

# **New Mexico Junior College**

## **Mission, Vision, and Values**

### **Mission**

***New Mexico Junior College, as a comprehensive community college, promotes success through learning.***

### **Vision**

New Mexico Junior College's mission will be achieved by building a culture that values and promotes excellence, effectiveness, responsiveness, access, and community involvement.

### **Values**

New Mexico Junior College is committed to the following values in support of its mission as we provide services to a diverse college community. **New Mexico Junior College defines college community as its students, employees, partners, and citizens of the area we serve.**

#### **Access**

In keeping with this value, the college

- helps members of the college community overcome their barriers to success;
- provides convenient, affordable educational opportunities and services;
- provides support for students transitioning to college and on to other postsecondary educational opportunities and to the workplace;
- offers education, training, and activities that meet the diverse interests and needs of the college community;
- supports educational opportunities through technology.

#### **Responsiveness**

In keeping with this value, the college

- continually scans the environment locally, regionally, and nationally to identify opportunities that will meet the ever-changing needs and interests of a diverse and dynamic college community;
- enriches and increases partnerships to identify and meet the educational needs of the college community;
- remains flexible to respond creatively and appropriately to the changing world and to the educational, social, and cultural needs of the diverse college community;
- provides employees with opportunities for professional growth and development;

- ensures fiscal responsibility and public accountability;
- offers relevant programs and support services that meet the needs of a diverse college community; and
- contributes to the social, cultural, and economic development of the college community.

#### **Effectiveness**

In keeping with this value, the college will build its understanding and commitment of effectiveness by

- establishing and tracking student outcomes to evaluate and improve learning;
- promoting employees' roles and responsibilities in fostering a climate of learning;
- promoting high academic standards through excellent instruction;
- engaging in sound planning, management, and systematic evaluation for the improvement of programs and services;
- ensuring adequate, fair, and equitable benefits, policies, and procedures;
- acquiring and allocating resources to support the mission and goals of the college;
- keeping the college community aware of college activities, needs, and performance;
- providing a supportive, caring, student-centered environment;
- fostering a work environment that encourages open communication, innovation, productivity, accountability, and personal commitment; and
- providing and using current technologies that support educational and training objectives.

#### **Excellence**

In keeping with this value, the college will build its understanding and commitment of high standards and quality by

- committing to an environment of self evaluation and continuous improvement;
- setting benchmarks to develop an understanding of excellence;
- nurturing the development and practice of leadership;
- encouraging and rewarding initiative, innovation, outstanding performance, ethical decision making, and accountability;
- offering support services that are designed to foster success; and
- striving for an environment that does not accept mediocrity.

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## Catalog Proviso

The *NMJC Catalog* is a student's official guide to programs, courses, and policies of New Mexico Junior College. Other important information for students is published in the *NMJC Student Handbook and Planner*. *Fall, Spring, and Summer Course Schedules*, and handbooks published by instructional departments and other offices. Students are responsible for complying with the provisions of these documents. Since programs, courses, and policies, tuition and fees, calendar dates, and other information are subject to review and evaluation on an on-going basis, NMJC reserves the right to make changes at any time, by way of appropriate administrative procedure, without prior notice. Not all courses listed in the *NMJC Catalog* are offered every term. If the minimum numbers of students required for a course are not enrolled, the course may be cancelled.

## Crime Awareness Statistics

In accordance with the Crime Awareness and campus Security Act of 1990, New Mexico Junior College provides information relating to crime statistics and security measures to prospective students, matriculated students, and employees. Statistics for reported criminal activities for the previous three academic years are posted on the NMJC web site at <http://www.nmjc.edu>. For additional information and/or further breakdown of incidents reported to the Office of Security, please contact the Assistant to the President for Internal and External Affairs or Vice President for Student Services.

The state of New Mexico provides a listing of registered sexual offenders in various communities throughout the state. This information is available at their web site: <http://www.nmsexoffender.dps.state.nm.us/>.

## Equal Opportunity

New Mexico Junior College is committed to a policy of non-discrimination on the basis of race, sex, national origin, disability, or other non-merit reasons, in admissions, educational programs or activities and employment, as required by applicable laws and regulations. Inquiries may be addressed to:

Equal Employment Opportunity Chairperson  
NMJC, 5317 Lovington Highway  
Hobbs, NM 88240 or  
Director  
Office of Civil Rights, Health,  
Education and Welfare  
Washington, DC 20201.

Admission to specific courses and/or specific programs of study may be denied if the admission presents a significant health or safety threat as noted in the Americans with Disabilities Act and related statutes. Any individual with a hearing impairment may reach NMJC by using one of the following methods:

New Mexico Relay for the Deaf: 1-800-659-177 or  
Voice/TDD, 392-5411

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are: (1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Dean of Enrollment Management or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. (2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll. A second exception which allows disclosure without consent of the student is to contact parents of any student under 21 year of age if she or he has violated policies about alcohol or drug use, regardless of whether the parents claim the student as a dependent for tax purposes. Also, information about the results of a disciplinary proceeding can be released to anyone if the student is an alleged perpetrator of a crime of violence or non-forcible sex offense AND if the student violated institutional policies because of the crime. (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by New Mexico Junior College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

Directory information defined as: student name; address; telephone and e-mail addresses; level of education; academic major; degree and awards received; photographs; and information about athletes for publications and press releases i.e. weight, height, statistics, citizenship, etc. may be given upon request. A student can request, in writing, that the admissions and records office not release this information and the request will be honored.

### **Retention of Student Records**

Student educational records are retained on the schedule established by applicable laws. Records are destroyed after the schedule for retention of records has expired. The current schedule for retention of student records as defined by New Mexico Statutes is:

- Student Academic File – five (5) years after the last semester attended by student
- Student Transcript – one hundred (100) years from student’s date of birth
- Grade Sheets – five (5) years after term for which created
- Veterans’ Benefit File – three (3) years after termination of enrollment
- Class Schedule File – five (5) years after end of term for which created
- Drop/Add and Withdrawal Form Files – one (1) year after end of term for which completed
- Repeat Course File – one (1) year after end of term
- Student Awards and Honor Files – five (5) years after date created

### **Student Right to Know**

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of New Mexico Junior College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2001, a cohort of all first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year tracking period. Student-athletes in the same cohort of 2001 of first-time, full-time students were tracked. Their completion and transfer rates are listed below.

2001 Cohort of Full-Time, First-Time Students

- Graduation Rate 29.6%
- Transfer-Out Rate 14.1%

2001 Cohort of Student Athletes receive Grants-in-Aid

- Graduation Rate 26.9%
- Transfer-Out Rate 35.1%

A comparison graduation and transfer rates of New Mexico two-year institutions of higher learning is given by the New Mexico Higher Education Department at their web site located at: <http://hed.state.nm.us/reports/gradspring.asp>. In this comparison, New Mexico Junior College had the highest “success rate” of the independent community colleges in New Mexico (36.1%).

### **Personnel**

#### **NMJC Board**

- Phillip Jones.....District #1 - Tatum**  
Term Expires 3-31-2009
- Pat Chappelle .....District #2 - Lovington**  
Term Expires 3-31-2007
- Guy Kesner ..... District #3 - Hobbs**  
Term Expires 3-31-2009
- Ron Black..... District #4 - Hobbs**  
Term Expires 3-31-2011
- Larry Hanna ..... District #5 - Hobbs**  
Term Expires 3-31-2007
- Yvonne Williams ..... District #6 - Hobbs**  
Term Expires 3-31-2009
- John Hice, Jr. ....District #7 - Eunice**  
Term Expires 3-31-2007

### **Administration**

- Steve McCleery..... President**  
B.S., Lubbock Christian College (1972)  
M.S., Texas Tech University (1974)  
Ed.D., University of New Mexico (1995)
- John B. Gratton.....Vice President for Instruction**  
B.A., Oklahoma Baptist University (1971)  
M.S., East Texas State University (1972)  
Ed.D., East Texas State University (1978)
- Dan D. Hardin.....Vice President for Finance**  
B.B.A., New Mexico State University (1973)
- Regina L. Organ.....Vice President for Student Services**  
A.A., Frank Phillips College (1983)  
B.S., Wayland Baptist University (1988)  
M.A., University of Texas of the Permian Basin (1991)  
Ed.D., New Mexico State University (2004)

## Deans

- Robert M. Bensing.....Dean, Enrollment Management**  
B.S., Brigham Young University (1973)  
M.Ed., Texas Tech University (1977)  
Ed.D., New Mexico State University (2004)
- Mickey D. Best.....Dean, Arts & Sciences**  
B.A., Southwestern Oklahoma State University (1979)  
M.F.A., Texas Tech University (1990)
- August M. Fons Dean, Division of Public Safety and Community Service**  
A.A., New Mexico Junior College (1978)  
B.B.A., College of the Southwest (1985)  
M.Ed., College of the Southwest (1997)  
Ph.D., Texas Tech University (2004)
- Patrick C. M. Gorman.....Dean, Counseling**  
B.A., University of New Mexico (1966)  
M.A., University of New Mexico (1967)  
Ph.D., University of Northern Colorado (1974)
- Lisa R. Hardison.....Dean, Extended Learning**  
B.S., Lubbock Christian University (1990)  
M.A.Ed., New Mexico State University (2003)
- Kelly G. Holladay.....Interim Dean, Arts & Sciences**  
A.A., Tarrant County Junior College (1981)  
B.S., University of Texas at Arlington (1985)  
M.S., Texas Woman's University (1990)
- Mary Jane Ward..... Dean, Business & Technology**  
A.A.S., New Mexico Junior College (1989)  
B.S., New Mexico State University (1972)  
B.S.Ed., New Mexico State University (1973)  
M.S.Ed., Eastern New Mexico University (1996)  
Ph.D., New Mexico State University (2004)

## Faculty

- John A. Baldwin.....Physical Education/Assistant Men's Basketball Coach**  
B.A., Olivet College (1979)  
M.A., Eastern New Mexico University (1996)
- Victor G. Berner.....Chemistry/Astronomy**  
A.A., Phoenix Junior College (1966)  
B.S., University of Arizona (1968)  
M.S., New Mexico State University (1974)  
Ph.D., New Mexico State University (1979)
- Ray J. Birmingham.....Physical Education/Head Baseball Coach**  
B.S., New Mexico State University (1978)  
M.Ed., College of the Southwest (1999)
- James R. Black.....Physical Education/Golf Coach**  
B.S., Lamar University (1977)  
PGA Certification (1996)
- Patricia Sue Black.....Office Technology**  
A.A.S., New Mexico Junior College (1990)  
B.B.A., College of the Southwest (1993)
- J. Keith Blackwill.....Physical Education/Head Women's Cross County/Indoor & Outdoor Track Coach**  
B.S., Fort Hays State University (1996)

- Jennifer M. Cain.....English**  
B.A., University of Louisiana at Monroe (1999)  
M.A., University of Louisiana at Monroe (2003)
- Tami M. Cavitt.....Spanish/ESL**  
B.S., Texas Tech University (1979)  
M.Ed., Eastern New Mexico University (1989)
- Linda E. Connell.....English**  
B.S., Texas Tech University (1969)  
M.Ed., Eastern New Mexico University (1986)
- Darryl B. Cook.....Computer Information Systems**  
A.A., New Mexico Junior College (1987)  
B.S., DeVry Institute of Technology (1992)
- Kevin W. Dean.....Barbering/Cosmetology**  
Barber Instructor License, New Mexico (1979)  
Barbering Certificate, New Mexico Junior College (1998)  
Master Barber License, New Mexico (2003)
- Toni K. Dunn..... Business/Office Technology**  
B.S., College of the Southwest (1993)  
M.S., Chapman University (1996)
- Jimmy J. Durham.....Physical Education/Assistant Men's Baseball Coach**  
B.S.Ed., Lubbock Christian University (1982)  
M.Ed., University of Houston (1994)
- Marilyn A. Ebler.....Commercial Graphic Design/Computer Science**  
A.A.S., New Mexico Junior College (1992)  
B.S., Eastern New Mexico University (1995)  
M.S., Capella University (2001)
- Patricia E. Emmerich.....Government/History**  
B.S., Central Missouri State University (1973)  
M.A., Central Missouri State University (1975)  
Ph.D., Kansas State University (1998)
- Jose C. Garcia.....Sociology**  
B.A., Eastern New Mexico University (1969)  
M.Ed., Eastern New Mexico University (1975)
- Samuel R. Gilcrease.....Automotive Technology (ACT Academy)**  
Line Mechanics Certificate, New Mexico Junior College (1977)
- Katherine D. Goad.....Biology**  
B.S., Biology, New Mexico State University (1980)  
B.S., Medical Technology, New Mexico State University (1981)  
M.S., College of the Southwest (1999)
- Shelby L. Gowen.....Cosmetology**  
A.A.S., New Mexico Junior College (1999)
- Ronnie J. Gray.....Music**  
A.A., New Mexico Junior College (1986)  
B.M.Ed., Eastern New Mexico University (1992)
- Robert T. Guthrie.....Accounting**  
B.B.A., College of the Southwest (1982)  
C.P.A., New Mexico (1988)
- Terry K. Halladay.....Automotive Technology**  
A.A.S., New Mexico Junior College (2002)  
B.S., Wayland Baptist University (2001)
- Gregory A. Hammond.....English**  
A.A., Orange Coast College (1991)  
B.A., New Mexico State University (1997)  
M.A., New Mexico State University (1999)

- Nelda G. Helms**.....**Physical Education**  
B.S., Eastern New Mexico University (1968)  
M.S., Eastern New Mexico University (1986)
- Jill D. Henning** .....**Advance Career & Technology,  
Academic Health Occupations and Allied Health**  
A.A., Southeast Missouri State University (1990)
- Terry A. Holloman** .....**Reading/Writing in  
Transitional Studies (Developmental)**  
B.A., Lubbock Christian University (1982)
- Christopher M. Howell**.....**Business/Office Technology**  
A.A.S., New Mexico Junior College (2000)  
B.S., Regents College (1998)  
M.B.A., Eastern New Mexico University (2003)
- Dallas E. Hulsey**.....**English**  
B.A., New Mexico State University (1997)  
M.A., New Mexico State University (1999)
- Sondra L. Hutson**.....**Nursing**  
A.A.S., New Mexico Junior College (1986)  
B.S.N., University of Phoenix (1999)  
M.S.N., University of Texas Health Sciences  
Center (2002)
- Tamara K. James**.....**Nursing**  
A.A.S., New Mexico Junior College (1987)  
B.S.N., Eastern New Mexico University (1998)  
M.S.N., University of Phoenix (2001)
- Sonya D. Jimenez**.....**English**  
B.A., Eastern New Mexico University (1989)  
M.A., Eastern New Mexico University (1991)
- Joel A. Keranen**.....**Physics/Mathematics**  
B.S., Michigan Technological University (1991)  
M.S., University of Illinois at Urbana-Champaign  
(1992)  
M.S., Michigan Technological University (1995)
- Tom N. Keyes** .....**Nursing**  
B.S., University of Texas at Houston (1975)  
M.S., University of Maryland (1993)
- John W. Klepper**.....**Agriculture**  
B.S., Texas A&M University (1982)  
M.Ag., Texas A&M University (1983)
- Lynda G. Knoll**.....**Nursing**  
A.A.S., New Mexico Junior College (1974)  
A.A.S., New Mexico Junior College (1976)  
B.S.N., Eastern New Mexico University (1998)  
M.S.N., University of Phoenix (2001)
- Matthew B. Kriftcher**.....**Commercial Graphic Design/  
Computer Graphics**  
B.A., California University of Pennsylvania (1992)  
M.S., Pittsburg State University (1994)  
Ed.S., Pittsburg State University (1995)
- John D. Lathrop**.....**Business and Economics**  
B.A., Eastern New Mexico University (1956)  
M.A., Eastern New Mexico University (1958)
- Russell H. Laverentz**.....**Physical Education/  
Head Women's Basketball Coach**  
B.S., Missouri Western State College (1996)  
M.S., Arkansas State University (1998)
- Patsy G. Lewis**.....**Reading/Writing in  
Transitional Studies (Developmental)**  
B.A.S., College of the Southwest (1998)
- Richard J. Lloyd**...**Physical Education/Athletic Trainer**  
B.S., Ball State University (1980)  
M.S., Eastern Illinois University (1981)  
Ed.D., New Mexico State University (2004)
- Jack H. McCaw** ..... **Biology**  
B.S., New Mexico State University (1988)  
M.S., New Mexico State University (1995)
- Peter G. Mladinic**.....**English**  
B.A., University of Minnesota (1973)  
M.F.A., University of Arkansas (1985)
- Shelly A. Murphy**.....**Nursing**  
A.A., New Mexico Junior College (1986)  
A.A.S., New Mexico Junior College (1995)  
B.S.N., University of Phoenix (2000)  
M.S.N., University of Phoenix (2001)
- Roene E. Neu**.....**Geology**  
B.A., Adams State College (1999)  
M.S., Bowling Green University (2005)
- Lynda R. Newman**.....**Reading/Education**  
B.S., New Mexico State University (1978)  
M.A., New Mexico State University (1995)
- Brenda C. Pierce**...**Anatomy & Physiology/Microbiology**  
B.S., University of New Mexico (1979)  
M.S., Texas Tech University (1997)
- Robin J. Porter**.....**Cosmetology**  
A.A.S., New Mexico Junior College (2000)
- Patrick W. Prindle**.....**Psychology**  
B.A., The Ohio State University (1969)  
M.A., Xavier University (1974)  
Ph.D., The Union Institute (1981)
- John R. Rice**.....**Communications/Theatre**  
B.S.Ed., Ohio State University (1970)  
M.A., Ohio State University (1973)  
M.F.A., University of South Dakota (1999)
- Erin M. Rolan Hill**.....**Cosmetology**  
A.A.S., New Mexico Junior College (2004)
- Gholamreza Sadeghmohaddam**.....**Welding**  
A.S., New Mexico Junior College (1980)  
B.S., Utah State University (1982)  
M.S., Utah State University (1986)
- Robert R. Salazar**.....**Automotive Technology**  
A.A.S., New Mexico Junior College (1986)
- Charlotte J. Schmitz** ..... **Mathematics**  
A.S., New Mexico Junior College (1996)  
B.S., College of the Southwest (1998)  
M.A., Texas Tech University (2004)
- Mary L. Shelton**.....**Reading/Education**  
B.S., College of the Southwest (1985)  
M.Ed., Eastern New Mexico University (1987)
- Angila D. Shook**.....**Computer Information Systems**  
B.S., Tarleton State University (1998)
- Richard F. Steinhaus**.....**Psychology/Sociology**  
B.S., Carroll College (1965)  
M.A., Northern Illinois University (1972)
- Delores D. Thompson**.....**Nursing**  
A.A.S., McMurry University (1989)  
B.S.N., University of New Mexico (1996)  
M.S.N./F.N.P., Texas Tech Health Sciences Center  
(2000)

**Thomas V. Toglea.....Automotive Technology**  
 A.S., Pima Community College (1974)  
 B.S., Northern Arizona University (1976)  
 M.Ed., Eastern New Mexico University (1994)  
 Ed.D., New Mexico State University (2004)

**Stephen A. Townsend.....Government/History**  
 B.A., Texas A & I University (1987)  
 M.S., Texas A & I University (1989)  
 Ph.D., University of North Texas (2001)

**Elizabeth Ulrickson.....Physical Education/  
 Assistant Women's Basketball Coach**  
 B.S., Hardin-Simmons University (2002)  
 M.S., Oklahoma State University (2005)

**Maria E. Vick.....Professor/Coordinator, Cosmetology**  
 Cosmetology Instructor License, San Antonio, TX  
 (1979)  
 Cosmetology/Barber License, New Mexico (1996)  
 A.A.S., New Mexico Junior College (2000)  
 B.A., College of the Southwest (2004)

**Susan C. Waters.....English**  
 B.A., State University of New York College at  
 Brockport (1973)  
 M.A., George Mason University (1990)

**Kimberly Webb.....Nursing**  
 A.A.S., New Mexico Junior College (1993)  
 B.S.N., University of Phoenix (2001)  
 M.S.N., University of Phoenix (2003)

**T. Randy Whicker.....Automotive Technology**  
 B.S., Southern Illinois University at Carbondale  
 (1992)  
 M.B.A., University of Phoenix (1996)  
 Ed.D., New Mexico State University (2004)

**C. Mike Williams.....English**  
 B.A., Stephen F. Austin State University (1980)  
 M.A., Stephen F. Austin State University (1982)  
 Ed.S., Nova Southeastern University (2004)

**Garry A. Wilson.....Computer Information  
 Systems/CAD/ACT Academy**

**Yau-Sun Wong.....Music**  
 B.A., Hong Kong Baptist College (1978)  
 M.M., University of Texas at Austin (1982)  
 D.M., Florida State University (1993)

**Homer A. Youngblood.....ACT Academy**  
 A.S., Eastern New Mexico University-Roswell (1999)  
 B.S., Texas Tech University (2005)

**Patricia J. Youngblood.....Mathematics**  
 B.S., College of the Southwest (1994)  
 M.A., Texas Tech University (2003)

## Professional Staff

**B. Gayle Abbott.....Director, Student Support Services**  
 A.A., New Mexico Junior College (1993)  
 B.S., College of the Southwest (1994)  
 M.A., University of Texas of the Permian Basin  
 (1997)  
 Ed.D., New Mexico State University (2004)

**Charles H. Adams.....Distance Learning  
 WebCT Coordinator**  
 B.S., University of Tennessee (1977)

**R. Philip Berry.....Rodeo Coach/Conference Finals  
 Rodeo Director**  
 B.S., Sul Ross State University (1976)

**A. Jamaal Brown..... Counselor**  
 B.A., Stanford University (1992)  
 M.A., California State University (2000)

**Karen D. Buntin ..... Coordinator of Technical Services**  
 B.S., Transylvania University (1987)  
 M.L.S., University of Kentucky (2004)

**Charley R. Carroll.....Director, Physical Plant**  
 B.S., California Coast University (1990)  
 M.B.A., California Coast University (2003)  
 Ph.D., California Coast University (2005)

**G. Lance Caviness.....Director, Student Life**  
 A.S., Clarendon College (1986)  
 B.S., Texas A & M University (1988)

**Michael F. Chavez...Director, Upward Bound Program**  
 A.A., New Mexico Junior College (1995)  
 B.S., College of the Southwest (1996)  
 M.S., College of the Southwest (1999)

**Frank D. Collins..... Coordinator, Purchasing**  
 B.B.A., Eastern New Mexico University (1975)

**Randy A. Cook ....Coordinator Transportation Training**  
 A.A., Dodge City College (1970)  
 B.S., West Texas A & M University (1974)

**Karen S. Cummings.....Director, Allied Health Fields**  
 A.A.S., New Mexico Junior College (1976)  
 B.S.N., College of the Southwest (1988)  
 M.S.N., University of Texas at El Paso (1996)

**Marilyn A. Dill.....Associate Director of Institutional  
 Effectiveness**  
 B.S., Oklahoma State University (1972)  
 M.Ed., Southwest College (1991)

**April M. Edwards..... Upward Bound  
 Academic Coordinator**  
 A.A., New Mexico Junior College (2001)  
 B.A.S., College of the Southwest (2003)

**Jose B. Flores.....Programmer Analyst**  
 B.S., Eastern New Mexico University (1987)

**Tyler S. Friend.....Talent Search School Coordinator**  
 B.A., Idaho State University (1995)  
 M.S., College of the Southwest (2004)

**Pamela Fulcher..... Director of Bookstore Services**  
 B.B.A., College of the Southwest (2005)

**George Garcia, Jr..... Programmer Analyst**  
 A.A., New Mexico Junior College (1999)  
 B.S., Eastern New Mexico University (2004)

**Vera J. Gilleland.....Director, Talent Search**  
 B.S.W., University of Texas at El Paso (1993)  
 M.A., Webster University (2000)

**Adam Guillen, Jr..... Academic/Transfer Advisor**  
 B.S., Eastern New Mexico University (2003)

**Brandon E. Hunt.....Business Specialist-  
 Small Business Development Center**  
 A.A., New Mexico Junior College (2000)  
 B.B.A., College of the Southwest (2002)

**Sharon D. Jenkins.....Director, Library Services**  
 A.A.S., St. Louis Community College (1982)  
 B.S., Washington University in St. Louis (1987)  
 M.A., University of Missouri (1992)  
 Ph.D., University of North Texas (1999)



**Jennifer L. Jordon.....Executive Director, NMJC Foundation**  
 B.B.A., College of the Southwest (1999)

**Dennis L. Kelly.....Assistant Director/Professor, Law Enforcement Academy/Criminal Justice**  
 A.A.S., New Mexico Junior College (2003)

**Patricia A. Knapp.....Records Administrator**  
 A.A., New Mexico Junior College (2004)

**Bill C. Kunko..Director, Computer Information Systems**  
 B.B.A., New Mexico State University (1985)

**Dianne R. Marquez.....Director, Adult Basic Education**  
 B.S., Oklahoma State University (1995)  
 M.S., University of Central Oklahoma (1999)

**Dana J. Martin.....Document Center Supervisor**

**Angela K. McConal.....Program Planner, Extended Learning**  
 CPP Certification (2005)

**Jeffery P. McCool ..... Director, Del Norte Center/ Men's Head Basketball Coach**  
 B.B.A., New Mexico State University (1989)

**Kathleen F. Miller.....Human Resources Generalist**  
 PHR Certification (2005)

**Richard B. Miller.....Director of Learning Communities/ Retention**  
 B.A., Southwestern Oklahoma State University (1978)  
 M.A., University of Oklahoma (1985)

**Donna S. Morley.....Coordinator, Payroll**  
 A.S., Clovis Community College (1997)

**Billy C. Morrill.....Assistant to the President for Internal and External Affairs**  
 A.A., New Mexico Junior College (1990)  
 FBI National Academy Certification (1993)

**Richard L. Morris.....Director, Athletics**  
 B.S., Colorado State University (1971)  
 M.Ed., University of Arizona (1973)

**Gloria D. Muñoz.....Director, Small Business Development Center**  
 A.A.S., New Mexico Junior College (1982)  
 B.B.A., College of the Southwest (1991)

**Linda L. Neel.....Director, Financial Aid**  
 B.S., New Mexico State University (1979)  
 M.B.A. Eastern New Mexico University (2000)  
 Ed.D., New Mexico State University (2004)

