual courses may transfer.

Select

# Dream

larger than life



# Believe

in yourself



# Imagine

the possibilities



# Succeed

at anything