**Cecilia E. Nelson, CFRE.....Director, Development**  
 A.A., New Mexico Junior College (1990)  
 B.S., University of Phoenix (1999)

**M. Pilar Ortiz.....Hardware/Software Specialist**  
 A.A.S., New Mexico Junior College (1993)  
 B.F.A., Eastern New Mexico University (1996)

**Vangelia Perryman.....Public Relations/ Marketing Writer/Editor**  
 B.A., Wayland Baptist University (2002)

**LaRae Phillips.....Counselor**  
 B.M.Ed., McMurry University (1982)  
 M.Ed., University of North Texas (1988)

**Naomi G. Phillips.....Assistant Director of Corrections Training**  
 Corrections Academy (2001)

**Shannon L. Pipkins....Talent Search School Coordinator**  
 B.A., Texas Tech University (1998)

**F. David Reiff, II.....Distance Learning Academic Coordinator**  
 B.B.A., New Mexico State University (2000)  
 M.A., New Mexico State University (2001)

**Michael D. Rutledge.....Distance Learning Technical Coordinator**

**Amparo J. Salazar.....Accountant**  
 A.A.S., New Mexico Junior College (1995)  
 B.B.A., College of the Southwest (1996)

**Jerrett A. Shields.....Administrative Assistant to the President**

**Cyndi A. Stephenson.....Academic/Career Planner**  
 A.A., New Mexico Junior College (1977)  
 B.A.S., College of the Southwest (1994)  
 M.S., College of the Southwest (2004)

**Glen DeMond Thomas.....Coordinator of Intramurals/ Student Activities**  
 B.G.S., Wichita State University (1996)  
 M.S., Wichita State University (1999)

**Rebecca Titus ... .....Divisional Academic Coordinator/ Professor**  
 A.A.S., New Mexico Junior College (2001)  
 B.S., College of the Southwest (2002)

**Leslie M. Trillo.....Admission Specialist/Instructional**  
 B.S., College of the Southwest (2002)

**Robert L. Turner.....Coordinator, Placement/Minority Recruitment/Title V Activity I**  
 B.S., College of the Southwest (1972)  
 M.B.A., Eastern New Mexico University (1979)

**Sylvia O. Turrubiates.....Admission Specialist/General**  
 B.B.A., Eastern New Mexico University (2001)

**Vicki M. Vardeman.....Director of Public Relations/Marketing**  
 A.A., Western Texas College (1985)  
 B.A., Eastern New Mexico University (1989)  
 M.A., Eastern New Mexico University (1991)

**Oscar R. Vigil.....Coordinator, Network Systems**  
 Certificate – American Commercial College (1988)

**Renee E. Wharton.....Director, Institutional Effectiveness**  
 B.A., Texas Tech University (1995)  
 M.A., Texas Tech University (1998)  
 Ed.D., New Mexico State University (2004)

**Karen Wiley.....Executive Director, Western Heritage Museum**  
 B.F.A., Texas Tech University (1980)  
 M.F.A., University of Oregon (1983)

**Cynthia Zambrelli.....Counselor**  
 B.A., State University of New York, Brockport (1975)  
 M.S.Ed, State University of New York, Brockport (1981)

**Ismael V. Zuniga.....Custodial Supervisor**

# 2005-2006 Academic Calendar

## Fall 2005

August 15	Faculty Report
August 15-18	Registration
August 16	In-service
August 19	Student Orientation
August 19	Non-paid Disenrollment
August 22	Classes Begin
August 22-26	Late Registration
August 26	Last Day to Add/Enroll for Credit
September 5	Labor Day
September 9	Last Day to Add/Enroll for Audit
September 16	*Constitution Day (Classes will meet)
October 14	Mid-term Grades Due
October 21	In-service
November 3	County-wide In-service (Evening classes will meet)
November 23	Last Day to Withdraw
November 23	No Evening Classes
November 24-25	Thanksgiving Holiday
December 9	Last Day of Classes
December 12-14	Final Exams
December 16	Final Grades Due/Semester Ends
December 16	Faculty Break
December 20	Staff Break/Campus Closed

**\*NOTE: Students who have pre-registered must pay tuition and fees by August 18 or they will be purged from the classes for which they pre-registered and will be required to register for classes during late registration.**

## Spring 2006

January 4	Staff Report
January 4-12	Registration
January 10	Faculty Report
January 13	Student Orientation
January 13	Non-paid Disenrollment
January 16	Martin Luther King Day
January 17	Classes Begin
January 17-23	Late Registration
January 23	Last Day to Add/Enroll for Credit
February 3	Last Day to Add/Enroll for Audit
February 20	In-service (Evening classes will meet)
March 10	Mid-term Grades Due
March 20-24	Spring Break
April 14	Good Friday
April 19	Student Awards Ceremony
April 21	Last Day to Withdraw
May 5	Last Day of Classes
May 8-10	Final Exams
May 12	Final Grades Due/Semester Ends
May 12	Commencement

**\*NOTE: Students who have pre-registered must pay tuition and fees by January 12 or they will be purged from the classes for which they pre-registered and will be required to register for classes during late registration.**

## Summer I 2006

May 25	Last Day of Pre-registration
May 26	Non-paid Disenrollment
May 29	Memorial Day
May 30	Faculty Report
May 30	Classes Begin
May 30-31	Late Registration
May 31	Last Day to Add/Enroll for Credit
June 2	Classes Meet
June 7	Last Day to Add/Enroll for Audit
June 22	Last Day to Withdraw
June 29	Final Exams
June 30	Final Grades Due/SU I Ends

**\*NOTE: Students who have pre-registered must pay tuition and fees by May 25 or they will be purged from the classes for which they pre-registered and will be required to register for classes during late registration.**

## Summer II 2006

June 29	Last Day of Pre-registration
June 30	Non-paid Disenrollment
July 3	Faculty Report
July 3	Classes Begin
July 4	Independence Day
July 3 & 5	Late Registration
July 5	Last Day to Add/Enroll for Credit
July 7	Classes Meet
July 12	Last Day to Add/Enroll for Audit
July 27	Last Day to Withdraw
August 3	Final Exams
August 4	Final Grades Due/SU II Ends

**\*NOTE: Students who have pre-registered must pay tuition and fees by June 29 or they will be purged from the classes for which they pre-registered and will be required to register for classes during late registration.**

## General Information

### Location

New Mexico Junior College is located between the Lea County communities of Hobbs and Lovington just west of Highway 18 in the Llano Estacado region of Southeastern New Mexico. This expansive, semi-arid region, renowned for a temperate climate, is steeped in a western rangeland heritage that is complemented by a modern petroleum industry.

### NMJC Regulations Interpretation

The *NMJC Catalog* is a student's official guide to programs, courses, and policies of New Mexico Junior College. Other important information for students is published in the *NMJC Student Handbook and Planner*, *Fall, Spring, and Summer Course Schedules*, and handbooks published by instructional departments and other offices. Students are responsible for complying with the provisions of these documents. Since programs, courses, and policies, tuition and fees, calendar dates, and other information are subject to review and evaluation on an on-going basis, NMJC reserves the right to make changes at any time, by way of appropriate administrative procedure, without prior notice. Not all courses listed in the *NMJC Catalog* are offered every term. If the minimum numbers of students required for a course are not enrolled, the course may be cancelled.

Interpretation of regulations in this catalog, in case of misunderstanding or lack of clarity, is left to the President of New Mexico Junior College.

### NMJC History

New Mexico Junior College, the first junior college in New Mexico, officially came into existence on July 1, 1965, following an October 1964 county-wide election, as provided by the 1963 Junior College Act passed by the New Mexico legislature. A junior college board was appointed to call an election to create a New Mexico Junior College district, approve an operational levy, select NMJC's first president and call for a subsequent election for the issuance of general obligation bonds. This same board served until standing for election to staggered terms in February 1967. NMJC began classes in September 1966 and has continued to enjoy the support, planning, hard work, and good wishes of district taxpayers that resulted in the academic excellence, fine faculty, facilities, and beautiful campus that has become the comprehensive community college of today. NMJC receives tax-based financial support from the college district consisting of Eunice, Hobbs, Jal, Lovington, and Tatum public school districts. In Lea County, you will not have to search far to find one of the thousands of people whose lives have been favorably touched due to the existence of NMJC. Through its years of service NMJC has reaffirmed and expanded a commitment to provide the people and communities of the college district with a wide range of academic, vocational, technical, enrichment, economic, and continuing education opportunities.

## Accreditation

New Mexico Junior College is accredited by, or holds membership in, these national or regional associations:

- American Association of Collegiate Registrars & Admissions Officers
- American Association of Community Colleges
- Association of Community College Trustees
- New Mexico Council of Independent Community Colleges
- League for Innovation in the Community College
- Learning Resources Network (LERN)
- National Association of Student Financial Aid Administrators
- National Association of Student Personnel Administrators
- National Association of Campus Activities
- National Intramural & Recreational Sports Association
- National Automotive Technicians Education Foundation (NATEF)
- National Council for Marketing and Public Relations (NCMPR)
- National Junior College Athletic Association
- National League for Nursing Accreditation Commission (NLNAC). [(61 Broadway; 33<sup>rd</sup> Floor; New York, NY 10006 ) 1-800-669-1656]
- New Mexico Association of Collegiate Registrars & Admission Officers
- New Mexico Association of Community Colleges
- New Mexico State Department of Education, Vocational Technical, and Adult Education Unit
- North Central Association of Colleges and Schools
- Rocky Mountain Association of Collegiate Registrars and Admission Officers
- Western Junior College Athletic Conference

## Reasons for Attending NMJC

### Cost

New Mexico Junior College's low tuition and fee charges generally present a significant savings over other college and university attendance costs. The savings experienced during the first two years at NMJC can help meet the higher costs associated with the four-year colleges and universities when transferring for the completion of a baccalaureate degree. This is true for the commuting student as well as the student living on the NMJC campus.

### "Open Door" Policy

Community colleges, originated on the premise that higher learning should not be limited to small numbers of people but within the reach of the general public. Any individual who wants to attend college should be able to do so under NMJC's "open door" admission policy. (Admission to some programs requires meeting additional requirements.)

### Individual Assistance

The small student body at NMJC allows the faculty to provide individual instruction for students requiring

personal assistance. At NMJC the professors emphasize the individual student.

### **Preparation in Fundamentals**

The two-year course organization at NMJC concentrates on academic fundamentals. Statistics show that NMJC transfer students are successful in their continued work at other colleges and universities.

### **Vocational and Technical Preparation**

The majority of technical vocations do not require more than two years of college. The NMJC Business and Technology sector offers an array of vocational/technical programs designed to meet individual needs. Students with vocational-occupational, or non-vocational goals may enroll in numerous credit or non-credit courses available on or off campus. The educational needs of many vocational students who seek employment at the end of the first or second college year can be met through vocational/technical courses. Additionally, NMJC offers a number of associate degree plans designed for students interested in becoming a technician and/or transferring to four-year colleges or technical institutions. One year certificate options are provided in:

- Accounting
- Administrative Assistant
- Automotive Technology
- Computer Information Systems
- Construction Technology
- Cosmetology
  - Barbering
  - Esthetician
  - Instructor
  - Manicurist/facial Specialist
  - Manicurist/pedicurist
- Design Communication
  - Animation
  - Computer Assisted Drafting
  - Computer Graphic Design
  - Web Page Design
- Early Childhood Education
- Fire Science
- Law Enforcement Technology
- Patient Care Technician Level II
- Practical Nursing
- Radiological Control and Waste Handling
- Welding
- Welding Inspection and Testing

Certificates of Completion are issued for the completion of training for specific skills that can usually be acquired in one semester or less (16 credit hours) if desired. Areas for which the Certificates of Completion may be earned are:

- Certified Nursing Assistant
- Correction Officer
- Esthetician
- Manicurist/Facial Specialist
- Manicurist/Pedicurist
- Patient Care Technician Level I

- Radiological Control/Waste Handling Technician

### **College Transfer Courses**

Many credits earned at NMJC parallel lower division, normally freshman and sophomore courses, at four-year colleges and universities. These courses meet the needs of students who wish to transfer to four-year institutions. Regardless of a student's major interest, the first two years of academic collegiate study includes many basic requirements, which can be met by enrollment at NMJC.

### **General Education Courses**

General education courses are required for the associate degrees offered at NMJC. These offerings are designed to serve:

- Students who take these courses to fulfill core requirements for a degree or certificate
- Students required to take these courses to fulfill associate degree requirements
- Students who elect to take these courses for life enrichment

General education offerings are also provided through NMJC Extended Learning options.

### **Extended Learning**

The mission of New Mexico Junior College Division of Extended Learning is to lead and collaborate with the community and within the community college to develop concepts, strategies, and delivery systems which generate creative and innovative lifelong learning opportunities for the enrichment of personal and professional lives of citizens within the college service area.

### **Upper Division and Graduate Classes**

NMJC provides facilities for classes offered by several regionally accredited senior institution desiring to offer junior, senior, or graduate level courses. Credit earned in such courses is certified by the senior institution as extension of residence credit.

### **Degrees and Certificates**

The NMJC Board is authorized by the State of New Mexico to confer the Associate in Arts (A.A.), Associate in Science (A.S.), and Associate in Applied Science (A.A.S.) Degrees. Requirements for the degrees are outlined in the section on graduation requirements. One and two-year certificates and certificates of completion are also awarded by the Board. A minimum of 12 credit hours of the required credit hours to earn a certificate or degree must be earned at New Mexico Junior College to receive the certificate or degree from New Mexico Junior College.

### **Admissions**

Correspondence concerning admission to NMJC should be addressed to Admissions, New Mexico Junior College, 5317 Lovington Highway, Hobbs, NM 88240. Students may enter NMJC for any semester or summer session but are urged to apply for admission at least two months before the registration date for that given term. Students are further

encouraged to have an academic advisement conference prior to registration in order to:

- Determine career objectives
- Complete the assessment process
- Select and schedule courses
- Discuss any questions with college officials

A student must have on file with the Dean of Enrollment Management a completed application for admission before being permitted to register. Transcripts of work completed in high school and at other institutions of higher learning are required by New Mexico Junior College for:

- Students who are working toward an associate degree
- Foreign students
- Other students when requested by the administration

Official transcripts must be sent directly by the home school, high school, or college to:

Dean of Enrollment Management  
New Mexico Junior College  
5317 Lovington Highway  
Hobbs, NM 88240

Copies of transcripts are not acceptable. When accepted, each applicant for admission will be issued an official notice. If a student's application is incomplete at the time of registration, the student may be admitted on "Individual Approval." A student cannot have a degree or program certificate conferred until the application is complete. It is recommended that entering freshmen take the American College Test (ACT) or Scholastic Aptitude Test (SAT) given by various high schools and colleges prior to enrollment. Prospective NMJC students should check with respective high schools and colleges for testing dates. Admission decisions are not influenced by ACT or SAT scores but test results are useful tools. NMJC admission applicants may be admitted by one of the following means:

### **High School and Home School Graduate**

All high school and home school graduates are eligible for admission.

### **Non-High School Graduate**

Prospective students who are not high school graduates but whose class has graduated and who have not obtained a General Education Development Certificate of High School Equivalency (GED) may be admitted for up to 12 semester hours. A non-high school graduate, currently not enrolled in high school and whose class has not yet graduated can be admitted provisionally upon recommendation of the high school principal. After completion of at least 12 semester credit hours with a 2.0 grade point average ("C" average), or better, the student is allowed to take a regular load.

### **Transfer**

A student may be admitted by transfer from a regionally accredited college or university. A college transfer student must present official transcripts of all college work. A student who is under "Academic" suspension from another

institution may be admitted if approved by the Dean of Enrollment Management. Approval will be based on the determination of the likelihood of student success. Applicants from regionally non-accredited colleges or universities may be admitted as transfer students under the same policies utilized by other regionally accredited colleges and universities in New Mexico.

### **High School Student**

A high school junior or senior may be admitted for "concurrent enrollment" while in high school upon a recommendation of a high school principal. This includes home school juniors or seniors.

### **Non-Degree/Certification and Non-Credit Student**

Students enrolling for specific courses, non-credit courses and those students with incomplete applications may be admitted on "Individual Approval." Before a degree or program certification will be conferred, any student admitted on "Individual Approval" must complete the admission process.

**NOTE:** Any student falsifying registration information is subject to disciplinary action and dismissal. The open door admission policy means admission to the College; it does not mean admission to any or all courses or programs of study offered by the institution.

## **Residency Requirements for Tuition Purposes**

### **Out-of-State**

To become a legal resident of New Mexico for tuition purposes, four basic requirements must be completed. Each person must meet the requirements individually.

- The Twelve Month Consecutive Presence Requirement. A person must physically reside in the state for twelve consecutive months immediately preceding the term for which the resident classification is requested. NOTE: A student cannot begin to complete the twelve month requirement until his/her eighteenth birthday.
- The Financial Independence Requirement. Only a person who is financially independent may establish residency apart from parents or guardians regardless of age. A student cannot be approved for residency who is financially dependent upon his/her parents or legal guardians who are nonresidents of New Mexico. Dependency will be determined according to the 1954 Internal Revenue Service Code, Section 152 and is always based on the previous tax year for residency purposes. If under the age of 23 at the time the student applies for residency, a copy of his/her parents' or guardians' 1040A U.S. income tax forms for the previous tax year is required. If the student is shown to be a dependent on this tax form, he/she

will not be considered financially independent or eligible for residency during the current year.

- The Written Declaration of “Intent” Requirement. The student must sign a written declaration of intent to relinquish residency in any other state and to establish it in New Mexico.
- The Overt Acts Requirement. New Mexico requires the completion of several “overt” acts which support the student’s written declaration of intent to become a permanent resident. The required overt acts are:
  - If employed, evidence of employment within the state of New Mexico;
  - If employed in New Mexico, evidence of payment of New Mexico state income tax;
  - A New Mexico driver’s license;
  - A New Mexico vehicle registration; and
  - Voter registration in New Mexico.

Any act considered inconsistent with being a New Mexico resident will cause the request for resident classification to be denied. As such, other relevant factors may be considered in addition to the items listed above. For example, additional documentation which may be requested of the student may include: 1) evidence of a long established bank account of at least six months in New Mexico, or 2) evidence of residential property ownership in New Mexico or evidence of a rental agreement within the State.

### **Out-of-District**

To become a legal resident of the New Mexico Junior College District for tuition purposes, an individual must meet the following requirements:

- All requirements listed above to become a resident of New Mexico for tuition purposes must be met by the applicant.
- A person must physically reside in the New Mexico Junior College District for three consecutive months immediately preceding the term for which the resident classification is requested.

### **International Student Admissions**

For admission to New Mexico Junior College, the international student must satisfy the following conditions:

- Official certified transcripts of all previous educational experience must be submitted to the Admissions Office. Certified translations into the English language must be submitted for records that are in languages other than English.
- Proof of proficiency in the English language must be provided. This requirement may be satisfied by any one of the following:
  - The applicant’s secondary schooling was in the English language
  - The applicant scored sufficiently high on a test of English proficiency (500 on the TOEFL, 240 on the ALIGU)
  - The applicant has completed level 9 at an ESL language center

- Applicants may be recommended for admission on an individual basis by the Dean of Enrollment Management as follows:
  - If practical, the applicant may be personally interviewed by at least three members of the NMJC faculty/staff and take an essay examination that will be evaluated by the faculty/staff members
  - If a personal interview is not practical, the faculty/staff may recommend acceptance upon evaluation of the candidate’s background and training in the English language
- The applicant’s educational background must be sufficiently strong to indicate high probability of academic success at New Mexico Junior College. The guidelines of materials issued by AACRAO or NAFSA will be followed in making such judgments. In those cases that are unclear or difficult to evaluate, the AACRAO consulting service for foreign student evaluation will be utilized.
- The applicant must provide proof of adequate financial support for at least one full year of study at New Mexico Junior College (including summer school). Students who do not have proof of adequate insurance will be assessed a fee for insurance during the registration period to cover cost of insurance by a provider selected by NMJC. Budget guidelines established by the student financial aid officer will be used in determining the adequacy of support. Since New Mexico Junior College cannot guarantee that foreign students will be granted permits to work by the Immigration and Naturalization Service, the support must be exclusive of funds from employment.
- The applicant must have resources to cover emergency situations that may arise such as illness, accident, or death. The student may satisfy this requirement by:
  - Securing adequate life and medical insurance. The college recommends the NAFSA International Accident and Sickness program; however, if the student chooses another program, the benefits must be at least those of the NAFSA program
  - The student may present proof of such resources such as an affidavit from a sponsor, certification from the home government, or other proof of financial support. If the student chooses to secure insurance to satisfy this requirement, copies of policies or proof of application for such policies must be filed with the admissions office before the student will be allowed to register
- All admissions material must be submitted at least six months before the beginning of the semester of first attendance. An exception would be transcripts of the last semester of work for transfer students;

however, all other materials must be submitted before the six-month deadline. Other exceptions may be recommended by the Dean of Enrollment Management.

Applications for admission for international students may be obtained from the Dean of Enrollment Management's Office at New Mexico Junior College. Once all requirements for admission have been satisfied, an I-20 will be issued to the eligible student.

## **Career Mobility Nursing Program**

**NOTE:** The requirements listed below for the Career Mobility Nursing Program apply to the students in the second year of the nursing program at NMJC in 2005-06. These requirements may be amended as required during the year.

All other nursing students must meet the new requirements listed for the Associate Degree in Nursing beginning on page 20.

### **Career Mobility Nursing Program**

The nursing program curriculum is designed to recognize the ability, educational preparation, and work experience of the nursing student. The program offers three levels of career opportunities: the nursing assistant, practical nurse and the associate degree nurse. The program is four semesters, with an optional summer session between the first and second year for the practical nurse program.

### **Pre-Nursing**

A student is considered 'pre-nursing' prior to acceptance into the nursing program. A pre-nursing student is preparing to meet the pre-requisite requirements to apply for admission to the nursing program. Admission to the nursing program is based on a 'Point System', which is available for student reference in the Guidance and Counseling office or the Allied Health office. Pre-nursing students can receive academic guidance at the Guidance and Counseling office in the John Shepherd Administrative Center. The Allied Health office, in McLean Hall room 116 is available to answer questions or provide assistance to pre-nursing students during the application and admission process. Students must meet the pre-requisite requirements prior to applying for admission to the nursing program. Pre-requisites include:

- High school transcript or equivalent General Educational Development Test (GED)
- One year of high school (9-12 grade) math or a college math (3 credit hours) with a grade of 'C' or better
- One year of high school (10-12 grade) laboratory science (biology, chemistry, or physics) or college biology, chemistry or physics (4 credit hours) with a grade of 'C' or better
- Introduction to Psychology (PS 113) with a grade of 'C' or better

- Human Anatomy and Physiology I (BI 214A) and Human Anatomy and Physiology II (BI 224A) (8 credit hours) with a grade of 'C' or better
- COMPASS test scores: math score of 36 or better; reading score of 84 or better; writing score of 60 or better
- Concurrent admission to NMJC in accordance with the admission requirements stated in the NMJC catalog

### **Point System for Initial Admission to the Career Mobility Nursing Program**

The 'Point System for Initial Admission' will be utilized to determine a student's ranking in the admission process. The point system is based on:

- Grades for pre-requisite courses (BI 214A, BI 224A, PS 113)
- Grades for additional required courses in the degree plan (BI 224, HE 113, PS 223B, EN 113, EN 123)
- COMPASS scores for the first and/or second attempts
- Documented certified nursing assistant (CNA) course and/or employment within three years as CNA or non-certified nursing assistant
- Documented 'other' health care related work experience within three years (credit given at discretion of Director of Allied Health)

### **Application process for admission to the nursing program:**

Once the student has satisfied the pre-requisites, applications will be accepted in the Allied Health office. Applications for admission will be considered until which time maximum enrollment for the semester has been reached. The required documents in the application packet are as follows:

- Completed 'Application for Admission to the Career Mobility Nursing Program' form \*
- Copies of high school transcripts and/or GED scores\*\*
- Copies of NMJC transcripts\*\*
- Copies of other college transcripts and transfer evaluation of those transcripts \*\*
- COMPASS test scores indicating number of attempts at each test\*\*\*
- May submit copy of current certification of certified nursing assistant (CNA) and letter of employment (within three years) as CNA; or, letter of employment as non-certified nursing assistant (within three years); if not working, proof of nursing assistant class completed within three years [if applicable]
- May submit documentation of 'other health care experience' (work record of employment within a health care field within three years) [if applicable]

\*Application forms available in the Allied Health office or the Guidance and Counseling office

\*\*Transcripts and GED scores are available in the Admissions and Records office in the Administrative Center  
\*\*\*COMPASS scores are available in the Guidance and Counseling office

It is the student's responsibility to verify the application packet is complete prior to submitting all required documents to the Allied Health office. A student must be in good academic standing with NMJC upon admission to the nursing program and continue in good academic standing throughout enrollment in the nursing program (2.0 GPA).

### **Consideration for Admission to the Freshman Level:**

Applications for admission to the first year of the nursing program will be accepted in the Allied Health office until which time maximum enrollment for the semester has been met. Class size is limited and admission numbers are based on the space available. Initial admission is based on the 'Point System'; the maximum score is 55.5 points. Scores will be tallied and ranked to determine admission to the program. Scores will be ranked from the highest to the lowest for admission determination. The Career Mobility Nursing Program reserves the right to deny admission to any student who does not meet the established nursing program admission requirements. An applicant must have concurrent admission to NMJC in accordance with the admission requirements stated in the catalog. Admission to NMJC does not mean admission to the nursing program. The nursing requirements must be met and space must be available in the program.

### **Three Levels - Career Options**

#### **Freshman Level Nursing Assistant**

After successful completion of requirements for the first semester of the freshman year in the nursing program, the student is eligible to take the NM certification examination for nursing assistant with Nurse Aide Competency Evaluation Service (NACES). The student or their employer is required to schedule the certification exam and skills testing with NACES. The student is required to pay all testing fees. This is an option and not a requirement of the nursing program. Requirements for the first semester of nursing are as follows:

- Completion of admission requirements
- Completion of pre-requisite courses
- Completion of PS 110 – College Orientation or PS 113A- Freshman Seminar
- Completion of all courses with a grade of 'C' or higher – NU 116, EN 113, PS 223B, TS 111

#### **Practical Nurse**

After successful completion of the first two semesters of the nursing program and NU 214 – Practical Nursing, a student is eligible to take the National Council Licensure Examination (NCLEX-PN) to qualify for a Practical Nurse license in New Mexico and many other states. A student planning to take the licensure examination in a state other

than New Mexico must contact that particular state's board of nursing for specific licensure requirements. Requirements for the practical nurse licensure exam eligibility are as follows:

- Completion of admission requirements
- Completion of pre-requisite courses with a grade of 'C' or higher
- Completion of PS 110 – College Orientation or PS 113A- Freshman Seminar
- Completion of 40 semester hours for Practical Nurse certificate plan, all courses with a grade of 'C' or higher – NU 116, EN 113, PS 223B, TS 111, HE 113, NU 127, PC 122, NU 214
- Overall grade point average of 2.0 or higher for all courses at NMJC

### **Sophomore Level**

#### **Associate Degree Nurse**

After successful completion of the four semesters of the Associate Degree nursing program, a graduate is eligible to take the National Council Licensure Examination (NCLEX-RN) to qualify for a Registered Nurse license in New Mexico and many other states. A graduate planning to license in a state other than New Mexico must contact that particular state board of nursing for specific licensure requirements. Requirements for the registered nurse licensure exam eligibility are as follows:

- Completion of pre-requisite courses with a grade of 'C' or higher
- Completion of PS110 – College Orientation or PS 113A- Freshman Seminar
- completion of requirements for Associate Degree in Applied Science – Nursing
- Completion of 70 semester hours for Associate Degree Nurse, all courses with a grade of 'C' or higher- NU 116, EN 113, PS 223B, TS 111, HE 113, NU 127, PC 122, EN 123, BI 224, NU 219, PC 213, NU 211, NU 250, NU 222, and two credit hours of elective
- Overall grade point average of 2.0 or higher for all courses at NMJC

The Associate Degree program allows a student to enter the program at two separate levels:

1. Initial admission at the first year (freshman) level meeting admission and progression requirements
2. Licensed Practical/Vocational Nurses (LPN/LVN) who graduated from a state approved nursing school:
  - a. Within the past five years prior to admission into the Associate Degree program will receive credit for the following courses: BI 214A, TS 111, PC 122, NU 116, NU 127
  - b. More than five years prior to admission into the Associate Degree program are required to pass a Practical Nurse challenge examination. Once the challenge exam is passed credit will be given for the following courses: BI 214A, TS 111, PC 122, NU 116, NU 127



- c. Meet course requirements for entry to the Associate Degree nursing program: BI 224A, EN 113, EN 123, HE 113, PS 223B, BI 224, and PS 110 or PS 113A

### **Transfer or Readmission to Sophomore Level:**

A student or LPN/LVN requesting transfer credit for admission or readmission into the sophomore level of the Associate Degree program is required to successfully complete:

- NU 201, Nursing Articulation, prior to admission into the sophomore level of the Associate Degree Nurse program
- Pre-requisite courses with a grade of 'C' or better: BI 224A, BI 224, EN 113, EN 123, HE 113, PS 223B, and PS 110 or PS 113A

The student must complete and submit an application for admission to the sophomore level of the nursing program to the Allied Health office prior to July 1 for fall admission consideration and November 1 for spring admission consideration. Class size is limited and admission numbers are based on the space available. The nursing course and admission requirements must be met and space must be available in the program prior to acceptance into the sophomore level.

### **Acceptance and Admission Requirements**

The Director of Allied Health will notify applicants with a letter of acceptance regarding admission to the Career Mobility Nursing Program. The nursing program has specific entry requirements. The following are admission acceptance requirements that must be satisfied for the nursing program and associated clinical agencies:

- Medical requirements include a rubella titer or rubella vaccine; tuberculosis (TB) skin test or chest x-ray; Rapid Plasma Reagin (RPR) blood test; and the series of Hepatitis B vaccine or Hep B titer
- Physical examination by a health care provider certifying the student is physically and mentally capable of performing all activities required for safe and competent patient care and the person does not have any restrictions or pre-existing condition(s) that will interfere with nursing and/or clinical performance. Admission may be denied if there is a significant health or safety threat as noted in the Americans with Disabilities Act and related statutes (see: NMJC College Catalog, ADA policy)
- Current, valid CPR certification; CPR must be American Heart Association-Basic Life support for Health Care Providers
- Malpractice insurance coverage for \$1,000,00 - \$3,000,000
- Proof of health insurance coverage

The student is responsible for all expenses and must submit the required documentation to the Allied Health office. The Hepatitis B series and the malpractice insurance coverage will be offered through the nursing program. The cost for the Hep B and insurance is subject to change and can be paid at the NMJC Business office. The student is

responsible for submitting proof of payment to the Allied Health office.

New Mexico Junior College and the Career Mobility Nursing Program are committed to a policy of non-discrimination on the basis of gender, national origin, disability, or other non-merit reasons, in admissions, educational programs and activities, and employment as required by applicable laws and regulations. Admission to specific courses and/or specific programs of study may be denied if the admission presents a significant health or safety threat to the student or persons/patients under the student's care.

### **Progression Requirements for the Nursing Program**

Each course has specific grade requirements; a 75% is the passing grade in the nursing program. Course grade requirements must be achieved as outlined in each course syllabus. A progression policy is in place between the first year and second year of the nursing program. The following outlines the progression requirements between NU 127, Nursing in Health Deviations I and acceptance into the second year (NU 219, Nursing in Health Deviations II) of the program.

- A student earning a 78% grade for NU 127 (per syllabus grade requirements) - Nursing in Health Deviations I is eligible to progress to the sophomore grade of 'C' or higher and achieving an overall GPA of 2.0 or higher, the student is eligible to take the National Council Licensure Exam for Practical Nurses (NCLEX-PN). Following successful completion of the NCLEX-PN exam the student can work as a Licensed Practical Nurse (LPN) in New Mexico and other states.
- A student earning a grade of less than 75.0% for NU 127 may not progress, but may reapply for admission to the nursing program (per readmission policies) in one year. Readmission is based on space availability and date of completion of entry requirements for the sophomore level.
- A student earning a grade of less than 78.0% but greater than 75.0% for NU 127 may reapply to enter the second year of the nursing program one year after completion of the first year of the nursing program (student must stay out of program for one year). Readmission is based on space availability and date of completion of entry requirements.
- A student earning a grade of at least 75.0% for NU 127-Nursing in Health Deviations I is eligible to enroll in NU 214, Practical Nursing. The course is offered during the summer semester between the freshman and sophomore years. After successful completion of NU 214, Practical Nursing students are advised to contact the board of nursing in the state in which the student plans to apply for licensure. New Mexico Board of Nursing at the website, <http://www.state.nm.us/nursing>, will answer questions regarding licensure.

- A student who is eligible to enter the second (sophomore) year of the program must complete the sophomore level pre-requisite courses, BI 224-Microbiology and EN 123-Comp and Literature, prior to acceptance.

### **Legal Issues Affecting Nursing Students**

Many states do not allow a person who has been previously convicted of a felony to be licensed as a nurse. Prior to submitting an application for admission to the nursing program, prospective nursing students with a felony conviction should make an appointment with the Director of Allied Health to discuss legal issues.

The New Mexico Board of Nursing will deny the application for licensure from any graduate who is not in compliance with the State of New Mexico Parental Responsibility Act (child support law). A student who is not in compliance with this law or has any questions pertaining to this process should contact the New Mexico Board of Nursing at 505-841-8340 or at the following web site: <http://www.state.nm.us/nursing>.

### **Fingerprinting/Criminal Background Checks**

The New Mexico Nursing Practice Act 61-3-13 and 61-3-18 requires that applicants for initial licensure in New Mexico, at their cost, provide the board with fingerprints and other information necessary for a state and national criminal background check. Your fingerprints will be submitted to the New Mexico Department of Public Safety (DPS) and to the Federal Bureau of Investigation (FBI) for a criminal history record.

The nationwide criminal history record includes information concerning a person's arrests, indictments or other formal criminal charges and any dispositions arising there from, including convictions, dismissals, acquittals, sentencing and correctional supervision, collected by criminal justice agencies and stored in the computerized data bases of the FBI, the national law enforcement telecommunications systems, the DPS, or the repositories of criminal history information of other states.

Fingerprints must be taken by a public law enforcement official or other agency staff trained by the DPS or equivalent state agency in another state. Some agencies may charge a fee to take the fingerprints. The applicant is responsible to pay the fee to the fingerprinting agency. More information is available at the following web site: [www.state.nm.us/nursing/pdf/backgroundchecks.pdf](http://www.state.nm.us/nursing/pdf/backgroundchecks.pdf). Fingerprints can be taken at the Hobbs Police Department.

### **Student Disenrollment**

A student's enrollment in the nursing program may be discontinued at any time if the nursing faculty and a college review committee determine the student has failed to meet or maintain acceptable standards as published in the Career Mobility Nursing Program Student Nurse Handbook.

### **Readmission Process**

A student who has been academically unsuccessful during his/her initial admission to the nursing program may apply for readmission.

- **First Readmission**--After a student has exited from the initial admission to the nursing program whether due to withdrawal, clinical or course failure, the student may apply for readmission to the program by meeting the following criteria:
  1. Complete an application to the nursing program
  2. State the date and semester for which the student wishes to be considered for readmission
  3. Submit the application to the Allied Health Secretary
  4. Complete all prerequisite course work (for appropriate level) and submit transcript to the Allied Health Secretary showing grades of pre-requisite courses

All readmission applications will be ranked according to the date the application is received in the Allied Health Office and the date of completion of prerequisite course work, if applicable. Readmissions will be considered only after all initial and current enrolled students are considered for admission. Admission is on a space available basis.

- **Second Readmission**—A second readmission is after a student has been academically unsuccessful or exited (whether due to withdrawal, clinical or course failure) on two previous admissions to the nursing program at any level. The student may petition the Nursing Readmission Committee for readmission consideration. A petition for readmission is available in the Allied Health Office. The petition identifies areas of previous academic concern and outlines a plan for achieving success. The Readmission Committee uses criteria to determine status for readmission, such as, information documented on the petition; previous college and program records; and transcripts. Students seeking a second readmission should see the Director of Allied Health for the petition process, readmission petition criteria and the approval or denial process. Students are notified of the Readmission Committee decision by letter. Any student who has been twice readmitted into the nursing program will not be considered for further readmission.

### **Petition Process**

*The petition for readmission is available in Allied Health Office. The petition identifies areas of previous academic concern and outlines a plan for achieving success. The purpose of the petition process is to enable a readmitted student to achieve success in the nursing program.*

### **Petition Procedure**

- A 'Petition for Readmission' can be obtained from the Office of the Director of Allied Health in McLean Hall.
- The completed petition must be submitted to the Office of the Director of Allied Health.
- The Nursing Readmission Committee will review the Petition for Readmission, based on the 'Criteria for Petition Review' (see: Criteria for Petition Review) to determine approval or denial for readmission.
- Program standards in place at the time the petition is submitted to the Committee will be utilized to evaluate the petition.
- The petitioner is responsible to provide complete documentation on the Petition.
- The documentation includes:
  1. Identifying the nursing course(s) in which the student was not successful (listing the year and semester in which courses were attempted).
  2. Describing previous study habits (methods of study & hours studied).
  3. Describing any extraordinary and compelling circumstances that adversely affected the petitioner's ability to be academically successful or meet the standards of the nursing program and/or college. Attach a letter of circumstance to explain the previous situations that contributed to the unsuccessful acceptance for admission(s).
  4. Outline a plan for achieving success (available resources, support systems). The plan must address areas of previous concern (failing grades, incidents that resulted in withdrawal from the program, dishonesty, disruptive behavior or other related incidents). The student may be asked to appear before the committee to explain the plan.

### **Nursing Readmission Committee**

- New Mexico Junior College CMNP, Readmission Committee is comprised of the following five-committee members: Dean of Enrollment Management (the representative of Admission and Records Office), two nursing faculty representatives; Counselor (representative of the Guidance and Counseling Office), and the Director of Allied Health. The Readmission Committee will use the 'Criteria for Petition Review' to determine the status of the petition. The following criteria is used to determine status for readmission:
  - Information written by the student submitted with the petition
  - Previous college records

- Transcript grades for nursing (NU), calculations (TS), and pharmacology (PC) courses
- Number of attempts at all courses in the associate degree plan or the practical nurse certificate plan; the number of courses that have been repeated due to a failing grade
- Number of 'W' withdrawals from courses in the degree/certificate plan (significant issues or concerns)
- Review of incidents related to non-compliance with CMNP or NMJC policies (significant issues or concerns)
- Counseling forms completed by nursing faculty (related to, but not limited to: grades, clinical probation or failure, excessive absences) and the outcome
- Review of incidents related to failure: clinical or simulation lab skills (three attempts at a required skill = course failure)
- Review of course 'Clinical Evaluation Tool'

### ***Readmission Petition Approval or Denial***

The Readmission Committee will vote on the status of the student petition. The petition will be approved or denied based on the majority committee decision. Petitions can be: 1) approved without stipulations, 2) approved with a contract/ stipulations, or 3) denied. The student will be notified within 10 school days of the decision. The student has the right to appeal the decision and request a hearing before the Admission and Academic Standards Committee.

### **Petition Approval**

A student petition for readmission may be approved without stipulations or the Committee may recommend approval with 'Student Contract' with stipulations. If the Committee recommends a readmission agreement (Approval with a Student Contract/Stipulations), the contract will identify the student stipulations for readmission and the consequences if the student does not adhere to the contract. If the Committee grants permission for second readmission, the application will be considered on a space available basis.

Approval status means the student will be placed on a waiting list for readmission to the nursing program and required courses. All readmission applications will be ranked according to the date the readmission application is received in the Allied Health Office. Readmission applications will be considered in ranked order for admission into the nursing program, after all initial and current enrolled students have been considered and admission space remains available.

### **Petition Denial**

Any student who is denied readmission into the nursing program may request a hearing before the Admission and Academic Standards Committee. The student should notify the Vice President for Student Services of the intention to request a hearing. The Vice President for Student Services will review the petition for readmission and convene an Admission and Academic Standards Committee meeting for

the purpose of hearing the Nursing Readmission Committee decision and the student Petition for Readmission to the nursing program. At the hearing, the petitioner must affirmatively show:

- There are new or extraordinary circumstances, not known or available to the petitioner at the time of the original petition for readmission, which adversely and severely affected the petitioner's ability to meet the standards of the program/and or college at that time, or
- The procedures used by the Nursing Readmission Committee failed to provide the petitioner with an impartial decision

### Third or Subsequent Readmission

Any person who has been twice readmitted into the nursing program will not be considered for readmission.

### Readmission after Misconduct

An applicant who has exited the nursing program as a result of misconduct (see: NMJC Student Handbook, Code of Conduct, for definitions and examples of misconduct) may apply for readmission by petitioning the Nursing Readmission Committee. The petition process remains as stated above for a second readmission.

## Associate Degree in Nursing

### Admission and Readmission Policies

**NOTE: The policies listed below apply to the freshman nursing class of 2005-06 and future applicants to the ADN Program.**

#### Admission Policies

#### Program Eligibility Requirements:

The nursing program has selective admission criteria. The applicant must meet the eligibility requirements prior to submitting an application for admission. For eligibility to apply to the nursing program, the student must:

- Meet NMJC admission requirements.
- Complete a NMJC application, which must be on file in the Office of Admissions and Records.
- Send official college and high school transcripts or GED scores to NMJC's Admissions and Records office.
- Request a transcript evaluation from Admissions of official college transcripts from other universities or colleges.
- Submit a copy of the transcript evaluation to the Allied Health office.
- Submit a counseling copy of a high school transcript with graduation date or earned GED scores to the Allied Health office.
- Take the Test of Essential Academic Skills (TEAS) between August 1, 2005 and May 19, 2006 for

application for the fall 2006. The test may be taken twice. For application in the following years the test may be taken two times from May 20 through May 19 prior to the application deadline of the nursing class for which admission is sought:

- Applicants must meet the minimum requirements of the "40<sup>th</sup> individual percentile rank (program)" in each of the subsections: reading, math, science and English. If the 40<sup>th</sup> percentile rank is achieved then the 'individual program percentile rank' (cumulative) score will be used to compute the ranking status for selection into the program (40% of the ranking status).
- Complete a Nursing Aide program within one year of the application deadline. Applicants must provide verification of successful completion of a course; or the applicant may submit a current CNA certificate.
- Successfully complete each of the following required courses prior to application. A grade of "C" or higher must be earned in each course.
  - HC 112 Intro to Health Care (2 credits)
  - HC 113 Skills for the Health Care Provider (3 credits)
  - PS 110 College Orientation or PS 113A Freshman Seminar (0 or 3 credits)
- Successfully complete each of the following pre-requisite courses with a grade of "C" or higher and have a minimum cumulative GPA of 2.5 for these courses.
  - BI214A\* Human Anatomy and Physiology I.....4 credits
  - BI224A\* Human Anatomy and Physiology II.....4 credits
  - EN113 Composition & Rhetoric...3credits
  - SE113 Interpersonal Communication .....3 credits
  - TS112N\*\* Basic Math for Nurses ..... 2 credits

\* Science courses must have been completed within five years of the application deadline

\*\* Any level of math equal to or higher than TS 112N will fulfill the math pre-requisite

- GPA Ranking: Applicants will be ranked from highest to lowest using pre-requisite GPA's. The minimum pre-requisite GPA is 2.5. The pre-requisite GPA will contribute 60% to the ranking status for selection into the program.

#### Application process:

Students requesting admission to the first year of the program, Level I, are admitted one time a year for the fall semester. **The application deadline is May 20.** If May 20 falls on a weekend, the deadline will be the Monday following the 20<sup>th</sup>. Applicants missing the deadline will be added to a waiting list for consideration for admission.

Applicants will be ranked according to their pre-requisite GPA and cumulative TEAS scores. The following must be

completed and submitted for admission consideration to the nursing program:

- nursing program application.
- personal data form and information sheet.
- highest TEAS scores taken no earlier than the fall
- semester immediately prior to the application deadline of the nursing class for which admission is sought. Scores must meet the minimum requirements.
- counseling copy of high school transcript with graduation date or earned GED scores
- counseling copy of all college transcript(s) and transcript evaluation (if applicable) reflecting completion of pre-requisite courses: BI 214A, BI 224A, EN 113, SE 113, TS 112N or equal or higher math, PS 110 or PS 113A, HC 112, HC 113) with a grade of “C” or higher and a GPA of 2.5 for the following pre-requisite courses: BI 214A, BI 224A, SE 113, EN 113, and TS 112N.
- proof of current certification as a nursing aide or proof of successful completion of a nursing aide course within one year of the application deadline.

#### **Fall Selection Process:**

An applicant’s file must be complete to be considered in the selection process. Files without transcripts indicating an acceptable GPA and completion of pre-requisite courses, minimum TEAS scores, CNA certificate/course, completed personal data form, completed information sheet, and a completed application form will not be considered in the selection process. Final selection is based upon the total ranking criteria of each applicant. Ranking will be based on academic assessment of the highest to lowest (2.5) pre-requisite GPA and cumulative TEAS score. Academic assessment is determined by:

- 60% of ranking score derived from GPA in pre-requisite courses.
- 40% of ranking score derived from cumulative TEAS “Individual Percentile Rank-Program” score

Applicant selections will be made from the applicant pool after ranking scores have been determined. The selection will be based on highest score (100%) to the lowest score and/or until maximum enrollment has been met. Applicants meeting the May 20<sup>th</sup> deadline will be given first consideration for admission. Once decisions have been made applicants will be notified of their admission status.

#### **Fall Admission status** will be as follows:

- Accepted Admission: Applicant meets eligibility requirements and ranks within criteria guidelines. Applicants will be notified by mail if accepted for fall admission into the nursing program.
- Alternate Status: Applicant who meets admission requirements for the nursing program (within the stated deadline) will be placed by rank on a waiting list for admission as vacancies occur prior to first day of class. Applicants will be notified by mail of their status.
- Non-Accepted Status: Applicant did not meet minimum entrance requirements. Applicants not

chosen for admission will be notified by mail of their status.

#### **Late Applicants:**

Late applicants must meet all entrance requirements. They may be considered on a case by case basis only after all candidates on the alternate status list have been placed.

#### **National League for Nursing Accrediting Commission (NLNAC)**

The NMJC Career Mobility Nursing Program and Associate Degree in Nursing Program are accredited by and responsible to the NLNAC. The Career Mobility Nursing Program and Associate Degree in Nursing Program are required to annually report to the NLNAC such information as tuition and fees, length of program, etc. For more information about the NMJC Career Mobility Nursing Program and Associate Degree in Nursing Program accreditation status, please write to the National League for Nursing Accrediting Commission, 61 Broadway, 33<sup>rd</sup> Floor, New York, NY, 10006 or telephone 1-800-669-1656 ext. 153. The NLNAC website address is [www.nlnac.org](http://www.nlnac.org).

#### **Catalog Statute Of Limitation**

Graduation and program requirements exist for the student as stated in the catalog of record at the time of the student’s initial enrollment and attendance. The student may continue to pursue his or her academic objective with this catalog as the catalog of record provided the student enrolls in and completes at least one credit course, applicable to meeting degree requirements before a calendar year has passed, since the student’s last enrollment and attendance. After a calendar year of non attendance at NMJC, the student is no longer under graduation and program requirements as listed in the catalog of record corresponding to the student’s initial enrollment and attendance. The student is subject to the graduation and program requirements indicated in the catalog in force at the time of the current enrollment and attendance. Due to the evolving nature of technology, students may be required to complete completion requirements from an updated catalog for vocational and technical programs if there has been a significant lapse in time between the time the program was begun and the program is completed. This determination will be made by the faculty and administration of the division offering the courses required for the certificate or diploma.

The *NMJC Catalog* is a student’s official guide to programs, courses, and policies of New Mexico Junior College. Other important information for students is published in the *NMJC Student Handbook and Planner*, *Fall, Spring, and Summer Course Schedules*, and handbooks published by instructional departments and other offices. Students are responsible for complying with the provisions of these documents. Since programs, courses, and policies, tuition and fees, calendar dates, and other information are subject to review and evaluation on an on-going basis, NMJC reserves the right to make changes at any time, by way of appropriate administrative procedure, without prior notice. Not all

courses listed in the *NMJC Catalog* are offered every term. If the minimum numbers of students required for a course are not enrolled, the course may be cancelled.

## **General Policies And Procedures**

### **Attendance**

Attendance is required at every session of each course for which the student is enrolled. When unavoidable circumstances make attendance impossible, students must provide a satisfactory explanation of their absences to their professors. College-sponsored activities are considered excused absences and instructors will be notified of those students who will be absent from class. Students having absences due to college-sponsored activities will be permitted to make up work. It is the responsibility of the student to make arrangements with the affected classes/professors to take care of required work; however, arrangements for make-ups should be made within a reasonable time frame, usually within one week of absence. Regarding make-up work, absences due to late registration are considered the same as regular absences.

### **Auditing a Class**

As class size permits, students will be allowed to audit certain classes. Students desiring to audit should indicate "audit" at the time of registration. Audit students have the right to hear and observe, but participation or laboratory work is left to professorial discretion. Credit will not be granted for an audited class except by later enrolling in the course and completing class requirements. Full tuition is charged for auditing courses.

### **Course Changes**

A student may add or drop course(s) during a five day post-registration period of each regular semester or during the first two instructional days of a summer session. A student may also drop a course up to the beginning of the last two weeks of a regular semester or the last week of a summer session. Any student who does not follow the correct withdrawal/drop procedure may receive a grade of "F" for each course. Students should contact the Admissions and Records Office for withdrawal/drop procedures. Any exceptions must be approved by the appropriate Dean and/or Vice-President for Instruction.

### **Physical Examination**

Physical examinations are not required by students admitted to New Mexico Junior College. However, students who are enrolled in physical education activity courses are encouraged to have a physical examination prior to enrollment. Students requesting a waiver of physical education requirements due to health reasons must file the petition with the Dean of Enrollment Management along with a recommendation from the student's physician. Exemption is granted through the Arts and Sciences Dean who makes a recommendation to the Dean of Enrollment Management. Some special programs may require a physical examination prior to acceptance for admission to

the program. International students are required to complete a physical examination prior to admission.

### **Resident and Non-Resident Status**

The Dean of Enrollment Management interprets the regulations concerning resident status. Questions regarding residency should be addressed to the Dean of Enrollment Management.

### **Registration for Courses**

Students are expected to enroll with the Dean of Enrollment Management and pay tuition and fees before the instructional period begins as outlined in the Course Schedule. A professor's class enrollment will be based on an official list furnished by the Dean of Enrollment Management. Students who are not properly enrolled will not be admitted to class. Students may not enroll after the end of the late registration period unless approved by the appropriate Dean and/or Vice-President for Instruction.

### **Smoking/Use of Tobacco**

NMJC is cognizant of the health hazards associated with smoking/use of tobacco products for the smoker as well as the non-smoker. In an effort to provide a healthy environment for students, employees, and others who may frequent the campus, New Mexico Junior College prohibits smoking/use of tobacco inside any building or facility on the campus.

### **Student Classification**

Student classification, made at the beginning of each semester, is based upon the following standards of semester hours credit toward a degree:

- Freshman 0-29 hours
- Sophomore 30 hours or more

### **Student Complaint Process**

In order to comply with federal regulations, the Commission on Institutions of Higher Education expects all affiliated institutions to maintain records of formal, written student complaints which are filed with the President of NMJC, the Vice President for Finance, the Vice President for Instruction, or the Vice President for Student Services. In order to comply with the above policy, the following procedure has been approved:

- All students who wish to make a formal written complaint are encouraged to complete the NMJC Student Complaint Form. Complaint forms will be available through the Deans and Directors of programs and may be requested by students, faculty, and/or staff.
- Once the form is received, the Dean or Director will document receipt and resolution of the complaint or notice and forward it to the supervisor for investigation and resolution.
- Instructional complaints will be forwarded to the Vice-President for Institution; fiscal complaints to the Vice-President for Finance; and student services complaints to the Vice-President for Student Services.

- The supervisor will then follow-up with student as to satisfaction with resolution of complaint.
- The complaint form will then be submitted to Vice-President for Student Services for logging purposes.

### **Tuition Policy**

The New Mexico Junior College Board has the statutory authority to set tuition rates in order to ensure adequate financing of the college. Upon the recommendation of the President, the Board will annually review and consider changes in tuition rates as part of the budgetary process. Careful attention and planning of tuition increases will include seeking appropriate input from student representatives, the community, staff, and the Board.

Tuition is the student's share of the instruction and general expenditures that represent the cost of providing an education. In determining tuition rates, NMJC will seek to uphold the following principles:

- Citizens who desire a postsecondary education should have access to the educational opportunities at an affordable price.
- Students and their families are entitled to maximum predictability relating to the cost of attending college. Increases in tuition should be gradual and moderate.
- A reasonable and consistent share of the cost of public education should be shared by the state, local taxpayers, and the students.

The New Mexico Junior College Board will take into consideration the following criteria in determining tuition rates:

- The mission and strategic plan of the college
- The availability of state funding
- The formula tuition credit rate and other state initiatives adopted by the legislature
- The district's contribution through local mill levy revenues
- The tuition rates of other two-year institutions
- The financial needs of the college, considering other revenue sources and unrestricted reserve balances
- The sources of need-based financial aid available to students for offering tuition increases

## **Academic Policies and Procedures**

### **Academic Appeals and Grievance Procedure**

Any student with a grievance concerning academic matters shall present his/her grievance in writing for discussion first with the individual professor concerned. If the grievance is not resolved at this level, the student will send a copy of the grievance for discussion to the appropriate dean. If the grievance is still not resolved, the student will send a copy of the grievance for discussion to the Vice President for Instruction for a final decision.

Any student with a grievance other than one relating to academic matters will present his/her grievance in writing for discussion, first to the Vice President for Student Services. If the grievance is still not resolved, the student will send a copy of the grievance for discussion the college President. The student shall always have the right to appeal to the New Mexico Junior College Board. However, before the Board will hear a grievance, the student must have followed the procedure as outlined herein. When an appeal is to be made to the NMJC Board, the student will address a communication, including a copy of the written grievance, to the Board Chairperson; New Mexico Junior College; 5317 Lovington Highway; Hobbs, New Mexico 88240. A copy of these materials must be sent to the college President. Upon receipt of an appeal to the Board, the Chairperson, with the membership, will determine if a hearing will be held; and if so, when, where, and under what conditions. The Board will consider an appeal for a hearing only when the request is submitted by the student(s) involved and not by a second party.

### **Academic Honesty**

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The College reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet these standards. Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; and nondisclosure or misrepresentation in filling out applications or other college records.

### **Attendance Policy**

Regular, punctual attendance is required for classes at NMJC. When unavoidable circumstances make attendance impossible, students must provide a satisfactory explanation of their absences to their professors. College-sponsored activities are considered excused absences and instructors will be notified of those students who will be absent from class. Students having absences due to college-sponsored activities will be permitted to make up work. It is the responsibility of the student to make arrangements with the affected classes/professors to take care of required work; however, arrangements for make-ups should be made within a reasonable time frame, usually within one week of absence. Regarding make-up work, absences due to late registration are considered the same as regular absences.

### **Cheating**

Cheating or gaining illegal information for any type of graded work is considered dishonest and will be dealt with accordingly.

### **Classroom Conduct**

The professor is responsible for evaluating all classroom conduct and student behavior in the class. By registering for this class, the student is assumed to have entered into an agreement with New Mexico Junior College and the professor to attend the class regularly and to behave in an

appropriate manner at all times. Disruptive behavior may result in the student being removed from the class and dropped for the semester.

### **Food and Drink Policy**

Food items and soft drinks may not be consumed in NMJC classrooms. Students are also discouraged from bringing any food and drink items into the classroom even though these items remain in sealed packaging.

### **Inclement Weather**

From time to time inclement weather can pose problems for students and others using the college central campus and outreach centers. Traveling conditions may vary considerably, depending on the individual's home location in relation to the central campus or outreach centers. No student or staff member is encouraged to travel when conditions are considered dangerous. In the event of inclement weather, the following procedure will be followed:

- If conditions appear to warrant closing, postponing or restricting college activities, the President or his/her designee will make the decision as to the course of action to be taken.
- When a decision is made to cancel, postpone, or otherwise modify a campus or outreach schedule, the President or his/her designee will notify the NMJC College Communications Office. The College Communications Office will then notify the listed county radio station (KLEA 101.7 FM, KPER 95.7 FM, KEJL 100.9 FM, KLMA 96.5 FM, KYKK 1100 AM, KZOR 94.1 FM, KIXN 102.9 FM, KPZA 103.7 FM, KBIM FM 94.9, KIKZ 106.3 FM ) and television stations (KOAT, KOBR, and KBIM) using a prepared, written statement.
- Normally the decision to postpone, cancel, or otherwise restrict college classes/activities will be made by 6:00 a.m. for the day activities and by 1:00 p.m. for evening activities. Changes in weather conditions during the day may necessitate campus updates for cancellations.
- Each supervisor is responsible for notifying his/her staff of any change in schedule.

### **Plagiarism**

Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports, or other writings of a fellow student, is guilty of plagiarism. Plagiarism violates the academic honesty policy and is considered cheating.

### **Student Load**

The typical credit class load for a student expecting to graduate in two years is 16 credit hours per semester. NMJC students who demonstrate reasonably high levels of

academic achievement and who desire to take more than 18 credit hours per semester must receive documented permission from the appropriate academic dean. Students who are employed are encouraged to adjust academic loads in relation to employment demands. NMJC officials reserve the right to limit the total semester hours late enrolling students may carry. The last day to register for credit courses is the fifth class day of each fall and spring semester noted on the "Official NMJC Calendar" in the front of this publication. Students may not enroll for credit after this date. NMJC will limit the maximum student load to 12 credit hours per semester if a student is attending another college. A student who is enrolled for a maximum of four credit hours or less, at an institution other than NMJC, may petition the appropriate Dean for permission to register for an overload based on superior academic achievement. However, in no case shall the maximum overall hours exceed 18 credit hours at both institutions. The typical credit hour load for summer is seven hours. Students may petition the appropriate Dean for permission to register for an overload. The above regulations will apply even though a student may be taking an audit course at an institution other than NMJC.

### **Theory, Practice, and Semester Hours**

Theory includes recitation and lecture. Practice includes work done in the laboratory, shop, drawing room, or field. For each classroom hour, two hours of outside work are expected. The time required in practice will vary with the nature of the courses and class requirements. Ordinarily, two to four hours of laboratory work or practice are the equivalent of one lecture hour. Most courses meet three hours per week, having a credit value of three semester hours per semester. A semester hour is one lecture hour per week for an entire semester spent in class plus outside preparation.

### **Withdrawal Policy**

Regular, punctual attendance is required for all classes at NMJC. Although the instructor has the right to drop any student who has missed a total of two weeks or more of a class, it is **not** guaranteed that the instructor will drop the student. If a student chooses to stop attending a class, he/she should withdraw from the class by going to the Office of Enrollment Management and completing the proper paperwork before the last date to withdraw. Failure to withdraw from a course by the last date to withdraw may result in a grade of "F" being given to the student.

## **Alternative Methods for Earning Credit**

### **Advanced Placement (AP)**

Students who have completed college-level courses in secondary schools and have taken the Advanced Placement (AP) examinations of the College Board with resulting composite scores of 3, 4, or 5 may petition for college credit and advanced placement. Such credit will be treated as transfer credit without a grade, will count toward graduation, and may be used in fulfilling specific



curriculum requirements. Students who have taken and passed examinations for Advanced Placement courses, other than those below, should meet with a counselor about credit for those courses. Students may earn a maximum of 52 credits for successful performance on AP examinations. Listed below are the NMJC courses and the credit hours which will be given for AP scores obtained in the AP subject area indicated:

**AP**

<u>Subject / Score</u>	<u>NMJC Course</u>	<u>NMJC Credit</u>
<b>Studio Art/3</b>	Student will receive credit based on the specific medium: drawing, painting, etc.	3
<b>Studio Art/4</b>	Same criteria as above	6
<b>Biology/3</b>	BI 114-General Biology	4
<b>Biology/4</b>	BI 114-General Biology & BI 124-General Biology	4
<b>Calculus AB/3</b>	MA 143-Calculus & Analytical Geometry I	3
<b>Calculus BC/4</b>	MA 143- Calculus & Analytical Geometry I & MA 153- Calculus & Analytical Geometry II	3
<b>Chemistry/3</b>	CH 114A-General Chemistry	4
<b>Chemistry/4</b>	CH 114A-General Chemistry & CH 124A-General Chemistry	4
<b>Computer Science A or AB/3</b>	CS 213F-C++ Programming	3
<b>Economics (Macro)/3</b>	EC 213-Principles of Economics (Macro)	3
<b>Economics (Micro)/3</b>	EC 223-Principles of Economics (Micro)	3
<b>*English Language &amp; Composition/3</b>	EN 113-Composition & Rhetoric	3
<b>*English Literature &amp; Composition/3</b>	EN 123-Composition and Literature	3
<b>+Environmental Science/3</b>	HM 193-Special Topics in Environmental Technology	3
<b>+Government &amp; Politics Comparative/3</b>	GO 193-Special Topics in Government	3
<b>Government &amp; Politics-U.S./3</b>	GO 213-American Government	3
<b>AP</b>		
<u>Subject /Score</u>	<u>NMJC Course</u>	<u>NMJC Credit</u>
<b>+History European/3</b>	HI 193-Special Topics in History	3
<b>History United States/3</b>	HI 113-United States History to 1877	3
<b>History United States/4</b>	HI 113-United States History to 1877 & HI 123-United States History from 1877	3

**+Human Geography/3**

AN 193-Special Topics in Anthropology .3

**+Physics B/3**

PH 193-Special Topics in Physics.....3

**Psychology/3**

PS 113-Introduction to Psychology.....3

**#Spanish Language/3**

SP 113-Beginning Spanish I.....3

**#Spanish Language/4**

SP 113-Beginning Spanish I &.....3

SP 123-Beginning Spanish II .....3

**#Spanish Literature/3**

SP 213-Intermediate Spanish I.....3

**#Spanish Literature/4**

SP 213-Intermediate Spanish I & .....3

SP 223-Intermediate Spanish II.....3

**+Statistics/3**

MA 193-Special Topics in Mathematics ..3

\* A student may not enroll in EN 123 without first receiving credit for EN 113.

+ Courses may count as electives at NMJC. However, students planning to transfer to a four-year institution should check with that institution to determine how the credits will transfer.

# A student may not receive credit for the Spanish Literature examination unless they have also taken the Spanish Language examination. Students scoring a 3 may receive credit for the second semester course after an interview with the Spanish language professor.

**College Level Examination Program (CLEP)**

NMJC recognizes and honors prior learning by accepting a wide range of subject area College-Level Examination Program (CLEP) tests, which measure a student's mastery of college-level, introductory course content in a wide range of disciplines. Transfer students can earn credit through prior CLEP exams if their scores meet these credit-granting standards. Credit for CLEP examinations will be treated as credit without a grade, will count toward graduation, and may be used in fulfilling specific curriculum requirements. We grant a maximum of 52 credits for successful performance on CLEP examinations.

<u>CLEP Exam Subject</u>	<u>Minimum Score</u>	<u>NMJC Course</u>	<u>Credit Hours</u>
Composition, Freshman	50	EN 113	3
American Literature	50	EN 213C	3
English Literature	50	EN 213A	3
History of the U.S. I	50	HI 113	3
History of the U.S. II	50	HI 123	3
<u>CLEP Exam Subject</u>	<u>Minimum Score</u>	<u>NMJC Course</u>	<u>Credit Hours</u>
Western Civilization I	50	HI 213	3
Western Civilization II	50	HI 223	3
American Government	50	GO 213	3
Algebra	50	MA 113	3
Trigonometry	50	MA 123	3
Calculus w/ Elementary Functions	50	MA 143	3
Biology	50	BI 114	4
Chemistry	50	CH 114A	4

Psychology, Introductory	50	PS 113.....	3
Human Growth and Development	50	PS 223A.....	3
Sociology, Introductory	50	SO 213.....	3
Spanish, Level I	50	SP 113.....	3
Spanish Level II	50	SP 123.....	3
Accounting, Principles of	50	AC 114.....	4
Management, Principles of	50	BU 213.....	3
Marketing, Principles of	50	BU 223A.....	3
Business Law, Introductory	50	BS 213.....	3
Macroeconomics, Principles	50	EC 213.....	3
Microeconomics, Principles	50	EC 223.....	3

### **Institutional Challenge**

New Mexico Junior College recognizes that students learn by experience as well as in the formal class setting. Therefore, credit for courses for which there is no CLEP exam is awarded upon satisfactory performance on comprehensive examinations that are administered by the divisions responsible for the courses. The grade on each institutional challenge exam is the grade that will appear on the NMJC transcript. In order to be eligible to attempt credit by institutional challenge, the following provisions must be met:

- The student must contact the appropriate academic dean and instructor for permission and make arrangements to take the institutional exam for credit.
- The student must not have previously audited, enrolled in, or attempted credit by examination in the course(s).
- The student must enroll in the course before the institutional challenge exam can be taken.

Credit by exam will not be awarded for physical education activity classes.

### **Credit for Prior Learning Policy**

#### **Law Enforcement/Corrections (Criminal Justice)**

New Mexico Junior College recognizes that New Mexico police officers and corrections officers come to us with a firm grounding in their individual disciplines. We recognize and honor their prior learning by awarding college credit for a wide variety of learning experiences, both classroom and practical experience. In an effort to assist officers who want to further their educational experiences, NMJC is willing to award college credit for successful completion of both a certified law enforcement Academy and/or corrections Academy. Such credit will be treated as credit without a grade, will count toward graduation, and may be used in fulfilling specific curriculum requirements. Credit will be awarded as follows:

- Any currently certified police officer may receive up to 28 credits by providing proof (original certificate) of the successful completion of a certified law enforcement Academy in New Mexico. Credits may count toward the AAS or AA in Criminal Justice. Students will receive credit as follows:

LA 113 or CJ 113-Introduction to Criminal Justice	3 hrs.
LA 113P or CJ 113P-Introduction to Policing	3 hrs.
LA 123P or CJ 123P- Law Enforcement Patrol Procedures	3 hrs.
LA 113B or CJ 113B-Criminal Law	3 hrs.
LA 213A or CJ 213A-Criminal Investigation	3 hrs.
LA 123E or CJ 123E-Firearms Proficiency	3 hrs.
LA 123F or CJ 123F-Traffic Law & Accident Investigation	3 hrs.
LA 123D or CJ 123D-Technical Writing	3 hrs.

LA 114 Custody Control, Chemical Agents and Officer Safety..... 4 hrs.

- Any currently certified corrections officer may receive up to 9 credits by providing proof (original certificate) of successful completion of a certified corrections Academy in New Mexico. Students will receive credit as follows:
  - CA 113J or CJ 113J-Introduction to Corrections 3 hrs.
  - CA 123J or CJ 123J-Corrections Officer Safety and Weapons Training..... 3 hrs.
  - CA 133J or CJ 133J-Communications and Interpersonal Skills for the Corrections Officer..... 3 hrs.
- NMJC will also accept transfer of credits from any other regionally accredited institution. Credits may transfer but not necessarily apply to the student's chosen course of study. Whether credits will count toward a degree is based on the decision of the College Dean of Enrollment Management and the Criminal Justice Department Director. Students will be required to have certified copies of transcripts sent to NMJC.
- Students will be required to complete a minimum of 12 hours of course work at NMJC and meet all other requirements for graduation.

#### **Automotive Technology/ASE Certification**

This policy is to be utilized in the implementation of a non-traditional approach to a Certificate and/or Associate in Applied Science Degree in Automotive Technology. NMJC's goal is to allow currently working technicians, who have up-to-date knowledge and skills, the opportunity to earn a Certificate or Associate in Applied Science Degree while employed. The following conditions must be met to receive credit in this area:

- ASE certification(s) for the applicant must be current.
- Official ASE transcript(s) must be received by the Dean of Enrollment Management's office at NMJC.
- The applicant must present the NMJC AT instructor a letter, on official letter head (if available), from his/her employer indicating the student's length of employment, the type(s) of work performed, and the applicant's ability to perform the required work.
- An interview with the AT instructor will be required of all students who choose to utilize this option. The AT instructor will make the final decision as to the course(s) for which the student will receive substitution/credit.
- Upon completion of the interview with the AT faculty and review of the letter from the employer, the student

may be given credit for none, one, or more of the following cooperative work experience courses: AT 114, AT 114B, and AT 212.

- Upon verification, based on the official ASE transcript received by the Dean of Enrollment Management's Office that the ASE certifications are current, the student may receive credit for AT courses based on the following:

<u>ASE Certification</u>	<u>AT Program Course</u>
A1 Engine Repair	AT 113 Engine Repair
A2 Auto Tran./Transaxle	AT 213C Auto Tran./ Transaxle
A3 Manual Drive Train/Axle	AT 213A Manual Trans. Rear Axles
A4 Suspension & Steering	AT 223B Suspension/ Steering Systems
A5 Brakes	AT 123C Brake Systems
A6 Electrical/Electronic Sys.	AT 124 Electronics
A7 Heating and A/C	AT 213B Heating/A/C Systems
A8 Engine Performance	AT 124A Engine Performance

## Tuition and Fees

Tuition and fees are payable as indicated in the NMJC Calendar on pages 6-7. Tuition and fees are subject to change without notice by the NMJC Board.

### Tuition Per Semester

#### NMJC in-district resident:

Maximum cost for twelve (12) hours or more .....	\$264.00
Cost per hour for two through eleven hours .....	22.00
Minimum tuition charge for one credit hour .....	32.00

#### New Mexico out-of-district resident:

Maximum cost for twelve (12) hours or more .....	\$468.00
Cost per hour for two through eleven hours .....	39.00
Minimum tuition charge for one credit hour.....	49.00

#### Out-of-state resident:

Maximum cost for twelve (12) hours or more .....	\$528.00
Cost per hour for two through eleven hours .....	44.00
Minimum tuition charge for one credit hour.....	54.00

### Special Considerations

New Mexico Junior College will offer courses outside the district that would recover the total cost of offering said course(s). NMJC would consider waiving the out-of-district tuition for New Mexico students, not residing in the district, who would receive a competitive scholarship/grant-in-aid equivalent to \$100 per academic year. NMJC would also consider the waiving of out-of-state tuition for students who would receive a competitive scholarship or grant-in-aid equivalent to \$100 per academic year.

### Special Fees:

Additional class schedule copies .....	1.00
Activity fee .....	2.00 per credit hour

Building use fee .....	4.00 per credit hour
Deferred payment fee.....	10.00
Dishonored check fee.....	25.00
Fee receipt copies each .....	1.00
Graduation Fee.....	25.00
Information Technology Fee.....	4.00 per credit hour
Interactive Television Course .....	40.00
Matriculation Fee (payable once only).....	5.00
Off campus course (Lovington) .....	3.00
Parking Fee* .....	\$1.00 / credit hour or maximum 5.00
*Parking fee charged for on campus course only.	
Transcript Fee (first one free) .....	2.00
IRC Fee .....	\$1.00/credit hour or maximum 5.00
Housing and Meal Plans .....	Contact the Student Life Office
Telecollege Course.....	40.00

### Course, Lab, Testing and Other Fees

The Schedule of Classes for each instructional period will list fees associated with each course and lab if applicable. Testing and others fees will be listed in the Schedule of Classes as well.

### Tuition Policy

The New Mexico Junior College Board has the statutory authority to set tuition rates in order to ensure adequate financing of the college. Upon the recommendation of the President, the Board will annually review and consider changes in tuition rates as part of the budgetary process. Careful attention and planning of tuition increases will include seeking appropriate input from student representatives, the community, staff and the Board. Tuition is the student's share of the instruction and general expenditures that represent the cost of providing an education. In determining tuition rates, New Mexico Junior College will seek to uphold the following principles:

- Citizens who desire a postsecondary education should
- have access to these educational opportunities at an affordable price.
- Students and their families are entitled to maximum predictability relating to the cost of attending college. Increases in tuition should be gradual and moderate.
- A reasonable and consistent share of the cost of public education should be shared by the state, local taxpayers, and the student.

The New Mexico Junior College Board will take into consideration the following criteria in determining tuition rates:

- The mission and strategic plan of the college;
- The availability of state funding;
- The formula tuition credit rate and other state initiatives adopted by the legislature;
- The district's contribution through local mill levy revenues;
- The tuition rates of other two-year institutions;
- The financial needs of the college, considering other revenue sources and unrestricted reserve balances;

- The sources of need-based financial aid available to students for offsetting tuition increases.

Adopted by the New Mexico Junior College Board on August 19, 1999.

## Refunds

Students not receiving Title IV assistance, who find it necessary to withdraw or drop classes during the fall or spring semester must follow the correct procedure to have their tuition and course fees refunded. Note the refund schedule is based on the first day of the semester and is not based on the initial class meeting for classes that do not meet on the first day of the semester. The tuition and course fee refund schedule is as follows:

- Through the fifth day of the semester 100%
- After the fifth day of the semester NO REFUND

For summer session(s), the refund period is stated in the appropriate summer course schedule.

An immediate tuition refund will not be made upon request but a refund check will be mailed to the address left by the student dropping from classes. Students are not officially withdrawn until the withdrawal form is returned to the Admissions and Records Office. The correct refund procedure is as follows:

- Contact the Dean of Enrollment Management for instructions.
- Complete the appropriate withdrawal or drop forms and obtain approval from the appropriate college officials, as instructed by the Dean of Enrollment Management.
- Present the form to the business office as application for refund.

(Note: The first instructional day for each session will be the day noted "instruction begins" as specified in the calendar in the NMJC catalog. A student is not registered until all tuition and fees are paid unless the student has executed a deferred payment agreement with the Business Office. Tuition and fee rates are subject to change without notice by the New Mexico Junior College Board.)

Students who receive federal Title IV financial aid and withdraw, drop or otherwise fail to complete the semester for which they are enrolled, are subject to the federal return of funds policy and may owe a refund to the Department of Education for unearned amounts received. The return of funds calculation is based on the time a student spent in academic attendance, and a pro rata schedule is used to determine the amount of Title IV aid earned, and the amount to be returned by the institution and the student. Students who do not begin attendance in any or all of their classes will be subject to recalculation of their awards, and will be responsible for any charges owed to NMJC. Students having questions regarding the federal return of funds policy should contact the Financial Aid Office.

## Tuition Refund Appeals Procedure

A withdrawing student must submit a written appeal delineating individual circumstances that would warrant an exception to the published refund policy to the Dean of

Enrollment Management. The Dean of Enrollment Management will study the appeal and either recommend a refund or refer the appeal to the Vice President for Student Services.

## Tuition, Fees, and Refunds for Special Courses

Special courses with dates that do not coincide with the regular semester dates will have charges for tuition and fees separate from regular semester course charges. Special course fees are not refundable. Tuition refunds will be made by the following guidelines: For classes 10 weeks or longer, the refund schedule for the fall and spring semesters will be followed. For classes of four to ten weeks in length, the summer school schedule will be followed. For classes of less than four weeks, no refund will be made after the initial class. For special courses, the first instructional day is defined as the initial class meeting for the special course.

## Payment Policy

All amounts owing to the college are payable in full to the NMJC Business Office no later than the published or scheduled due dates. The following payment policy applies to all amounts owing, including but not limited to:

- Student account balances
- Deferred payment installments
- Short-term loans
- Bookstore charges
- Amounts invoiced for other charges incurred

A student shall be considered delinquent if payment is not received within a three (3) day grace period following the scheduled due date of payment. In the event a student is delinquent in remitting payment, the following collection steps may/can be taken:

- Formal notice will be mailed to the student's last known address demanding full payment of the delinquent amount, plus any applicable late fees, within ten (10) business days from the date of notice.

If the student fails to make satisfactory arrangements for payment of the delinquent amount within the ten (10) business days:

- the student may be withdrawn from all classes
- the student may be removed from College housing and meal privileges may be discontinued
- the student's transcript shall be placed on "hold" status,
- legal collection action may be taken and collection fees up to 25% of the delinquent balance may be charged.

In the case of a worthless (insufficient funds) check issued to the College, the student must remit full payment of the check amount plus a \$25 service charge within ten (10) business days after notification. Partial payments will not be accepted. The College may take the following collection steps, depending upon the nature of the check issued:

- If the worthless check is in payment of tuition and fees, the student may be withdrawn from all classes.

- If the worthless check is in payment of housing or meals, the student may be removed from housing and/or meal privileges.
- The student's transcript shall be placed on "hold" status.
- The College may prosecute under the New Mexico Worthless Check Act. Future enrollment will be prohibited until all amounts owed by the student are paid in full. Exceptions to this policy may be made only by the President of the College.

## Financial Aid

Realistic financial planning is essential to the college student. Personnel in the Financial Aid office at New Mexico Junior College will make every effort to help students secure the necessary resources to finance their education. Many types of financial aid are available to students in need of assistance. Certain awards are made on a first-come, first-serve basis; therefore, students are encouraged to submit their applications in a timely manner. Students should contact the Financial Aid Office for specific application information and submission deadlines.

### Types of Financial Aid

New Mexico Junior College participates in a number of financial aid programs from federal, state and institutional resources. Generally, there are two types of financial aid programs: gift aid programs that do not require repayment (grants and scholarships) or self-help aid (loans that must be repaid, and work study that must be earned). Awards are contingent upon eligibility of the student and availability of funds.

### Scholarships

Scholarships are awards that do not require repayment. Recipient selection criteria could include academic achievement, financial need, chosen major, or participation in athletics and extra-curricular activities. Scholarship donors may include the college itself, the NMJC Foundation, corporations, non-profit organizations, and professional organizations. Federal and state scholarships may also be available (see separate sections). Award amounts vary with each individual scholarship. For more information concerning specific scholarships, contact the Financial Aid Office.

### Federal Title IV Programs

New Mexico Junior College participates in several federal student financial aid programs. Eligibility for these programs is determined by financial need as defined through the Congressional Methodology formula and based on the Free Application for Federal Student Aid (FAFSA) submitted to the federal government. Other student requirements are:

- Have a high school diploma, GED, or pass an independently administered test approved by the Department of Education
- Have a Social Security Number

- Be enrolled as a regular student in an eligible program
- Be a U.S. Citizen or eligible Non-Citizen
- Maintain satisfactory academic progress standards as determined by college policy
- Sign certification statements of educational purpose, refunds and defaults, and updated information
- Register with Selective Service,
- If required, Financial need for the campus-based programs (FSEOG, FCW and Federal Stafford Loans) is calculated by determining the student's cost of education and subtracting the expected family contribution (EFC).

All students are encouraged to apply for the following federal financial aid programs:

**Federal Pell Grant** - an award available to undergraduates who have not earned a bachelor's or professional degree. The Federal Pell Grant provides a 'foundation' for a student's financial aid. This grant does not have to be repaid. Award amounts are based on the cost of attendance, the student's EFC, and enrollment status.

**Federal Supplemental Education Opportunity Grant (FSEOG)** - an award given to undergraduates with exceptional financial need (the lowest EFC) who are also Pell Grant recipients. This grant does not have to be repaid.

**Federal College Work Study (FCW)** - provides jobs for students in need of financial aid. The award amount is based on the student's unmet need and must be earned through employment. The student will earn the current federal minimum wage and work hours will normally not exceed 20 hours per week.

**Federal Stafford Loan** - a variable interest loan made to students who are attending college at least half-time. Funds are disbursed by a lender (i.e.: a bank, credit union, savings and loan association or non-profit foundation) and the loan is insured by a state guarantee agency and reinsured by the Federal Government. The subsidized Federal Stafford Loan amount is based on unmet financial need. The unsubsidized Federal Stafford Loan amount is based on the student's cost of education less other aid received. This loan must be repaid. This program is available only to students who have previously borrowed under this program.

**Federal Direct Stafford Loan** - a variable interest loan made to students who are attending college at least half-time. Funds are disbursed by the U.S. Department of Education and delivered through the school. No lender is involved. The subsidized Federal Stafford Loan amount is based on unmet financial need. The unsubsidized Federal Stafford Loan amount is based on the student's cost of education less other aid received. This loan must be repaid.

**Federal Plus Loan** - enables parents to borrow money for a dependent student to help meet educational costs. Under this program, the student does not have to demonstrate need, but

the borrower must undergo credit analysis for certification. The loan amount is based on the student's cost of attendance less other aid received. Funds are disbursed by a lender. Repayment of this loan begins within 60 days of the final loan disbursement unless a deferment is applicable. Deferments do not apply to interest.

**Federal Direct Plus Loan** - enables parents to borrow money for a dependent student to help meet educational costs. Under this program, the student does not have to demonstrate need, but the borrower must undergo credit analysis for certification. The loan amount is based on the student's cost of attendance less other aid received. Funds are disbursed by the U.S. Department of Education and delivered through the school. No lender is involved. Repayment of this loan begins within 60 days of the final loan disbursement unless a deferment is applicable. Deferments do not apply to interest.

### **State Programs**

**New Mexico Student Incentive Grant (NMSIG)** – designed for New Mexico residents who demonstrate substantial financial need. A student must be an undergraduate, be enrolled at least half-time, and their financial need must be greater than one-half of their cost of education. This award does not have to be repaid.

**New Mexico Legislative Endowment Scholarship** – available to students with substantial financial need who are attending a post-secondary institution in New Mexico. Preference is given to returning adult students.

**New Mexico 3% Scholarship Program** - also referred to as the NMJC Honors Scholarship) available to incoming freshman students. Provides a tuition and fee waiver for eligible students and is based on high school grade point average.

**New Mexico Lottery Scholarship** – available to New Mexico resident students who enroll in an eligible state-funded institution in the next regular semester following their high school graduation or certificate date of their GED. Students must meet eligibility requirements during their qualifying first semester. The scholarship will be awarded in the second semester and following, for a total of four semesters at New Mexico Junior College. Eligibility requirements must be maintained to receive the scholarship. Students who maintain their eligibility for this scholarship and transfer to a four-year eligible institution may receive the scholarship for another four semesters.

**Vietnam Veterans Scholarship** - available to students who qualify as Vietnam veterans. Eligible students must be a New Mexico resident, be attending a New Mexico post-secondary institution and be enrolled at least half-time. Applicants must be certified by the New Mexico Veteran's Service Commission.

**New Mexico Nursing Loan For Service** - available to New Mexico residents enrolled in an accredited nursing program at a New Mexico post-secondary institution. The student

must demonstrate need and be willing to practice in an underserved area of the state upon completion of the program. Students are chosen by a panel designated by the State Commission on Higher Education.

**Allied Health Student Loan For Service** - available to New Mexico residents who are enrolled or accepted in an accredited program for allied health professions in the state of New Mexico. The Student must declare intent to practice their chosen profession for at least one year within designated health professional shortage areas of New Mexico. The student must be a citizen of the United States. Recipient selection is based on ability, character, interest in serving, and lack of adequate resources to meet educational costs.

### **Student Work Study Programs**

Work study awards at New Mexico Junior College are based upon eligibility as determined by program criteria. Because the criteria may include a component based on need, all students wishing to apply for work study must first complete a federal application (FAFSA). An additional work study application must be completed, once their federal file is complete. With the exception of the America Reads tutors, work study jobs are located on our campus. Work schedules are designed to complement the student's academic schedule, and will not normally exceed twenty hours per week. Students are paid the current federal minimum wage for hours worked. Students must be enrolled at least half time to be considered for employment.

**Federal College Work Study** - refer to Federal Title IV programs.

**New Mexico Work Study Program** - New Mexico work study program is designed primarily for New Mexico residents who demonstrate financial need.

**Institutional Work Study Program** – provides opportunities for part-time employment for students on campus. A student must be enrolled on at least a half-time basis to qualify for the institutional work study program. This award is not based on need.

**Edith Search Work Study** – funded by the New Mexico Junior College Foundation. This award is not based on need; however, the student must be a graduate of a NMJC district high school.

### **Satisfactory Progress Policy**

The U.S. Department of Education regulations require an institution to establish a satisfactory progress policy for students to maintain eligibility in the Federal Title IV Programs, based upon qualitative and quantitative standards. In order to maintain satisfactory progress at NMJC, a student receiving federal Title IV financial aid must maintain a minimum of 1.75 cumulative GPA and a minimum completion rate of 70%. Failure to meet these standards will result in the student being placed on

suspension for financial aid purposes and the student will no longer be eligible to receive federal financial aid. Students who do not complete at least three hours with a “D” will automatically be placed on suspension.

A student will be upgraded from suspension to a probationary status if the satisfactory progress standards are met for the semester just completed. A student may submit a written appeal to the Financial Aid Committee if there were extenuating circumstances that prevented a student from maintaining the satisfactory progress standards. If the appeal is approved, the student will be placed on probation for the next semester and will be eligible to receive financial aid. If a student does not wish to appeal, or the appeal is denied, a student may regain eligibility by attempting and completing at least six hours of academic courses in a subsequent semester with a minimum 2.00 GPA for those classes. (Physical Education courses will not count toward regaining eligible status.) If a student attempts more than six hours, all hours will be considered for eligibility.

## Other Sources of Financial Aid

### Off-Campus Employment

Referrals and job opportunities are available through New Mexico Junior College. Job announcements from potential employers are posted in various areas on campus. For more information, contact the Job Placement Office located in Pannell Library.

### Veteran’s Benefits

Most NMJC course offerings are approved and meet veteran’s educational assistance criteria under federal and state laws. The Dean of Enrollment Management acts as the veteran’s coordinator and is located in the Administration Building. Veterans should contact that office for information concerning veteran’s educational benefits. As with other NMJC students, veterans who receive educational benefits through the VA are expected to perform at an acceptable academic level and attend each class session. Each semester the faculty is made aware of veterans receiving education benefits. A student who does not satisfy faculty standards of attendance or course performance may be dropped from the class by the professor. When a veteran’s course load changes by dropping from courses, the VA will be informed immediately of the status change. The veteran will then be held liable for any over payment. Veterans are encouraged to take advantage of the available college counseling services. Each veteran is assigned a faculty advisor who provides guidance relative to program planning, scheduling, and other areas of academic progress. The services of a professional counselor are also available to the veteran through the college counseling office. The veteran who is experiencing academic difficulty is expected to take advantage of these services.

## System of Grading

Grades are based upon the quality of work done, that is, upon actual accomplishment in courses offered for credit.

Grades indicating student standing are issued at the end of each semester. Mid-semester preliminary grades are for advisory purposes and are made known to students for counseling purposes. The mid-semester grades will not appear on the student’s college record.

## Grade Distribution/Letter Grades

Students attending New Mexico Junior College will be evaluated according to the following grading scale: The scale represents percentages.

90 - 100 = A  
80 - 89 = B  
70 - 79 = C  
60 - 69 = D  
0 - 59 = F

The appropriate department and/or professor will determine the grade calculations for a course. Please refer to that section of the course syllabus for details. This policy will not apply to some Allied Health courses. Grades for Developmental Reading, English as a Second Language, and Review of English are noted as satisfactory and unsatisfactory, and the grades will be posted as S or U on the grade sheet.

## Grades for Allied Health

Students in the ADN Nursing Program will receive grades based upon the percentage grading scale listed below:

93 - 100 = A  
87 - 92 = B  
79 - 86 = C  
70 - 78 = D  
0 - 69 = F

## Definition of Letter Grades

**A - Superior**—Honor grade indicating excellence earned as a result of consistently superior examination scores; consistently accurate and prompt completion of assignments; ability to deal resourcefully with ideas; and superior mastery of pertinent skills.

**B - Better than Average**—Honor grade indicating competence earned as a result of high examination scores; accurate and prompt completion of assignments; ability to comprehend ideas; commendable mastery of pertinent skills; and promise of continued success in sequential courses.

**C - Average**—Standard college grade indicating successful performance earned as a result of satisfactory examination scores; generally accurate and prompt completion of assignments; ability to comprehend ideas; fair mastery of pertinent skills; and sufficient evidence of ability to warrant entering sequential courses.

**D - Passing**—Substandard grade indicating the meeting of minimum requirements only earned as a result of low examination scores; generally inaccurate, incomplete, or late assignments; inadequate grasp of ideas; barely acceptable mastery of pertinent skills; or insufficient evidence of ability to make advisable the enrollment in sequential courses.

**F - Failing**—Unsatisfactory grade indicating that the work has been wholly unsatisfactory, and no credit will be given.

**I – Incomplete**—A grade of “I” will only be given when a student has completed a substantial portion of the work but some unforeseen event occurs which is beyond the student’s control. A substantial portion of the work would be something in the range of 80-85% or more of the work. The student, unless incapacitated, is responsible for notifying the instructor of the event and requesting an incomplete grade. The following Incomplete Grade regulations apply:

- If the criteria above are met the instructor and student enter into a completion contract. The contract specifies what the student must do to complete the course and receive a grade. The method used to calculate the final grade must also be stated. The burden for completing the work resides with the student. The instructor will provide minor assistance to help the student complete the work. The instructor, the student and the dean sign the contract. If the student is incapacitated the student does not have to sign. A copy goes to the student, the instructor and the Dean of Enrollment Management.
- The student must complete all course work no later than the end of the next long semester.
- The instructor specifies on the contract what grade the student will receive if he/she does not complete the required coursework. When the student completes the required coursework, the instructor computes the final grade and turns in a grade change form to the dean for processing. If no grade change form is processed because the student failed to complete the work in the specified time, the Dean of Enrollment Management will change the “I” grade into the grade specified on the contract at the end of the appropriate semester.

**W - Withdrawal**—A student who must withdraw or drop from a course must report to the Dean of Enrollment Management for instructions on the proper procedure. The student who does not follow the formal procedure may be given an “F” grade in each course irrespective of the withdrawal date. The student who officially drops a course will be assigned a “W”. A student will not be allowed to drop/withdraw from a course during the last two weeks of a regular semester or the last week of a summer session.

## Grade Points

Grade points, per semester hour, are assigned as follows:

A	4 grade points per credit hour
B	3 grade points per credit hour
C	2 grade points per credit hour
D	1 grade point per credit hour
F	0 grade points per credit hour
W	0 grade points per credit hour

## Grade Reports

An end of the semester grade report is issued to each student by the Dean of Enrollment Management after the semester’s

work is completed and may be received on the NMJC official web site, [www.nmjc.edu](http://www.nmjc.edu) or through the teleregistration system by calling (505) 392-2763. If a student desires to receive a paper copy of a grade report, he/she may come to the Dean of Enrollment Management’s office and receive the grade report. Unrecorded mid-semester grades are distributed by the ninth week of the long semester for advising purposes. The mid-semester grades may be accessed through the teleregistration system by calling (505) 392-2763.

## Change in Grade

Any grade change on record with the Dean of Enrollment Management will be made only after having been submitted in writing by the professor concerned, approved by the appropriate dean and the Vice President for Instruction.

## Military Absence

Any student serving as a reservist in the armed forces who is called up for active duty should contact the Dean of Enrollment Management’s Office to explore potential options to continue or terminate their current enrollment. The Dean of Enrollment Management along with the Academic Deans will first explore ways to assist the student in completing his/her classes. If this is not feasible or viable, the college will offer the student a tuition waiver for a subsequent semester when they return from active duty. Documentation of the waiver will be maintained with the students’ permanent record. To ensure that NMJC is more than fair in our policies regarding military absences, we will process refunds that go beyond our normal school refunds - on a case-by-case basis. A student called up for active duty should contact the Dean of Enrollment Management’s Office in person or by writing before the end of the enrollment period. The student will need to provide a copy of their orders.

## Repeating Courses

College policy for students wishing to repeat a course includes:

- Both courses are shown on the transcript but only the highest grade counts in calculating the grade point average (GPA).
- Maximum number of substitutions allowed is 16 credit hours.
- To be eligible for substitution the original grade earned must have been below a “C.”
- The grade point average and hours for the highest course taken are used in computing grade point averages and hours earned.
- Only one substitution may be made for a particular course.
- Students must file a petition with the Dean of Enrollment Management for each repeated course in which they desire this policy to be applied.

## Academic Renewal

Academic renewal is a policy in place to assist those students who have completed a substantial number of credit



hours with “D” and “F” grades. This policy may only be invoked once during the student’s tenure at New Mexico Junior College. Students may obtain a copy of the policy in the Office of Admissions or talk with a counselor concerning this policy.

## Scholastic Honors

### Graduation Honors

“With Distinction” is accorded graduates who in the course of their entire college work have achieved a grade point average of 3.5 or higher. Students will be recognized at graduation ceremonies as graduating with honors based on GPA for completed course work and the mid-term grades for courses not yet processed at the time of graduation ceremonies.

### President’s Honor List

The college President and New Mexico Junior College recognizes top scholars each semester by publishing a list of students whose grades for the previous semester show a 4.0 average in twelve or more credit hours of work.

### Vice Presidents’ Honor List

The Vice Presidents recognize scholars each semester by publishing a list of full-time students whose grades for the previous semester show a 3.0 grade point average, with no grade less than a “B”.

## Academic Probation and Suspension

NMJC students are expected to make satisfactory progress toward an academic objective. To assure that students make such progress, the academic record of each student is evaluated at the end of each collegiate session. A student who has earned more than twelve cumulative semester hours and has a cumulative grade point average below 1.75 will be placed on academic probation. (A student will be removed from academic probation upon the attainment of a cumulative grade point average of 1.75 or higher.) A student on academic probation is enrolled in the college conditionally, and is expected to make wise use of the college counseling services and professors in improving study habits. Neglect of these recommendations will be considered as evidence of the student’s lack of sincerity in improving academic status. New Mexico Junior College students placed on academic probation are under the immediate supervision of a college faculty advisor. Generally, no student on academic probation may enroll for more than twelve hours during a semester or six hours during a summer session. Probationary students who fail to achieve a 1.75 (“D”) GPA for hours earned during the subsequent semester will be subject to academic suspension. This means the student must petition the Dean of Enrollment Management for the privilege of continued NMJC enrollment. Students on academic suspension are eligible to petition for readmission for any academic term following their term of suspension. Applications will be reviewed by the Dean of Enrollment Management and if

granted, will be subject to conditions specified by the committee, to include probationary status.

## Graduation Requirements

Graduation requirements represent the firm commitment by NMJC to general education principles. These requirements are designed to develop the potential of each student, broaden the outlook, and contribute to the realization of the well-balanced whole person. Upon completion of the following requirements, students at NMJC will be granted the degree, Associate in Arts or Associate in Science, or Associate in Applied Science, depending on the area of emphasis. Responsibility for filing a graduation petition with the Dean of Enrollment Management no later than the end of the fifth week of the semester of graduation rests with the student. Please note that effective with the 1995 Fall semester, transitional study courses cannot be used to satisfy graduation requirements; however, transitional study courses required for some students will become a part of their degree plans. Students having enrolled under previous catalogs may be able to apply certain transitional study courses toward satisfying associate degree graduation requirements provided the previous catalog is the official catalog of record (see General Policies, Procedures and Fees in this catalog for additional information). Application of such hours may require approval of the college’s Dean of Enrollment Management. Requirements for the Associate of Arts, Associate of Science, Associates of Applied Science, and Certificates are listed in this catalog. A minimum of 12 credit hours of the required credit hours to earn a certificate or degree must be earned at New Mexico Junior College to receive the certificate or degree.

## Subject Matter Classifications

The following terms and related subject matter fields are presented to assist counselors, faculty advisors, and students in preparing degree plans to meet the requirements for the Associate in Arts, Associate in Science, and Associate in Applied Science degrees and Certificates:

- **Behavioral Science**-psychology and sociology
- **Social Science**-anthropology, economics, geography, government, history, philosophy, and sociology
- **Humanities**-art, English, music, foreign language, philosophy, speech, and theatre
- **Laboratory Science**-astronomy, biology, chemistry, geology, and physics
- **Mathematics**-all courses with MA prefix
- **Communications**- English and all courses with an SE prefix

## Transfer Information

### Transfer to Other Colleges and Universities

One of the greatest areas of potential misunderstanding by college students is the area of credit transfer from one institution of higher learning to another. In collegiate terms

the college to which a student transfers credits is called the “receiving institution.” With few exceptions, most receiving institutions will accept the transfer of credits from a junior or community college. However, problems may arise when the receiving institution evaluates transcripts containing credits for application to its degree plan when the receiving institution’s degree plan varies from the sample curricula shown in this catalog. Credits do transfer but do not necessarily apply to the student’s chosen, or changed, major course of study at a receiving institution. This fact underlines the importance of both coordination with the receiving institution and an NMJC advisor to structure a degree plan that will accomplish the student’s college career goals. Students who desire to transfer later to a senior college or university are encouraged to do the following:

- Upon entrance at New Mexico Junior College, or before, the student should select the other institution to which transfer is desired upon graduation;
- The student should obtain a copy of the catalog from the senior college or university to use as a reference;
- The appropriate college officials at New Mexico Junior College will make every effort to coordinate the student program so that no work will be lost in transfer to the university or other institution;
- Colleges and universities in New Mexico, generally speaking, will accept sixty-four hours (64) in transfer. The student should avoid taking an excessive amount of work hoping that another institution will make an exception in transferring work;
- Some colleges and universities will accept more than sixty-four (64) hours of work in transfer. The student is obligated to secure approval for transfer of excess hours, and should have a letter to this effect from the Dean of Enrollment Management at the other institution; and
- No official transcripts are released by New Mexico Junior College until the student clears all financial obligations at the college.

### **Credit Transfer Information for Credits Transferred to New Mexico Junior College**

Courses completed from other regionally accredited colleges and universities can be considered for credit at New Mexico Junior College if all of the following conditions are met:

- an official transcript is received by the Dean of Enrollment Management’s Office at New Mexico Junior College from the other college or university;
- the student must request that the courses from the other educational institution(s) be evaluated by contacting the Enrollment Management Office
- New Mexico Junior College offers an equivalent course;
- there is a course description available in the transfer institution’s official catalog;

- the course work at the transfer institution is considered college level (not transitional or high school level) credit
- courses that are accepted in transfer to New Mexico Junior College will be listed on the NMJC transcript as a letter grade with the number of hours accepted but the grade and hours will not be calculated into the grade point average or hours completed on the NMJC transcript. The transfer hours accepted will be applied to a certificate and/or an associate degree. If students have questions about the evaluation of transfer credit they may contact the Dean of Enrollment Management.

### **Articulation**

At a regular meeting of the New Mexico Junior College Board on December 18, 1990, that body adopted the following articulation policy addendum on the treatment of native NMJC and transfer students: “To further enhance articulation between all state-supported institutions in New Mexico, New Mexico Junior College adopts the principle of treating transfer students as native NMJC students in the application of credit toward certificate or degree requirements.”

### **Transfer Among New Mexico Higher Education Institutions**

To facilitate transfer of students and course credits among New Mexico’s colleges and universities, the state’s public institutions of higher education are required to accept in transfer courses taken within approved modules of lower-division course work and apply them toward degree requirements. Several transfer guides have been developed through collaboration of New Mexico’s public post-secondary institutions, consistent with requirements of state law (21-1B, NMSA 1978). Students enrolling for first-year or second-year study at a New Mexico institution and wishing to prepare for possible transfer into a degree program at another institution are advised to take these courses during their freshman and sophomore years.

### **Student Responsibility**

New Mexico’s colleges and universities have collaborated to produce guides to assist students who plan to transfer before completing a program of study. Course modules are designed to help students select courses carefully so that they may transfer with little or no loss of credit. However, planning for effective transfer with maximum efficiency is ultimately the student’s responsibility. Responsible transfer planning includes early and regular consultation with the intended degree-granting institution to assure that all pre-transfer coursework will meet the requirements of the desired degree.

### **Transferable Lower-Division General Education Common Core**

Students enrolling for first-year study who have not yet selected either an academic focus or the institution where

they wish to graduate are advised to take courses during their freshman year outlined in the Lower Division General Education Common Core. For students enrolled at any public institution in New Mexico, the following courses are guaranteed to transfer to any other New Mexico public college or university, and apply toward associate and baccalaureate degree program requirements. Students should consult advisors at their current institutions regarding which specific courses fit these categories. Students preparing for careers in engineering, health sciences, or other profession-related fields are advised that some of this course work may not transfer toward general education requirements, but in most cases will apply toward elective requirements.

**Area I: Communication select 9 hours**

- College-Level English Composition .....3-4 hrs.
- College-Level Writing (a second course building on the above) ..... 3 hrs.
- Oral Communication ..... 3 hrs.

**Area II: Mathematics select 3 hours**

- College Algebra ..... 3 hrs.
- Calculus ..... 3 hrs.
- Other College-Level Mathematics ..... 3 hrs.

**Area III: Laboratory Science select 8 hours**

- General Biology, with laboratory .....4-8 hrs.
- General Chemistry, with laboratory .....4-8 hrs.
- General Physics, with laboratory .....4-8 hrs.
- Geology/Earth Science, with laboratory .....4-8 hrs.
- Astronomy, with laboratory .....4-8 hrs.

**Area IV: Social/Behavioral Sciences select 6-9 hours**

- Economics (macro or micro economics) ..... 3 hrs.
- Introductory Political Science ..... 3 hrs.
- Introductory Psychology ..... 3 hrs.
- Introductory Sociology ..... 3 hrs.
- Introductory Anthropology ..... 3 hrs.

**Area V: Humanities and Fine Arts select 6-9 semester hours**

- Introductory History Survey ..... 3 hrs.
- Introductory Philosophy ..... 3 hrs.
- Introductory Course in History, Theory, ..... 3 hrs.
- or Aesthetics of the Arts or Literature

Total to be selected ..... 35 semester hours

**Lower-Division 64-hour Transfer Modules**

Students who have selected a field of study but have not yet selected the college or university where they wish to earn their baccalaureate degree are advised to take courses during their freshman and sophomore years outlined in one of the Lower-Division 64-hour Transfer Modules. For students enrolled at any public institution in New Mexico, these courses are guaranteed to transfer to any New Mexico university and apply toward bachelor’s degree program requirements. Students should consult advisors at their current institutions regarding which specific classes fit these categories. Lower-division transfer modules presently exist for:

- Business
- Biological Sciences
- Engineering

- Teacher Education

Modules for additional areas of study are being developed. Copies of these Transfer Modules may be obtained by contacting the Office of Admissions and Records.

**Appeals for Transferability of Credit**

Students who believe proper credit is not given for transfer courses may appeal the decisions of the Office of Enrollment Management to the Vice-President for Instruction at New Mexico Junior College. Students may also make appeals to:

New Mexico Higher Education Department  
 1068 Cerrillos Road  
 Santa Fe, New Mexico 87505  
 Phone: 505-476-6500  
 Fax: 505-476-6511  
 E mail: [highered@state.nm.us](mailto:highered@state.nm.us)

for matters concerning transferability of courses from other New Mexico colleges and universities.

**Inter-Institutional Transfer Guides and Catalogs**

Students who have selected a field of study and/or the institution where they wish to graduate are advised to consult the transfer guide or catalog for that institution for more current and detailed advice to guide their course selection. Formal published transfer guides between NMJC and other institutions are available in the Counseling Office.

**Clock Hour and Quarter Hour Conversion**

The following are the conversion standards that are used to convert clock hours or quarter hours that are completed at other institution for semester hour credit at NMJC:

**Clock Hours**

- One (1) semester credit hour will be given for each fifteen (15) clock hours of lecture.
- One (1) semester credit hour will be given for each thirty (30) clock hours of lab.

**Quarter Hours**

- Two-thirds (2/3) of a semester hour will be given for each quarter hour earned. The table below gives the conversion rate from one to twelve quarter hours:

Quarter Hours	=	Semester Hours
1	=	0.6
2	=	1.3
3	=	2.0
4	=	2.6
5	=	3.3
6	=	4.0
7	=	4.6
8	=	5.3
9	=	6.0

10	=	6.6
11	=	7.3
12	=	8.0

### Complaint Procedure for Transfer Students

All New Mexico public post-secondary institutions are required to establish policies and practices for receiving and resolving complaints from students (who fail to receive credit for courses contained in a transfer module taken at another institution) or from other complainants regarding the transfer of coursework from other public institutions in the state. A copy of NMJC complaint policy may be obtained by contacting the office of Vice President for Student Services or from

New Mexico Higher Education Department  
 1068 Cerrillos Road  
 Santa Fe, New Mexico 87505  
 Phone: 505-476-6500  
 Fax: 505-476-6511  
 E mail: [highered@state.nm.us](mailto:highered@state.nm.us)

## Student Development

New Mexico Junior College provides a variety of services for the educational and personal growth of students and community residents.

### Activities

Both the college and the students design and provide activities which are enjoyable and enriching to the participants. The Student Senate has a major responsibility of recommending social events for the student body, while many activities are produced by other college groups. The Director of Student Life, located in the Ben Alexander Student Center, is responsible for developing and coordinating student activities.

### Advisement

The key to taking the right class is getting good advice. NMJC offers career decision making, academic planning and course advising to every interested student through the Counseling Office and the Faculty Academic Advisory System. The Counseling Office, located in the John Shepherd Administrative Center, is where a student begins and is provided degree planning and transfer information. Students who enroll for twelve or more credits and/or intend to earn a degree or program certificate are also assigned a faculty advisor based on their individually chosen major. During the first weeks of each semester, students should meet their assigned advisor to discuss goals and coordinate the student's entire program. Later in the semester, prior to enrollment for the next term, students and advisors should meet again for a pre-enrollment conference. Students are encouraged to meet regularly with their advisor, not only for schedule and program planning, but also for assistance with college-related problems. The advisement program provides students with contact with faculty members. This contact can be of significant value to the student.

### Assessment

The Academic Skills Assessment program measures a student's ability in reading, math and English to assist students in selecting the class(es) that are appropriate for their academic background. New students who will be seeking a degree or taking their first college level math and/or English class are required to take the assessments. Students who want to know more about their skills in these areas can also take the assessments. The assessments can be taken during the day or evening. Students are placed in English, math, and other classes requiring considerable reading based on their ACT, SAT, ASSET or COMPASS scores. The college also provides additional aptitude and career interest testing. Information about various assessment tests can be obtained from the Counseling Office.

### Bookstore

The NMJC Bookstore, located in the Ben Alexander Student Center, sells required texts and course supplies. Novelty items, clothing, class rings, and general supplies are available. Generally, the bookstore is open weekdays from 8:00 am until 5:00 pm, with extended hours of operation during peak enrollment periods.

### Career Center

The college has a collection of career pamphlets, books, vocational biographies, and computerized systems to help individuals with career decision-making. The computerized system of Choices allows individuals to take career interest tests, locate careers consistent with interests, and locate colleges. The Career Center is located in the Transitional Studies area, second floor, Pannell Library. The computerized system "Choices" is also available in the Counseling Office.

### Cheerleading

New Mexico Junior College has a competitive scholarship program for students seeking to participate as NMJC cheerleaders. Interested students should direct inquiries about this program to the NMJC Cheerleading Sponsor.

### Clubs

A variety of clubs and organizations exist to meet student needs and interests beyond the college curriculum. All officially recognized clubs and organizations must be approved by the Director of Student Life and supervised by a faculty sponsor. The college encourages student participation in one or more campus organizations where benefits gained from student participation are viewed as invaluable in promoting a balanced individual. Students interested should contact the Director of Student Life for information on the procedure for establishing a campus club or organization.

### Counseling

New Mexico Junior College employs a professional counseling staff to help students plan academic and professional futures. Counselors can assist students in choosing or changing careers, deciding on a major, selecting classes, determining transferability of courses, acquiring

study skills to be successful, making decisions, exploring ways to deal with problems and confronting problems that hinder a student's progress. The Counseling Office is located in the John Shepherd Administrative Center. The office is open Monday - Thursday 8 a.m. to 6 p.m. and Friday, 8 a.m. to 5 p.m. when classes are in session.

### **Crime Awareness**

In accordance with the Crime Awareness and Campus Security Act of 1990, New Mexico Junior College provides information regarding NMJC crime statistics and campus security procedures. Individuals should direct requests for this information to the Office of the Vice President for Student Services. Campus Crime reports are also available on the internet at <http://www.ope.ed.gov/security>.

### **Discipline**

The Vice President for Student Services or his/her designee is charged with the administration of student discipline by the President of the college. Through enrollment at NMJC in credit and non-credit courses, the student indicates acceptance of an established standard of conduct. In addition, those who use NMJC facilities and resources are subject to College disciplinary procedure and behavior expectations.

### **Drug Free Campus Information**

The health and welfare of students and employees of NMJC are of great importance. NMJC strives to maintain a safe and productive environment free from the influence of illicit drugs and the unlawful use or abuse of alcohol. Each student and employee is hereby informed that the unlawful possession, use, or distribution of illicit drugs and alcohol is prohibited on NMJC property. Violators are subject to penalties up to and including expulsion from the college or termination of employment. Written information including the necessary standard of conduct, legal and college sanctions, consequences of abuse, health risks, and a listing of treatment/rehabilitation resources is available from the office of Vice President for Student Services.

### **Food Service**

The NMJC Food Service provides a snack bar, separate cafeteria dining, and a catering service. The facilities are located in the Ben Alexander Student Center. The catering service is available for both on and off campus activities. The snack bar operation generally opens at 7:00 a.m. and closes at 8 p.m., Monday through Thursday and 7:00 a.m. to 5:00 p.m. on Friday when classes are in session. In addition, the cafeteria dining program provides up to nineteen nutritious meals weekly for students participating in the various meal program options. Serving hours and dates for cafeteria dining are determined prior to the beginning of each semester.

### **Government**

Students are organized for the purpose of developing activities and interests and to provide student representation in college operations. This formal organization is known as the Associated Students of New Mexico Junior College,

with membership consisting of every enrolled college student.

### **Housing**

NMJC has two (2) campus housing facilities each having a capacity of 96 residents. Each housing facility has an electronic security system designed to enhance the occupant's safety. Each housing unit features suites consisting of two rooms with a common bathroom and shower. Each room is designed for comfort and function. Each room can accommodate two occupants and features built-in furnishings, central heating and cooling, and mini-blinds. In addition, each room is pre-wired for local telephone and cable television. Some rooms are specifically designed for students with special needs. Additional information regarding housing at New Mexico Junior College may be obtained by contacting the Director of Student Life, NMJC, 5317 Lovington Highway, Hobbs, NM 88240.

### **I.D. Cards**

All students are required to have a NMJC student I.D. card. The card may be used for admission to school functions, library/career services and identification. I.D. cards are issued in the Student Life Office.

### **Intercollegiate Athletics**

The NMJC Thunderbirds represent the college in men's golf and baseball, women's cross country and indoor/outdoor track, men and women's basketball as well as men and women's rodeo. Over the years NMJC has produced numerous NJCAA All-American athletes while garnering four national championships. NMJC is a member of the Western Junior College Athletic Conference and the National Junior College Athletic Association. The rodeo team is a member of the National Intercollegiate Rodeo Association. NMJC is committed to excellence in and through athletic endeavors and views the athletic program as a significant contributor to the education of the participants.

### **Intramurals**

Intramural activities are designed to give students an opportunity to compete in athletic events outside intercollegiate level competition. The activities may include but are not limited to flag football, racquetball, basketball, volleyball, tennis, badminton, and soccer. Other sports and activities may be offered upon a demonstrated interest basis.

### **Music**

The NMJC Sensations perform at various campus and community events throughout the year. Students may try out for the choir regardless of academic major. Scholarships are available to students for participation in this activity.

### **Orientation**

The college currently has two programs to assist students to become oriented to the college's services, policies and procedures, and to acquire helpful study skills. PS 110, College Orientation is a two to three-hour program

presented twice a year. It is also available to be viewed on video in the Learning Lab on the 2<sup>nd</sup> floor of Pannell Library. The program consists of presentations on major policies and procedures, services available to students, keys to success in the classroom, and a meeting with a faculty advisor or counselor. PS 113A, Freshman Seminar, is a three credit-hour program that covers study skills and other key issues facing students.

### **Parking Permits**

Students are required to register the vehicle(s) they will be driving on campus. Permits will be issued in the Student Life Office. Employees, students, or visitors who violate parking regulations are subject to fines or other sanctions.

### **Phi Beta Lambda**

Phi Beta Lambda Chapter was organized in 1992. It is an Educational Association whose 270,000 members are preparing for careers in business and business related fields and/or taking business courses. The Chapter promotes leadership, understanding of the business enterprise system, and the development of individual projects.

### **Phi Theta Kappa**

Psi Theta Chapter of Phi Theta Kappa was organized in 1972 to recognize and encourage leadership and scholarship. Membership is by invitation; and to qualify, a student must complete 12 credit hours toward a degree, establish a 3.2 grade point average, and maintain at least a 3.0 grade point average. The representative members participate in regional and national conferences.

### **Placement (Job Placement)**

The placement service exists to serve NMJC students, Alumni, and community patrons. The office is located on the second floor of Pannell Library. This office assists with resume preparation and job searches for both part-time and full time employment. A placement packet is maintained for all students who register with the placement office. A complete listing of job vacancies from the city, state, and federal government are posted monthly. Local listings from the private sector are also available.

### **Security/Emergency Management**

Campus security officers are on duty to help prevent or correct dangerous situations. The officers represent NMJC in all security matters and have the authority to reasonably carry out their duties. Failure to comply with a security officer request may result in serious student disciplinary action. The Director of Security is located in McLean Hall and other security personnel are located in the field house next to the track facility. Security may be contacted through the NMJC switchboard at (505) 392-4510, by cellular phone at (505) 399-2033, or after 5 pm at (505) 392-5843. NMJC also has a written Safety/Emergency Manual. The complete manual is on the NMJC web page or a printed copy can be viewed at Pannell Library.

### **Sigma Kappa Delta**

Sigma Kappa Delta was formed under the auspices of Sigma Tau Delta, the International English Honor Society, serving four-year institutions. Sigma Kappa Delta honors outstanding students of English in two-year colleges throughout the nation. The organization is committed to promoting excellence in writing, in reading, and in communicating. The chapter name at NMJC is Omicron Beta. Membership is by invitation and recommendation of the English faculty. To qualify, students must have completed a minimum of one college composition or literature course (EN113, EN123) with a "B" average or better, have completed at least 12 semester hours, and must be ranked in the highest 30% of their class in general scholarship. Selected representatives travel to regional and national conferences.

### **Special Needs Services**

Special Needs Services (SNS) is the official contact for students with disabilities who request academic support and accommodation. Through the SNS Office, students with documented physical, learning, or psychological disabilities have access to a variety of services including, but not limited to, tutoring, extended time, modified testing, audiotape textbooks, note taking assistance, and large print materials.

Students must self-identify with SNS and provide current documentation of their disability from an appropriately credentialed professional (i.e., physician, psychologists, educational diagnostician, or other qualified provider.). Eligibility for services is based on the documentation, which should include diagnosis of the disability, information regarding effects and limitations, and suggestions for reasonable accommodations.

Special Needs Services is available for consultation concerning eligibility and services Monday through Friday. Students are encouraged to stop by the office or call to make an appointment to discuss services as soon as possible to allow sufficient time for planning for accommodations. For additional information and assistance, please contact the Counseling Office.

### **Student Center**

The Ben Alexander Student Center is the social hub for many NMJC students and staff. This facility serves as the site for numerous student activities and as a meeting location for various campus and community groups. The Ben Alexander Student Center houses offices for Student Activities and Housing as well as the bookstore and the food service operation. Also included is a student lounge and game room, the T-Bird Room, and the New Mexico Junior College postal service and switchboard. Normal operating hours are 7:30 a.m. to 8 p.m. Monday through Thursday and 7:30 a.m. to 5 p.m., Friday. Note that different operations housed within the facility may have slightly different operating hours.

## **Student Support Services (SSS)**

This is a program to help you attain success! SSS is located on the second floor of Pannell Library and is a federally funded TRIO program designed to help disadvantaged students reach their educational goals. SSS staff can help students develop goals, identify majors, complete degree plans, explore transfer options and career choices. In the SSS computer lab you can write papers, do internet research, take career and interest inventories, improve reading, writing and math skills, or complete a study skills assessment. SSS workshops are designed around students' requests and include test anxiety and stress management, conflict resolution, learning styles and many other subjects. TRIO scholarships are offered through SSS. Other SSS services include free tutoring and mentoring, trips to four-year institutions, and tickets to cultural activities such as plays, symphonies, ballets, concerts, and museums. All applicants must meet at least one of the following criteria to participate in SSS:

- First generation student (first person in your family to attend college)
- In need of financial aid
- Physically or academically challenged

Reaching your goals is possible with Student Support Services (505) 392-2600.

## **Theatre**

Students interested in theatre performance and study may participate in all phases of theatrical production at New Mexico Junior College. Productions are generally performed each fall and spring semester. Students interested in theatre are encouraged to participate in Drama Club activities, to audition for parts, etc. Scholarships can be awarded for drama participants.

## **Transcripts**

Students may make requests for transcripts or other educational records in the Office of Admissions and Records located in the John Shepherd Administrative Center. The first student requested transcript of earned credits at NMJC is free. Thereafter, a \$2 fee is charged for each additional requested transcript. Requests for official transcripts will not be honored until all outstanding college financial and equipment obligations are met. The student must make transcript requests personally or via written request. The receipt of a written request via fax with the student's signature to release an education record is permissible as well as an email request with a scanned document with the student's signature.

## **Who's Who in American Community and Junior Colleges**

The Who's Who honor is based on student scholarship achievements and leadership activities. For information concerning Who's Who, contact the Director of Student Life located in the Ben Alexander Student Center.

## **Pannell Library and Information Resource Center**

Located in the center of campus, both ideologically and physically, Pannell Library is one of only two multi-story structures at the college. The building houses a number of services in addition to traditional (and not so traditional!) information resources. Each service area has its own telephone number and may be dialed directly or the switchboard (505-392-4510) can make connections to specific areas. Two public photocopy machines are available. An open access computer lab is located on the second floor. A valid NMJC student I.D. is required to use the computer lab. NMJC's Interactive Television studio is located on the second floor.

## **Library Services**

Library services are really quite impressive at the Junior College. The ongoing consortia relationship among the libraries of Lea County, as well as the continuing support of New Mexico Junior College, affords college patrons access to a wide variety of information resources. Through the Estacado Library Information Network (ELIN) Consortium, students have access to databases composed of hundreds of thousands of articles on any subject imaginable, many in full text. A valid student I.D. allows a student to become registered in the library system. This will allow for the use of library resources at any of the other ELIN member libraries in Lea County; Hobbs Public Library, Lovington Public Library, Tatum Library, College of the Southwest, Carlsbad Public Library and the Woolworth Community Library in Jal. Available in multiple formats to fit the varying needs of the college population, the library collection is a necessary component of instructional services. Pannell Library has 14 public computers, each with Internet access, available for research purposes as well as microfilm and microfiche readers. It subscribes to over 350 journals and magazines, of which approximately 10% have an online version available. The internet based library catalog, WebCat, is a shared resource that gives our students and patrons distributed around the globe, access to over 300,000 titles.

Pannell Library also houses collections of federal, state and local government documents, most of which are located on the second floor. The library owns approximately 65,000 books in the general and reference collections. Another 5,000 or so titles are available in the collection of legal resources on the second floor of the building.

In addition to printed legal information, the library subscribes to the CD-ROM version of Westlaw for information about cases, statutes and for environmental law resources in both Texas and New Mexico. These electronic resources are available to junior college students through 10 computer workstations located in a separate area of the first floor.



Our newest resource is a recent subscription to over 8,000 e-books; all available either directly through searching WebCat, or by going to our e-book provider site. Through cooperative lending agreements with other libraries worldwide, practically any book, journal article or other piece of information in any other format can be made available to patrons of the library.

Throughout the year, the library staff offers classes to interested patrons (students, staff or faculty) on how to use the library's information resources. The circulation desk phone number is (505) 392-5473.

## **Instructional Divisions**

Five instructional divisions have been organized to administer the instructional offerings at NMJC. The five divisions are: Arts and Sciences; Business and Technology; Extended Learning; Mathematics, Education, English, and Transitional Studies; and Public Safety and Community Services. Each division is directed by a dean who is assisted by faculty and administrative staff to provide the instructional offerings to student. The course offerings and services of each division are listed below:

### **Division of Arts and Sciences**

- Agriculture
- Anthropology
- Athletic Training
- Art
- Biology
- Chemistry
- Communications
- Geography
- Geology
- Government
- History
- Music
- Philosophy
- Physical Education
- Physics
- Psychology
- Physics
- Sociology
- Theatre

### **Division of Business and Technology**

- Accounting
- ACT Academy
- Automotive
- Business
- Computer Assisted Drafting
- Computer Information Systems
- Construction Technology
- Cosmetology
- Design Communication
- Economics

- Emergency Medical Technician
- Health Care
- Medical Terminology
- Nursing
- Office Technology/Administrative Assistant
- Pharmacology
- Welding
- Woodworking

### **Division of Extended Learning**

- Continuing Education Courses
- Commercial Driving Instruction
- Contract Training
- Distance Education
- Driver Education
- Facility Usage
- Event Scheduling
- National Assessment Institute

### **Division of Mathematics, Education, English, and Transitional Studies**

- Adult Basic Education
- Early Childhood Education
- Education
- Educational Assistant
- English
- English as a Second Language
- GED Testing
- Learning Laboratory
- Spanish
- Testing Center
- Transitional Studies
- Tutorial Program

### **Division of Public Safety and Community Service**

- Correction Academy
- Criminal Justice
- Fire Academy
- Fire Science Technology
- Law Enforcement Academy
- Legal Assistant/Paralegal
- Radiological Control and Waste Handling



## ASSOCIATE DEGREES

### Associate in Science (AS) Degree University Parallel, Transfer Program

The Associate in Science degree is sometimes referred to as a “university parallel” or “transfer” degree. The general education requirements, when completed at NMJC, generally meet the lower division general education requirements of all public baccalaureate colleges and universities in the state of New Mexico. Students, after consulting with advisors, will need to select courses suitable to their educational needs, (i.e., career goal, major, learning style, transfer goals). Students should review the section of the NMJC catalog titled “Credit Transfer Information” before making degree plans.

**Within the AS degree, the college offers different areas of emphasis:\***

<b>Agriculture</b>	<b>Athletic Training</b>
<b>Biology</b>	<b>Chemistry</b>
<b>Computer Science</b>	<b>Mathematics</b>
<b>Pre-Physical Therapy</b>	<b>Pre-Chiropractic</b>
<b>Pre-Dental</b>	<b>Pre-Engineering</b>
<b>Pre-Medical</b>	<b>Pre-Pharmacy</b>
<b>Physics</b>	<b>Pre-Veterinarian</b>

#### General Education Requirements..... (44-47 hrs.)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.) .....	0-3 hrs.
EN 113, Composition and Rhetoric .....	3 hrs.
EN 123, Composition and Literature.....	3 hrs.
English Elective (200 level).....	3 hrs.
Social Science Electives (AN, HI, GO, GG, SO, EC, or PI) .....	9 hrs.
Laboratory Science Electives (BI, CH, PH, GE) .....	12 hrs.
Behavioral Science Elective (PS or SO).....	3 hrs.
Humanities Electives (AR, MU, PI, SP, DR, EN, SE) ..	3 hrs.
Mathematics Electives (MA Prefix) .....	6 hrs.
PY 111H, Fitness for Life .....	1 hr.
Physical Education Activity Elective (all but Fitness for Life II).....	1 hr.

**\*Area of emphasis electives ..... 17-20 hrs.**

**Total hrs. required for the AS Degree: .....64 hrs.**

### Associate in Arts (AA) Degree University Parallel, Transfer Program

The Associate in Arts degree is sometimes referred to as a “university parallel” or “transfer” degree. The general education requirements, when completed at NMJC, generally meet the lower division general education requirements of all public baccalaureate colleges and universities in the state of New Mexico. Students, after consulting with advisors, will need to select courses suitable to their educational needs, (i.e., career goal, major, learning style, transfer goals). Students should review the section of the NMJC catalog titled “Credit Transfer Information” before making degree plans.

**Within the AA degree, the college offers different areas of emphasis:\***

<b>Accounting</b>	<b>Anthropology</b>
<b>Art</b>	<b>Athletic Training</b>
<b>Business Administration</b>	
<b>Communication</b>	<b>Criminal Justice</b>
<b>Drama</b>	<b>Economics</b>
<b>Early Childhood</b>	<b>Elementary Education</b>
<b>Education</b>	<b>Secondary Education</b>
<b>English</b>	<b>Geography</b>
<b>Government</b>	<b>History</b>
<b>Management</b>	<b>Marketing</b>
<b>Music</b>	<b>Philosophy</b>
<b>Physical Education</b>	<b>Pre-Law</b>
<b>Psychology</b>	<b>Sociology</b>
<b>Spanish</b>	<b>Theatre</b>

#### General Education Requirements ..... (43-46 hrs.)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.) .....	0-3 hrs.
EN 113, Composition and Rhetoric .....	3 hrs.
EN 123, Composition and Literature .....	3 hrs.
English Elective (200 level) .....	3 hrs.
Social Science Electives (AN, HI, GO, GG, SO, EC, PI) ..	9 hrs.
Laboratory Science Electives (BI, CH, PH, GE) .....	8 hrs.
Behavioral Science Elective (PS or SO) .....	3 hrs.
Humanities Electives (AR, MU, PI, SP, DR, EN, SE).....	6 hrs.
Mathematics Elective (MA Prefix) .....	3 hrs.
Communications Elective (EN or SE) .....	3 hrs.
PY 111H, Fitness for Life .....	1 hr.
Physical Education Activity Elective (all but Fitness for Life II) .....	1 hr.

**\*Area of emphasis electives .....18-21 hrs.**

**Total hrs. required for AA degree: ..... 64 hrs.**

## Associate In Arts (AA) Early Childhood Education

NOTE: Early Childhood Education is appropriate for those students planning to work with children from birth through eight-years-old. In order to meet New Mexico state competencies, the Associate in Arts degree for Early Childhood Education has specific course requirements. Sixty-four to sixty-seven (64-67) semester hours are needed. A minimum of twelve (12) semester hours must be earned at NMJC, with a minimum grade point average of 2.0 on all work completed. However, many four-year institutions in New Mexico require a 2.5 to 2.7 grade point average in order to transfer. Upon satisfactory completion of the Early Childhood Education core (26 hours), plus Composition and Rhetoric (EN113 – 3 hrs.), and Early Childhood Growth and Development (EG 213G – 3 hrs.) the student will be awarded a certificate from the State of New Mexico-Office of Child Development. This certificate, and /or the Associate in Arts degree, will be helpful in meeting the needs of students who plan to teach in Head Start, work as teacher-assistants in K-3<sup>rd</sup> grade classrooms, work in child-care settings, those who plan to transfer to a four-year institution and major in Early Childhood Education, or for Elementary Education students and teacher who want a firm foundation in working with children from birth through eight-years-old. The students should meet with an appropriate advisor in order to ensure the proper order and completion of classes.

### General Education Requirements (38-41 hrs.)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.) .....	0-3 hrs.
EN 113, Composition and Rhetoric .....	3 hrs.
EN 123, Composition and Literature .....	3 hrs.
ED 213G, Early Childhood Growth & Development .....	3 hrs.
SE Prefix .....	3 hrs.
Social Science .....	3 hrs.
Social Science .....	3 hrs.
Social Science .....	3 hrs.
Lab Science .....	4 hrs.
Lab Science .....	4 hrs.
MA Prefix .....	3 hrs.
Humanities .....	3 hrs.
Humanities .....	3 hrs.

### Departmental Requirements (26 hrs.)

ED 112, Professionalism.....	2 hrs.
ED 112A, Practicum I-L .....	2 hrs.
ED 113A, Guiding Young Children.....	3 hrs.
ED 113B, Curriculum Development & Implementation I .....	3 hrs.
ED 123, Family & Community Collaboration.....	3 hrs.
ED 212, Practicum II-L.....	2 hrs.
ED 222, Health, Safety, & Nutrition.....	2 hrs.
ED 213C, Assessment of Children & Evaluation of Programs .....	3 hrs.
ED 223C, Curriculum Development & Implementation II.....	3 hrs.
ED 223D, Introduction to Reading & Literacy Development.....	3 hrs.

**Total: .....64-67 hrs.**

## Associate in Applied Science (AAS) Degree

The AAS degree prepares students for entry-level employment in a given occupation or upgrades employable skills. While not intended for transfer to a baccalaureate degree program, all AAS degrees have limited transferability. Talk with an advisor for specific details regarding transferability.

### Automotive Technology

A total of 64-67 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a “C” or better. Requirements, must be completed with a “C” or better. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

### General Education Requirements (18-21 credit hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.) .....	0-3 hrs.
MA 114B, Technical Mathematics I .....	4 hrs.
EN 113, Composition and Rhetoric.....	3 hrs.
BU223, Business Communications .....	3 hrs.
PS 213B, Human Relations .....	3 hrs.
PH 113, Technical Physics .....	3 hrs.
PY 111H, Fitness for Life .....	1 hr.
Physical Education Activity Elective (all but Fitness for Life II).....	1 hr.

### Departmental Requirements (39 credit hours)

AT 113, Engine Repair.....	3 hrs.
AT 114A, Cooperative Work Experience I.....	4 hrs.
AT 114B, Cooperative Work Experience II.....	4 hrs.
AT 212, Cooperative Work Experience III .....	2 hrs.
AT 123C, Brake Systems .....	3 hrs.
AT 124, Electronics.....	4 hrs.
AT 124A, Engine Performance .....	4 hrs.
AT 213A, Manual Drive Trains and Axles .....	3 hrs.
AT 213B, Heating and Air Conditioning Systems ...	3 hrs.
AT 213C, Automatic Transmissions & Transaxles ..	3 hrs.
AT 223B, Suspension and Steering Systems.....	3 hrs.
AT 223C, Automotive Service Management .....	3 hrs.

### Non-Departmental Requirements (5 credit hours)

WE 114, Introduction to Welding .....	4 hrs.
HM 101, Safety and Hazardous Materials.....	1 hr.

**Elective .....** 2 hrs.

**Total .....** 64-67 hrs.

NOTE: This program incorporates fundamentals important to obtaining employment upon graduation. It may not be suitable if used as a transfer to institutions of higher learning.

## Automotive Technology Ford Motor Company (ASSET) Automotive Student Service Educational Training

A total of 90-93 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

### General Education Requirements (16-19 credit hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
MA 114B, Technical Mathematics I	4 hrs.
EN 103, English Fundamentals for Specialized Programs	3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
PS 213B, Human Relations	3 hrs.
PH 113, Technical Physics	3 hrs.

### Departmental Requirements (73 credit hours)

FM 113, Technology for Technicians	3 hrs.
FM 114, Automotive Fundamentals	4 hrs.
FM 114A, Cooperative Work Experience I	4 hrs.
FM 114B, Cooperative Work Experience II	4 hrs.
FM 114C, Cooperative Work Experience III	4 hrs.
FM 123, Diesel Engine Operations	3 hrs.
FM 124, Electronics I	4 hrs.
FM 124A, Engine Performance I	4 hrs.
FM 124B, Electronics II	4 hrs.
FM 124C, Brake Systems	4 hrs.
FM 211, Noise, Vibration, and Harshness	1 hr.
FM 212, Advanced Drivability Diagnosis	2 hrs.
FM 214, Engine Repair	4 hrs.
FM 214A, Manual Drive Train and Axles	4 hrs.
FM 214B, Heating and Air Conditioning	4 hrs.
FM 214C, Automatic Transmissions and Transaxles	4 hrs.
FM 224, Engine Performance II	4 hrs.
FM 224A, Cooperative Work Experience IV	4 hrs.
FM 224B, Suspension and Steering Systems	4 hrs.
FM 224C, Cooperative Work Experience V	4 hrs.

### Non-Departmental Requirements (1 credit hour)

HM 101, Safety and Hazardous Materials	1 hr.
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**Total** ..... 90-93 hrs.

NOTE: All departmental requirements must be completed with a grade of "C" or better. This program incorporates fundamentals important to obtaining employment upon graduation. It may not be suitable if used as a transfer to institutions of higher learning.

## Automotive Technology General Motors (ASEP) Automotive Service Educational Program

A total of 88-91 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

### General Education Requirements (16-19 credit hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
MA 114B, Technical Mathematics I	4 hrs.
EN 103, English Fundamentals for Specialized Programs	3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
PS 213B, Human Relations	3 hrs.
PH 113, Technical Physics	3 hrs.

### Departmental Requirements (71 credit hours)

GM 113, Technology for Technicians	3 hrs.
GM 114, Automotive Fundamentals	4 hrs.
GM 114A, Cooperative Work Experience I	4 hrs.
GM 114B, Cooperative Work Experience II	4 hrs.
GM 114C, Cooperative Work Experience III	4 hrs.
GM 124, Electronics I	4 hrs.
GM 124A, Engine Performance I	4 hrs.
GM 124B, Electronics II	4 hrs.
GM 124C, Brake Systems	4 hrs.
GM 214, Engine Repair	4 hrs.
GM 214A, Manual Drive Train and Axles	4 hrs.
GM 214B, Heating and Air Conditioning	4 hrs.
GM 214C, Automatic Transmissions and Transaxles	4 hrs.
GM 224, Engine Performance II	4 hrs.
GM 224A, Cooperative Work Experience IV	4 hrs.
GM 224B, Suspension and Steering Systems	4 hrs.
GM 224C, Cooperative Work Experience V	4 hrs.
GM 224D, New Product Issues	4 hrs.

### Non Departmental Requirements (1 credit hour)

HM 101, Safety and Hazardous Materials	1 hr.
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**Total** ..... 88-91 hrs.

NOTE: All departmental requirements must be completed with a grade of "C" or better. This program incorporates fundamentals important to obtaining employment upon graduation. It may not be suitable if used as a transfer to institutions of higher learning.

## Barbering

A total of 64-67 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a "C" or better. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

### General Education Requirements (21-24 credit hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
EN 123, Composition and Literature	3 hrs.
Behavioral Science	3 hrs.
Lab Science	4 hrs.
Math (MA Prefix)	3 hrs.
SE 113, Interpersonal Communication	3 hrs.
PY 111H, Fitness for Life	1 hr.
Physical Education Activity Elective (all but Fitness for Life II)	1 hr.

### Departmental Requirements (43 credit hours)

CO 112, Theory I	2 hrs.
CO 113, Facials	3 hrs.
CO 114, Chemical Rearranging/Perms and Relaxers	4 hrs.
CO 115, Hair Cutting	5 hrs.
CO 122, Theory II	2 hrs.
CO 123, Hairstyling	3 hrs.
CO 132, Sterilization and Sanitation	2 hrs.
CO 142, Shampoo, Rinses and Scalp Treatments	2 hrs.
CO 212, Theory III	2 hrs.
CO 216, Cosmetology Clinical Practice	6 hrs.
CO 222, Hair Coloring/Bleaching	2 hrs.
CO 223, Practical Cosmetology	3 hrs.
CO 232, Salon Business and Retail Sales	2 hrs.
CO 233, Shaving/Crossover	3 hrs.
CO 242, Personal and Community Health	2 hrs.

**Total** ..... 64-67 hrs.

NOTE: This program incorporates fundamentals important to obtaining employment upon graduation. It may not be suitable if used as a transfer to institutions of higher learning.

## Business

A total of 65-68 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a "C" or better.

**Emphasis Areas:** Accounting, Business Information Systems, Executive Assistant/Office Manager, and Management.

### General Education Requirements (18-21 credit hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
EN 123, Composition and Literature	3 hrs.

## Business (Continued)

Behavioral Science	3 hrs.
Lab Science	4 hrs.
Math 113, College Algebra or	3 hrs.
Math 113D Math Analysis I	
PY 111H, Fitness for Life	1 hr.
Physical Education Activity Elective (all but Fitness for Life II)	1 hr.

### Departmental Requirements (29 credit hours)

AC 114, Principles of Accounting I	4 hrs.
AC 124, Principles of Accounting II	4 hrs.
BU 113, Introduction to Business	3 hrs.
BU 223, Business Communications	3 hrs.
EC 213, Principles of Economics (Macro) or	3 hrs.
EC 223, Principles of Economics (Micro)	
CS 123D, Windows Applications I	3 hrs.
CS 213, EXCEL	3 hrs.
SC 113B, Business Calculating Machines	3 hrs.
SC 223D Microsoft Word	3 hrs.

### Emphasis Area (18 hours of required and advisor approved related courses)

#### Accounting

AC 213, Intermediate Accounting I	3 hrs.
AC 223, Intermediate Accounting II	3 hrs.
AC 213A, Microcomputer Accounting I	3 hrs.
AC 223B, Microcomputer Accounting II	3 hrs.
AC 233A, Income Tax I	3 hrs.
Course(s) approved by advisor	3 hrs.

#### Business Information Systems

AC 213A, Microcomputer Accounting I	3 hrs.
AC 223B, Microcomputer Accounting II	3 hrs.
CS 113, Fundamentals of Programming	3 hrs.
CS 223N, Networking	3 hrs.
CS 213E, Microsoft Windows	3 hrs.
Course(s) approved by advisor	3 hrs.

#### Executive Assistant/Office Manager

AC 213A, Microcomputer Accounting I	3 hrs.
SC 113E, Business English	3 hrs.
SC 123, Keyboarding and Document Process II	3 hrs.
SC 133, Records Management	3 hrs.
SC 223B, Office Procedures	3 hrs.
Course(s) approved by advisor	3 hrs.

#### Management

BU 213, Principles of Management	3 hrs.
BU 223C, Small Business Management	3 hrs.
BU 223A, Principles of Marketing	3 hrs.
BS 213, Business Law I	3 hrs.
SE 123 Public Speaking	3 hrs.
Course(s) approved by advisor	3 hrs.

**Total** ..... 65-68 hrs.

NOTE: This program incorporates fundamentals important to obtaining employment upon graduation. It may not be suitable if used as a transfer to institutions of higher learning.

## Computer Information Systems

A total of 64-67 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a "C" or better.

### General Education Requirements (18-21 credit hours)

PS 110, College Orientation (PS113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
Math (MA Prefix)	3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
EN 123, Composition and Literature	3 hrs.
Lab Science	4 hrs.
Behavioral Science	3 hrs.
PY 111H, Fitness for Life	1 hr.
Physical Education Activity Elective (all but Fitness for Life II)	1 hr.

### Non-Departmental Requirements (7 credit hours)

AC 114, Principles of Accounting I	4 hrs.
AC 213A, Microcomputer Accounting I	3 hrs.

### Departmental Requirements (18 credit hours)

CS 113, Fundamentals of Programming	3 hrs.
CS 113C, Internet Access Basics	3 hrs.
CS 123D, Windows Applications I	3 hrs.
CS 213E, Microsoft Windows	3 hrs.
CS 213, EXCEL	3 hrs.
CS 223N, Networking	3 hrs.

### Departmental Electives (Select 5 courses/15 hours)

CS 123A, Microcomputer Applications	3 hrs.
CS 123B, Computer Graphics	3 hrs.
CS 123G, Windows Applications II	3 hrs.
CS 223M, Microcomputer Repair and Upgrade	3 hrs.
CS 223H or DC223G, Desktop Publishing or	
DC 243, Electronic Publishing	3 hrs.
DC 123C, Web Page Design	3 hrs.
DC 223E, Advanced Web Page Design	3 hrs.
DC 223D, Computer Animation & Multimedia Production I	3 hrs.
Approved Courses by department	3 hrs.
Approved Courses by department	3 hrs.

### Departmental Programming Electives - 6 hrs.

(Select 2 of the following programming courses)	
CS 213B, RPG Programming	3 hrs.
CS 213F, C++ Programming	3 hrs.
CS 213C, Visual BASIC Programming	3 hrs.
CS 213D, COBOL Programming	3 hrs.
Approved Courses by department	3 hrs.
Approved Courses by department	3 hrs.

**Total ..... 64-67 hrs.**

NOTE: This program incorporates fundamentals important to obtaining employment upon graduation. It may not be suitable if used as a transfer to institutions of higher learning.

## Construction Technology

Emphasis areas: Carpentry, Electrical, Masonry, Plumbing, and Project Management and Supervision.

A minimum of 64-67 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, including General Education Requirements, must be completed with a "C" or better. The student will choose an emphasis area in addition to the departmental requirements, departmental electives, and general education requirements.

### General Education Requirements (21-25 credit hours)

PS 110, College Orientation (PS113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
Math (MA Prefix)	3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
EN 123A, Technical Report Writing or	
SE 113, Interpersonal Communication	3 hrs.
MA 114, Technical Math I	4 hrs.
Any CS or EG prefix class	3 - 4 hrs.
PY 111H, Fitness for Life	1 hr.
Physical Education Activity Elective (all but Fitness for Life II)	1 hr.
SP 103 Introduction to Spanish or	
SP 113, Beginning Spanish I	3 hrs.

### Departmental Requirements (4 credit hours)

CT 111, Tools for Success	1 hr.
CT 111F, Field Safety	1 hr.
CT 112, Orientation to Construction & Engineering Technology	2 hrs.

### Departmental Electives (11-13 credits)

CT 113, Building Materials	3 hrs.
CT 123, Blueprint Reading for Construction	3 hrs.
CT 133, Site Layout	3 hrs.
CT 141-7, Fieldwork for Construction	1 - 7 hrs.

## EMPHASIS AREAS

### Carpentry (26 credits)

CT 114C, Carpentry I	4 hrs.
CT 124C, Carpentry II	4 hrs.
CT 135C, Carpentry III	5 hrs.
CT 144C, Carpentry IV	4 hrs.
CT 153C, International Residential Code I	3 hrs.
CT 163C, International Residential Code II	3 hrs.
CT 173C, Principles of Construction	3 hrs.

### Electrical (26 credits)

CT 113E, Electrical I	3 hrs.
CT 114E, Electrical II	4 hrs.
CT 124E, Electrical III	4 hrs.
CT 134E, Electrical IV	4 hrs.
CT 144E, National Electrical Code I	4 hrs.
CT 154E, National Electrical Code II	4 hrs.
CT 173C, Principles of Construction	3 hrs.

## Construction Technology (Continued)

### Masonry (26 credits)

CT 113M. Masonry I.....	3 hrs.
CT 114M. Masonry II.....	3 hrs.
CT 124M. Masonry III.....	4 hrs.
CT 153C. International Residential Code I (IRC1).....	3 hrs.
CT 163C. International Residential Code II (IRC2).....	3 hrs.
CT 112M. Concrete Finishing I.....	2 hrs.
CT 134M. Concrete Finishing II.....	4 hrs.

### Plumbing (27-28 credits)

#### Required Plumbing (20 credits)

CT 114P. Plumbing I	
CT 124P. Plumbing II	
CT 134P. Plumbing III	
CT 144P. Plumbing IV	
CT 154P. International Plumbing Codes	

#### Plumbing Electives (7-8 credits)

CT 164P. Sprinkler Systems I.....	4 hrs.
CT 174P. Sprinkler Systems II.....	4 hrs.
CT 184P. Principles & Concepts for HVAC.....	4 hrs.
CT 113P. Pipe Layer.....	4 hrs.

#### Project Management & Supervision (27 credits)

CT ____, Course approved by advisor.....	3 hrs.
CT 111S. Safety Technology.....	1 hr.
CT 112S. Project Supervision.....	2 hrs.
CT 122S. Project Management.....	2 hrs.
CT 134S. Construction Technology I.....	3 hrs.
CT 144E. National Electrical Code (NEC) I.....	3 hrs.
CT 144S. Construction Technology II.....	3 hrs.
CT 153C. International Residential Code I.....	3 hrs.
CT 154P. International Plumbing Codes.....	4 hrs.

**Total .....64-67 hrs.**

NOTE: This program incorporates fundamentals important to obtaining employment upon graduation. It may not be suitable if used as a transfer to institutions of higher learning.

## Cosmetology

A total of 64-67 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a "C" or better. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

### General Education Requirements (21-23 credit hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.).....	0-3 hrs.
EN 113, Composition and Rhetoric.....	3 hrs.
EN 123, Composition and Literature.....	3 hrs.
Behavioral Science.....	3 hrs.
Lab Science.....	4 hrs.
Math (MA Prefix).....	3 hrs.
SE 113, Interpersonal Communication.....	3 hrs.
PY 111H, Fitness for Life.....	1 hr.
Physical Education Activity Elective (all but Fitness for Life II).....	1 hr.

### Departmental Requirements (43 credit hours)

CO 112, Theory I.....	2 hrs.
CO 113, Facials.....	3 hrs.
CO 114, Chemical Rearranging/Perms and Relaxers.....	4 hrs.
CO 115, Hair Cutting.....	5 hrs.
CO 122, Theory II.....	2 hrs.
CO 123, Hairstyling.....	3 hrs.
CO 132, Sterilization and Sanitation.....	2 hrs.
CO 142, Shampoo, Rinses and Scalp Treatments.....	2 hrs.
CO 212, Theory III.....	2 hrs.
CO 213, Manicuring/Pedicuring.....	3 hrs.
CO 216, Cosmetology Clinical Practice.....	6 hrs.
CO 222, Hair Coloring/Bleaching.....	2 hrs.
CO 223, Practical Cosmetology.....	3 hrs.
CO 232, Salon Business and Retail Sales.....	2 hrs.
CO 242, Personal and Community Health.....	2 hrs.

**Total .....64-67 hrs.**

NOTE: This program incorporates fundamentals important to obtaining employment upon graduation. It may not be suitable if used as a transfer to institutions of higher learning.

## Criminal Justice

Requirements: A total of 65-68 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a "C" or better. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

### General Education Requirements (20-23 credit hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
EN 123, Composition and Literature	3 hrs.
Behavioral Science	6 hrs.
Communications (Any SE Prefix)	3 hrs.
Math (Any MA Prefix)	3 hrs.
Physical Fitness	2 hrs.
PY 112, Physical Training & Wellness for Law Enforcement Officers or PY 111X, Physical Training & Wellness for Corrections Officers and 1 Activity Class and PY Activity Course or PY 111H, Fitness for Life and 1 Activity Class and PY Activity Course	

### Departmental Requirements (15 credit hours)

CJ 113 or LA 113, Intro to Criminal Justice	3 hrs.
CJ 113B or LA 113B, Criminal Law	3 hrs.
CJ 113E, Introduction to Judicial Process	3 hrs.
CJ 113J of CA 113, Introduction to Corrections	3 hrs.
CJ 213E, Issues in the Ethics of Law and CJ	3 hrs.

### Departmental Electives – 30 credit hours of courses below (12 hours of RW or HM courses can be used as departmental electives. (30 credit hours)

LS 123C, Family Law	3 hrs.
LS 223B, Torts/Negligence	3 hrs.
SO 223A, Criminology	3 hrs.
CJ/LA.CA/RW/HM	3 hrs.
CJ/LA.CA/RW/HM	3 hrs.
CJ/LA.CA/RW/HM	3 hrs.
CJ/LA.CA/RW/HM	3 hrs.
CJ/LA.CA	3 hrs.
CJ/LA.CA	3 hrs.
CJ/LA.CA	3 hrs.
CJ/LA.CA	3 hrs.
CJ/LA.CA	3 hrs.
CJ/LA.CA	3 hrs.

**Total ..... 65-68 hrs.**

NOTE: This program incorporates fundamentals important to obtaining employment upon graduation. It may not be suitable if used as a transfer to institutions of higher learning.

## Design Communication

### Option: Animation

A minimum of 66-69 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a "C" or better.

### General Education Requirements: (18-21 credit hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
EN 123A, Report Writing for Technicians	3 hrs.
Behavioral Science	3 hrs.
Lab Science	4 hrs.
Math (MA Prefix)	3 hrs.
PY 111H, Fitness for Life	1 hr.
Physical Education Activity Elective (all but Fitness for Life II)	1 hr.

### Non-departmental Requirements: (22 credit hours)

CS 123D, Windows Applications I <b>or</b> CS 123A, Microcomputer Applications	3 hrs.
CS 113C, Internet Access Basics	3 hrs.
CS 113, Fundamentals of Programming	3 hrs.
AR 113, Art Appreciation	3 hrs.
AR 213, Two-Dimensional Design	3 hrs.
AR 113A, Drawing I	3 hrs.
EG 214C, Three-D Studio Viz Animation	4 hrs.

### Departmental Requirements: (26 credit hours)

DC 212, Conceptual Development Forum	2 hrs.
DC 223D, Computer Animation/Multimedia Production I	3 hrs.
DC 233D, Computer Animation/Multimedia Production II	3 hrs.
DC 123A, Computer Graphics	3 hrs.
DC 224, Graphics & Illustration	4 hrs.
DC 224A, Digital Imaging & Editing	4 hrs.
DC 113B, Illustration I: Material & Techniques	3 hrs.
DC 244, Three-D Graphics Animation	4 hrs.

**Total ..... 66-69 hrs.**

NOTE: This program incorporates fundamentals important to obtaining employment upon graduation. It may not be suitable if used as a transfer to institutions of higher learning.

## Design Communication

### Option: Computer Assisted Drafting

Requirements: A minimum of 64-68 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a "C" or better.

#### General Education Requirements (21-25 credit hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
MA 113A, Intermediate Algebra	3 hrs.
MA 123, Plane Trigonometry or MA 114B, Technical Mathematics I	(3-4 hrs.)
EN 113, Composition and Rhetoric	3 hrs.
EN 123A, Report Writing for Technicians or BU 223, Business Communications	3 hrs.
Behavioral Science	3 hrs.
Lab Science	4 hrs.
PY 111H Fitness for Life I	1 hr.
Physical Education Activity Elective (all but Fitness for Life II)	1 hr.

#### Departmental Requirements (29 credit hours)

EG 111B, AutoCAD Certification Preparation	1 hr.
EG 121B, Drafters Certification Preparation	1 hr.
EG 123D, Civil Drafting Technology	3 hrs.
EG 124C, Principles of Drafting II	4 hrs.
EG 114A, Principles of Drafting	4 hrs.
EG 114, Introduction to Computer Assisted Drafting	4 hrs.
EG 214B, Intermediate Computer Assisted Drafting	4 hrs.
EG 224A, Advanced Computer Assisted Drafting	4 hrs.
EG 234, Customizing Computer Assisted Drafting	4 hrs.

#### Departmental Electives (8 credit hours)

Any EG Prefix Courses	8 hrs.
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#### Non-Departmental Requirements (6 credit hours)

CS 123D, Windows Applications I	3 hrs.
SE 113, Interpersonal Communication	3 hrs.

**Total ..... 64-68 hrs.**

NOTE: If required course is not offered for the designated semester, or class is closed, then courses may be substituted from the elective list with the consent of the instructor or department chair, and dean. This program incorporates fundamentals important to obtaining employment upon graduation. It may not be suitable if used as a transfer to institutions of higher learning.

## Design Communication

### Option: Computer Graphic Design

Requirements: A minimum of 64-67 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a "C" or better.

#### General Education Requirements (18-21 credit hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
Math (MA Prefix)	3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
EN 123A, Report Writing for Technicians	3 hrs.
Behavioral Science	3 hrs.
Lab Science	4 hrs.
PY 111H, Fitness for Life I	1 hr.
Physical Education Activity Elective (all but Fitness for Life II)	1 hr.

#### Non-Departmental Requirements (9 credit hours)

CS 123D, Windows Applications I or CS 123A, Microcomputer Applications	3 hrs.
AR 113, Art Appreciation	3 hrs.
AR 213, Two Dimensional Design	3 hrs.

#### Departmental Requirements (37 credit hours)

Required:	
DC 212, Conceptual Development Forum	2 hrs.

Plus 35 credit hours, from the list below:

DC 113B, Illustration I: Materials & Techniques	3 hrs.
DC 113D, Print Technology	3 hrs.
DC 223P, Production Techniques	3 hrs.
DC 123A, Computer Graphics	3 hrs.
DC 123B, Electronic Prepress	3 hrs.
DC 123W, Illustration II: Concepts & Design	3 hrs.
DC 223G, Desktop Publishing	3 hrs.
DC 224, Graphics & Illustration	4 hrs.
DC 224A, Digital Imaging & Editing	4 hrs.
DC 243, Electronic Publishing	3 hrs.
DC 214, Graphic Design	4 hrs.
DC 213B, Illustration III: Advanced Techniques	3 hrs.
DC 243A, Computer Graphic Design Coop Work Experience I	3 hrs.
DC 223W, Advertising Layout and Design	3 hrs.
DC 123D, Book Illustration	3 hrs.
Electives AR or EG Prefix	1-6 hrs.

**Total ..... 64-67 hours**

NOTE: This program incorporates fundamentals important to obtaining employment upon graduation. It may not be suitable if used as a transfer to institutions of higher learning.



## Design Communication

### Option: Web Page Design

Requirements: A minimum of 65-68 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a "C" or better.

#### General Education Requirements (18-21 credit hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
Math (MA Prefix)	3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
EN 123, Composition and Literature	3 hrs.
Behavioral Science	3 hrs.
Lab Science	4 hrs.
PY 111H, Fitness for Life I	1 hr.
Physical Education Activity Elective (all but Fitness for Life II)	1 hr.

#### Non-Departmental Requirements (15 credit hours)

CS 113C, Internet Access Basics	3 hrs.
CS 113, Fundamentals of Programming	3 hrs.
CS 123D, Windows Applications I or CS 123A, Microcomputer Applications	3 hrs.
AR 113, Art Appreciation	3 hrs.
AR 213, Two-Dimensional Design	3 hrs.

#### Departmental Requirements (32 credit hours)

DC 123A, Computer Graphics	3 hrs.
DC 123C, Web Page Design	3 hrs.
DC 212, Conceptual Development Forum	2 hrs.
DC 214, Graphic Design	4 hrs.
DC 223D, Computer Animation & Multimedia Production I	3 hrs.
DC 233D, Computer Animation & Multimedia Production II	3 hrs.
DC 223E, Advanced Web Page Design	3 hrs.
DC 224, Graphics & Illustration	4 hrs.
DC 224A, Digital Imaging & Editing	4 hrs.
DC 123H, HTML/Java Script	3 hrs.

**Total..... 65-68 hours**

NOTE: This program incorporates fundamentals important to obtaining employment upon graduation. It may not be suitable if used as a transfer to institutions of higher learning.

## Fire Science

Requirements: A total of 64-67 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a C or better. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

#### General Education Requirements (21-24 hrs.)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
English (Any EN Prefix)	3 hrs.
Behavioral Science	3 hrs.
Communication (Any SE Prefix)	3 hrs.
CH 114, Current Concepts of Chemistry	4 hrs.
PY 111H, Fitness for Life I <u>and</u> PY Activity or PY 122, Physical Training and Wellness for Fire Officers	2 hrs.
Math (Any MA Prefix)	3 hrs.

#### Departmental Requirements (9 hrs.)

FS 113 or FA 113W, Intro to Fire Science	3 hrs.
FS 123A or FA 123A, Related Fire Codes and Ordinances	3 hrs.
FS 223 or FA 223, Hazardous Materials	3 hrs.

#### Departmental Electives (24 hrs.)

FS, FA, and/or EM Electives and may also include up to 6 hrs. of HM courses	24 hrs.
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#### Free Electives (10 hrs.)

**Total ..... 64-67 hrs.**

NOTE: This program incorporates fundamentals important to obtaining employment upon graduation. It may not be suitable if used as a transfer to institutions of higher learning.

## Legal Assistant/Paralegal

A total of 65-68 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a "C" or better.

### General Education Requirements (21-24 credit hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
EN 123, Composition and Literature	3 hrs.
Communication (SE Prefix)	3 hrs.
Behavioral Science	3 hrs.
Math (MA Prefix)	3 hrs.
Lab Science	4 hrs.
PY 111H, Fitness for Life	1 hr.
Physical Education Activity Elective (all but Fitness for Life II)	1 hr.

### Departmental Requirements (26 credit hours)

LS 112, Legal Ethics	2 hrs.
LS 113, Introduction to the Justice System	3 hrs.
LS 113A, Introduction to Legal Research and Writing	3 hrs.
LS 113C, Introduction to Paralegal Studies	3 hrs.
LS 213, Law Office Operations and Management	3 hrs.
LS 213A, Civil Procedure	3 hrs.
LS 213B, Practicum/Internship	3 hrs.
LS 223A, Trial Preparation and Procedures	3 hrs.
Six hours from the 15 hours listed below:	
CJ 113B, Criminal Law	3 hrs.
LS 123, Contracts	3 hrs.
LS123A, Torts	3 hrs.
LS 123B, Property	3 hrs.
LS 233, Advanced Research Techniques	3 hrs.

### Legal Specialty Electives (Select 9 credit hours)

Classes from the following prefixes can be used to satisfy the legal specialty requirements: Any LS or CJ course prefix.

AC 114, Principles of Accounting I	4 hrs.
BS 213, Business Law I	3 hrs.
BS 223, Business Law II	3 hrs.
LS 123C Family Law	3 hrs.
LS 233, Advanced Research Techniques	3 hrs.
LS 223D, Bankruptcy Law	3 hrs.
LS 223F, Environmental Law	3 hrs.
LS 223E Oil and Gas Law	3 hrs.
LS 231A-234A, Special Topics in Paralegalism	1-4 hrs.
SC 123B, Introduction to Accounting	3 hrs.

### Specialized Requirements (6 credit hours)

SC 113E, Business English or BU 223, Business Communications	3 hrs.
SC 223D, Microsoft Word or CS 123d, Windows Applications	3 hrs.

**Total ..... 65-68 hrs.**

NOTE: This program incorporates fundamentals important to obtain employment upon graduation. It may not be suitable if used as a transfer to institutions of higher learning.

## Legal Secretary

A total of 64-70 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements must be completed with a "C" or better.

### General Education Requirements (20-23 credit hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
EN 123, Composition and Literature	3 hrs.
GO 213, American Government	3 hrs.
Communication (SE Prefix)	3 hrs.
Math (Any MA Prefix)	3 hrs.
PS 213B, Human Relations	3 hrs.
PY 111H, Fitness for Life	1 hr.
Physical Education Activity Elective (all but Fitness for Life II)	1 hr.

### Departmental Requirements (26-27 credit hours)

SC 113E, Business English	3 hrs.
SC 112A, Professional Development	2 hrs.
SC 113D, Legal Secretary I	3 hrs.
SC 123, Keyboarding & Document Processing II	3 hrs.
SC 123B, Introduction to Accounting or AC 114, Principles of Accounting I	3-4 hrs.
SC 213B, Legal Secretary II	3 hrs.
SC 223, Business Communications	3 hrs.
SC 223B, Office Procedures	3 hrs.
SC 223D, Microsoft Word	3 hrs.
SC 223H, Legal Word Processing	3 hrs.

### Non-Departmental Requirements (12 credit hours)

BU 223, Business Communications	3 hrs.
CS 123A, Microcomputer Applications	3 hrs.
CS 123D, Windows Applications I	3 hrs.
CS 213, EXCEL	3 hrs.

### Specialized Requirements – (5 credit hours)

LS 112, Legal Ethics	2 hrs.
LS 213, Law Office Operations and Mgt.	3 hrs.

### Elective ..... 1-3 hrs.

Approved Related Electives – 1-3 credit hours – Student may choose from AC,BU,BS,CS,DC,LS (Prefix)

**Total ..... 64-70 hrs.**

NOTE: This program incorporates fundamentals important to obtaining employment upon graduation. It may not be suitable if used as a transfer to institutions of higher learning.

## Nursing (ADN)

A total of 71-74 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

### Prerequisites: General Education and Supporting

#### Courses ..... 22-25 hrs.

PS 110, College Orientation (PS113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
BI 214A, Human Anatomy and Physiology I*	4 hrs.
BI 224A, Human Anatomy and Physiology II*	4 hrs.
EN 113, Composition and Rhetoric	3 hrs.
HC 112, Introduction to Health Care*	2 hrs.
HC 113, Skills for the Health Care Provider*	3 hrs.
SE 113, Interpersonal Communications	3 hrs.
TS 111, Nursing Calculations	1 hr.
TS 112, Basic Math for Nurses	2 hrs.
NU 116, Introduction to Nursing	6 hrs.
NU 127, Nursing in Health Deviations I	7 hrs.
NU 214, Practical Nursing	4 hrs.
PC 122, Pharmacology	2 hrs.
PS 113, Introduction to Psychology	3 hrs.
PS 223B, Human Growth and Development for Allied Health	3 hrs.

#### Core General Education/ Supporting Courses ..... 6 hrs.

HE 112, Nutrition and Wellness	2 hrs.
PS 223B, Human Growth and Development For Allied Health	3 hrs.
PY 111H, Fitness for Life ( or ay PY)	1 hr.

#### Core Nursing Course Requirements ..... hrs.

##### First Semester – Level I

NU 119, Fundamentals of Nursing and Medical-Surgical Nursing Practice*	9 hrs.
PC 112, Pharmacology	2 hrs.

##### Second Semester – Level I

NU 122, Maternal Newborn Nursing*	2 hrs.
NU 132, Pediatric Nursing*	2 hrs.
NU 142, Mental Health Nursing*	2 hrs.
NU 152, Fundamental of Medical- Surgical Nursing Practice II*	2 hrs.

PC 121, Pharmacology II	1 hr.
NU 204**, LPN to AND Transition (Required For LPN entering Level II)	4 hrs.**

##### Third Semester – Level II

NU 211, Care for the Client with Complex Health Care Needs*	11 hrs.
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##### Fourth Semester – Level II

NU 222, Community Nursing*	2 hrs.
NU 225, RN Role-Leadership*	5 hrs.
NU 223L, Preceptor Practicum*	3 hrs.
NU 232, NCLEX Prep	2 hrs.

\* Course has a laboratory or clinical component

\*\* Course required for LPN applying for admission to Level II-ADN Program (credit hours do not apply to degree plan.)

**Total ..... 71-74 hrs.**

## Nursing (Career Mobility)

NOTE: Completion of the prerequisites may require one year or longer. (Course of study may vary at other institutions; see “Credit Transfer Information” in catalog.) Required prerequisites for admission to program: PS 113, Introduction to Psychology - 3 hrs. BI 214A and BI 224A Anatomy and Physiology I and II – 8 hrs. Total 11 hrs.

### Freshman

#### Fall Semester:

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
NU 116, Introduction to Nursing	6 hrs.
PS 223B, Human Growth and Development for Allied Health	3 hrs.
TS 111, Nursing Calculations	1 hr.
<b>Total</b>	<b>13-16 hrs.</b>

#### Spring Semester:

HE 113, Introduction to Nutrition	3 hrs.
NU 127, Nursing in Health Deviations I	7 hrs.
PC 122, Pharmacology	2 hrs.
<b>Total</b>	<b>12 hrs.</b>

#### Summer Session I:

NU 214, Practical Nursing	4 hrs.
<b>Total</b>	<b>4 hrs.</b>

**Total College Hours for Practical Nurse ..... 40 hrs.**

#### Summer Session II:

Before entering the sophomore year all students must complete the following courses:

*EN 123, Composition and Literature	3 hrs.
*BI 224, Microbiology	4 hrs.

**Total ..... 7 hrs.**

The following classes are required for LPN’s, transfers, or readmission students before entering Sophomore level:

PS 110, Orientation, or PS 113A Freshman Seminar	3 hrs.
BI 224A, Human Anatomy and Physiology II	4 hrs.
BI 224, Microbiology	4 hrs.
HE 113, Introduction to Nutrition	3 hr.
NU 201, Nursing Articulation	1 hr.
PS 223B, Human Growth and Development for Allied Health	3 hrs.

\*LPN’s, transfers, or readmission students must complete EN 123, Composition and Literature and BI 224, Microbiology prior to entering the sophomore year. The sophomore schedule does not allow time for general education coursework.

\*Required for students working toward an associate degree.

### Sophomore

#### Fall Semester:

NU 211, Nursing Law & Ethics	1 hr.
NU 219, Nursing in Health Deviations II	9 hrs.
PC 213, Pharmacology	3 hrs.
<b>Total</b>	<b>13 hrs.</b>

#### Spring Semester:

NU 250, Nursing in Multiple Health Deviations....	10 hrs.
Elective.....	2 hrs.
NU 222, Nursing Seminar	2 hrs.
<b>Total</b>	<b>14 hrs.</b>

**Total ..... 70-73 hrs.**

Two years are required for completion of the nursing program after all prerequisite coursework has been completed and the student is admitted into the nursing program.

## Paraprofessional Education

A total of 64–67 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a “C” or better. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

### General Education Requirements (24-27 credit hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
Computer Science (Any CS Prefix)	3 hrs.
Communications (Any SE Prefix)	3 hrs.
Lab Science (Any BI, CH, GE or PH Prefix)	4 hrs.
Math (Any MA Prefix)	3 hrs.
Sociology (Any SO Prefix)	3 hrs.
PS 213, Child Psychology or	
PS 223, Adolescent Psychology	3 hrs.
PY 111H, Fitness for Life	1 hr.
Physical Education Activity Elective (all but Fitness for Life II)	1 hr.

### Departmental Requirements (40 credit hours)

EA 111, Intro. to Paraprofessional Education	1 hr.
ED 213, Foundations of Education	3 hrs.
Any Combination of EA or ED courses	36 hrs.

### Non-Departmental Requirements (0-12 credit hours)

Any combination of AN, AR, BI, CH, SE, CS, DC, EC, EN, GG, GE, GO, HI, MA, MU, PI, PS, SO, SP, or DR courses	0-12 hrs.
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**Total** ..... **64-67 hrs.**

NOTE: This program incorporates fundamentals important to obtaining employment upon graduation. It may not be suitable if used as a transfer to institutions of higher learning.

## Radiological Control and Waste Handling Technician

A total of 64 - 67 credit hours with as least 12 hours earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a "C" or better. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

### General Education Requirements (23-26 credit hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
EN 113, Composition & Rhetoric	3 hrs.
EN 123A, Report Writing for Technicians	3 hrs.
BU 223, Business Communication	3 hrs.
MA 114B, Technical Mathematics I	4 hrs.
Math ( MA prefix)	6 hrs.
Lab Science (any BI, PH, CH, GE prefix)	4 hrs.

### Non-Departmental Requirements (9 credit hours)

Classes from the following prefixes can be used to satisfy the Radiological Control and Waste Handling requirement: SE, EC, EN, GG, GO, HI, PI, SO, PS, DR, MU, AR and/or SP	9 hrs.
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### Departmental Requirements (32 credit hours)

RW 113, Introduction to Radiological Control & Waste Handling	3 hrs.
RW 123, Fundamentals of Radiation Control	3 hrs.
RW 133, Standards & Theory of Radiological Control	3 hrs.
RW 213, Radiological Control Systems	3 hrs.
RW 214, Radiological Monitoring & Protection	4 hrs.
RW 223, Radiological Transportation & Emergencies	3 hrs.
RW 224, Radiological Instrumentation	4 hrs.
HM 223, Environmental Health & Safety (OSHA)Technology	3 hrs.
HM 233, Environmental Law	3 hrs.
HM 233B, Transportation of Hazardous Materials	3 hrs.

**Total**.....**64-67 hrs.**

NOTE: This program incorporates fundamentals important to obtaining employment upon graduation. It may not be suitable if used as a transfer to institutions of higher learning.

## Substance Abuse Counselor

(Only available at GEO Correctional Facility)

A total of 64 credit hours with at least 12 hours earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a "C" or better. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

### General Education Requirements (21 credit hours)

Computer Science (Any CS Prefix course).....	3 hrs.
EN 113, Composition and Rhetoric .....	3 hrs.
Humanities (Any AR, DR, EN, MU, PI, SE, SP) ...	3 hrs.
Math (Any MA Prefix course) .....	3 hrs.
PS 113, Introduction to Psychology .....	3 hrs.
Any AN, EC, GG, GO, HI, PS, SO Prefix .....	3 hrs.
SE 113, Interpersonal Communication .....	3 hrs.

### Departmental Requirements (43 credit hours)

PS 113E, Ethics for Substance Abuse Counselors....	3 hrs.
PS 113H, Introduction to Human Services .....	3 hrs.
PS 113T, Basic Counseling Techniques .....	3 hrs.
PS 123A, Abnormal Psychology .....	3 hrs.
PS 213E, Alcohol and Substance Abuse Evaluation and Assessment.....	3 hrs.
PS 213G, Group Process.....	3 hrs.
PS 213I, Crisis Intervention.....	3 hrs.
PS 213P, Theories of Personality and Counseling Applications .....	3 hrs.
PS 213T, Advanced Counseling Techniques.....	3 hrs.
PS 223F, Family Systems Theory and Counseling Applications .....	3 hrs.
PS 223R, Alcohol and Substance Abuse Treatment and Referral .....	3 hrs.
PS 243P, Practicum for Substance Abuse Counselors .....	3 hrs.
SO 113A, Sociology of Alcohol and Substance Abuse .....	3 hrs.
SO 123A, Effects of Alcohol and Substance Abuse .....	3 hrs.
SO 213D, Deviant Behavior .....	3 hrs.

**Total.....64 hrs.**

NOTE: This program incorporates fundamentals important to obtaining employment upon graduation. It may not be suitable if used as a transfer to institutions of higher learning.

## Welding

A total of 64-67 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a "C" or better. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

### General Education Requirements (18-21 hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.) .....	0-3 hrs.
MA 114B, Technical Mathematics I .....	4 hrs.
EN 113, Composition and Rhetoric.....	3 hrs.
EN 123A, Report Writing for Technicians.....	3 hrs.
Lab Science .....	4 hrs.
Behavioral Science .....	3 hrs.
PY 111H, Fitness for Life .....	1 hr.

### Departmental Requirements (44 hours)

WE 112B, Blueprint /Shop Equipment Identification .....	2 hrs.
WE 113D, Destructive Testing.....	3 hrs.
WE 113M, Basic Metallurgy and Welding .....	3 hrs.
WE 114, Introduction to Welding .....	4 hrs.
WE 123S, Estimating, Safety and Symbols .....	3 hrs.
WE 124, Advanced Welding (Structural).....	4 hrs.
WE 214, Inert Gas Welding .....	4 hrs.
WE 223N, Non-Destructive Testing .....	3 hrs.
WE 223P, Pipe Welding (1G-6G).....	3 hrs.
WE 224Q, Advanced Theory and Applications .....	4 hrs.
WE 243C, Industrial Codes and Standards .....	3 hrs.
EG 114, Introduction to Computer Assisted Drafting .....	4 hrs.
EG 124B, Computer Assisted Drafting for Engineering or	
WE 244, Welding Co-operative Work Experience ..	4 hrs.

**Electives ..... 2 hrs.**

**Total ..... 64-67 hrs.**

NOTE: This program incorporates fundamentals important to obtaining employment upon graduation. It may not be suitable if used as a transfer to institutions of higher learning.

## Certificates

In addition to associate degree programs, specially designed courses and sequences leading to the awarding of certificates have been designed in cooperation with business, commerce, and local government. These certificates provide opportunity and rewards for persons seeking to improve skills in their occupational fields. Courses in certificate sequences are applicable to appropriate associate degree programs.

**NOTE: All Certificates incorporate fundamentals important to obtain employment upon graduation. They may not be suitable if used as a transfer to institutions of higher learning.**

## Certificate Accounting

Requirements: A total of 35-38 credit hours from the following required courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of "C" in each course.

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
AC 114, Principles of Accounting I	4 hrs.
AC 124, Principles of Accounting II	4 hrs.
AC 213A, Microcomputer Accounting I	3 hrs.
AC 223B, Microcomputer Accounting II	3 hrs.
AC 233A, Income Tax I	3 hrs.
BU 223, Business Communications	3 hrs.
CS 123A, Microcomputer Applications or CS 123D, Windows Applications I	3 hrs.
CS 213, EXCEL	3 hrs.
EC 213, Principles of Economics (Macro)	3 hrs.
SC 113B, Business Calculating Machines	3 hrs.
MA 113, College Algebra or MA 113D, Mathematical Analysis with Business Applications I	3 hrs.

**Total ..... 35-38 hrs.**

## Certificate

### Administrative Assistant

Requirements: A total of 35-38 credit hours from the following required courses with a minimum grade of "C" in each course. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion.

PS 110, College Orientation (PS113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
SC 112A, Professional Development	2 hrs.
SC 113B, Business Calculating Machines	3 hrs.
SC 113C, Business Math	3 hrs.
SC 113E, Business English	3 hrs.
SC 123, Keyboarding and Document Processing II	3 hrs.
SC 123B, Introduction to Accounting or AC 114, Principles of Accounting	3-4 hrs.
SC 133, Records Management	3 hrs.
SC 223B, Office Procedures	3 hrs.
SC 223D, Microsoft Word	3 hrs.
BU 223, Business Communications	3 hrs.
CS 123D, Windows Applications I	3 hrs.
CS 213, EXCEL	3 hrs.

**Total ..... 35-39 hrs.**

## Certificate

### Automotive Technology (with Co-op)

Requirements: A total of 47-50 credit hours from the following required courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of "C" in each course.

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
AT 113, Engine Repair	3 hrs.
AT 114A, Cooperative Work Experience I	4 hrs.
AT 114B, Cooperative Work Experience II	4 hrs.
AT 212, Cooperative Work Experience III	2 hrs.
AT 123C, Brake Systems	3 hrs.
AT 124, Electronics	4 hrs.
AT 124A, Engine Performance	4 hrs.
AT 213A, Manual Drive Trains and Axles	3 hrs.
AT 213B, Heating and Air Conditioning Systems	3 hrs.
AT 213C, Automatic Transmissions and Transaxles	3 hrs.
AT 223B, Suspension and Steering Systems	3 hrs.
AT 223C, Automotive Service Management	3 hrs.
MA 114B, Technical Mathematics I	4 hrs.
PS 213B, Human Relations	3 hrs.
HM 101, Safety and Hazardous Materials	1 hr.

**Total ..... 47-50 hrs.**

## Certificate

### Automotive Technology (without Co-op)

Requirements: A total of 37-40 credit hours from the following required courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of "C" in each course.

PS 110, College Orientation (PS113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
AT 113, Engine Repair	3 hrs.
AT 123C, Brake Systems	3 hrs.
AT 124, Electronics	4 hrs.
AT 124A, Engine Performance	4 hrs.
AT 213A, Manual Drive Trains and Axles	3 hrs.
AT 213B, Heating and Air Conditioning Systems	3 hrs.
AT 213C, Automatic Transmissions and Transaxles	3 hrs.
AT 223B, Suspension and Steering Systems	3 hrs.
AT 223C, Automotive Service Management	3 hrs.
MA 114B, Technical Mathematics I	4 hrs.
PS 213B, Human Relations	3 hrs.
HM 101, Safety and Hazardous Materials	1 hr.

**Total** ..... 37-40 hrs.

## Certificate Barbering

The Barbering course is approved by the New Mexico State Board of Barbers and Cosmetologists. The certificate requires 38-41 credit hours in the core which is equal to 1200 clock hours. The Barbering curriculum covers the following areas: Theory, Sterilization, Sanitation, Bacteriology, Shampoo, Rinses, Scalp Treatments, Chemical Rearranging-Perms and Relaxers, Hairstyling, Hair Coloring-Bleaching, Hair Cutting, Beard Trimming, Facials, Salon Business, and Retail Sales.

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
CO 112, Theory I	2 hrs.
CO 113, Facials	3 hrs.
CO 114, Chemical Rearranging/Perms and Relaxers	4 hrs.
CO 115, Hair Cutting	5 hrs.
CO 122, Theory II	2 hrs.
CO 123, Hairstyling	3 hrs.
CO 132, Sterilization & Sanitation	2 hrs.
CO 142, Shampoo, Rinses and Scalp Treatments	2 hr.
CO 212, Theory III	2 hrs.
CO 216, Cosmetology/Barbering Clinic Practice	6 hrs.
CO 222, Hair Coloring/Bleaching	2 hrs.
CO 232, Salon Business & Retail Sales	2 hrs.
CO 233, Shaving/Crossover	3 hrs.

**Total** ..... 38-41 hrs.

## Certificate

### Computer Information Systems

Requirements: A total of 33-36 credit hours from the following required courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of "C" in each course.

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110).	0-3 hrs.
CS 113, Fundamentals of Programming	3 hrs.
CS 113C, Internet Access Basics	3 hrs.
DC 123C, Web Page Design	3 hrs.
CS 223M, Microcomputer Repair & Upgrade	3 hrs.
CS 123D, Windows Applications I	3 hrs.
DC 223D, Computer Animation I	3 hrs.
CS 123G, Windows Applications II	3 hrs.
CS 213E, Microsoft Windows	3 hrs.
CS 213, EXCEL	3 hrs.
CS 223N, Networking	3 hrs.
Select one programming class from the list below	3 hrs.
CS 213B, RPG Programming	
CS 213C, Visual BASIC Programming	
CS 213D, COBOL Programming	
CS 213F, C++ Programming	
Or departmentally approved programming course	

**Total** ..... 33-36 hrs.

## Certificate Construction Technology

**Emphasis Areas:** Carpentry, Electrical, Masonry, Plumbing, and Project Management and Supervision.

Requirements: A total of 41 - 48 credit hours from the following required courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of "C" in each course. The student chooses the emphasis area plus departmental requirements and departmental electives.

### General Education Requirements (0-3 credit hours)

PS 110, College Orientation (PS113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
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### Departmental Requirements (4 credit hours)

CT 111, Tools for Success	1 hr.
CT 111F, Field Safety	1 hr.
CT 112, Orientation to Construction & Engineering Technology	2 hrs.

### Departmental Electives (11-13 credits)

CT 113, Building Materials	3 hrs.
CT 123, Blueprint Reading for Construction	3 hrs.
CT 133, Site Layout	3 hrs.
CT 141-7, Fieldwork for Construction	1 - 7 hrs.

## Certificate Construction Technology (Continued)

### EMPHASIS AREAS

#### Carpentry (26 credits)

CT 114C. Carpentry I.....	4 hrs.
CT 124C. Carpentry II.....	4 hrs.
CT 135C. Carpentry III.....	5 hrs.
CT 144C. Carpentry IV.....	4 hrs.
CT 153C, International Residential Code I.....	3 hrs.
CT 163C, International Residential Code II.....	3 hrs.
CT 173C, Principles of Construction.....	3 hrs.

#### Electrical (26 credits)

CT 113E. Electrical I.....	3 hrs.
CT 114E. Electrical II.....	4 hrs.
CT 124E. Electrical III.....	4 hrs.
CT 134E. Electrical IV.....	4 hrs.
CT 144E, National Electrical Code I.....	4 hrs.
CT 154E, National Electrical Code II.....	4 hrs.
CT 173C, Principles of Construction.....	3 hrs.

#### Masonry (26 credits)

CT 113M. Masonry I.....	3 hrs.
CT 114M. Masonry II.....	3 hrs.
CT 124M. Masonry III.....	4 hrs.
CT 153C. International Residential Code I (IRC1).....	3 hrs.
CT 163C. International Residential Code II (IRC2).....	3 hrs.
CT 112M. Concrete Finishing I.....	2 hrs.
CT 134M. Concrete Finishing II.....	4 hrs.

#### Plumbing (27-28 credits)

##### Required Plumbing (20 credits)

CT 114P. Plumbing I
CT 124P. Plumbing II
CT 134P. Plumbing III
CT 144P. Plumbing IV
CT 154P. International Plumbing Codes

##### Plumbing Electives (7-8 credits)

CT 164P. Sprinkler Systems I.....	4 hrs.
CT 174P. Sprinkler Systems II.....	4 hrs.
CT 184P. Principles & Concepts for HVAC.....	4 hrs.
CT 113P. Pipe Layer.....	4 hrs.

##### Project Management & Supervision (27 credits)

CT ____, Course approved by advisor.....	3 hrs.
CT 111S. Safety Technology.....	1 hr.
CT 112S. Project Supervision.....	2 hrs.
CT 122S. Project Management.....	2 hrs.
CT 134S. Construction Technology I.....	3 hrs.
CT 144E. National Electrical Code (NEC) I.....	3 hrs.
CT 144S. Construction Technology II.....	3 hrs.
CT 153C. International Residential Code I.....	3 hrs.
CT 154P. International Plumbing Codes.....	4 hrs.

**Total .....41-48 hrs.**

## Certificate Cosmetology

Requirements: A total of 43-46 credit hours from the following required courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of "C" in each course.

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.).....	0-3 hrs.
CO 112, Theory I.....	2 hrs.
CO 113, Facials.....	3 hrs.
CO 114, Chemical Rearranging/Perms and Relaxers.....	4 hrs.
CO 115, Hair Cutting.....	5 hrs.
CO 122, Theory II.....	2 hrs.
CO 123, Hairstyling.....	3 hrs.
CO 132, Sterilization and Sanitation.....	2 hrs.
CO 142, Shampoo, Rinses and Scalp Treatments.....	2 hrs.
CO 212, Theory III.....	2 hrs.
CO 213, Manicuring/Pedicuring.....	3 hrs.
CO 216, Cosmetology Clinical Practice.....	6 hrs.
CO 222, Hair Coloring/Bleaching.....	2 hrs.
CO 223, Practical Cosmetology.....	3 hrs.
CO 232, Salon Business and Retail Sales.....	2 hrs.
CO 242, Personal and Community Health.....	2 hrs.

**Total .....43-46 hrs.**

## Certificate Cosmetology Instructor

#### Prerequisites:

Must hold a valid New Mexico License to practice any of the disciplines governed by the New Mexico State Board of Barbers and Cosmetologists and an Associates Degree from an Accredited College. Must submit a copy of license, birth certificate, high school diploma or GED, two 2x3 inch front view, head only photographs, and a \$15.00 money order with a completed application form issued from the Cosmetology Department.

#### Certificate Description:

The instructor's course is a certificate only. It is approved by the New Mexico State Board of Barbers and Cosmetologists. The certificate requires 30 core credit hours. The instructor curriculum covers the following areas: Theory, Course Development and Lesson Planning, Teaching Methods, Teaching Aids, Theory Teaching and Classroom Management, Testing and Student Evaluation, and Laboratory or Clinical Supervision.

#### Instructor Core Courses (30 hrs):

CO 252, Theory.....	2 hrs.
CO 254, Course Development and Lesson Planning.....	4 hrs.
CO 258, Theory Teaching and Classroom Management.....	8 hrs.
CO 262, Teaching Aids.....	2 hrs.
CO 264, Teaching Methods.....	4 hrs.
CO 268, Laboratory or Clinic Supervision.....	8 hrs.
CO 272, Testing and Student Evaluation.....	2 hrs.

**Total ..... 30 hrs.**



## Certificate Design Communication

### Option: Computer Assisted Drafting

Requirements: A minimum of 32 credit hours, 29 credit hours of which are within the department; a minimum of 3 credit hours are required from the elective list. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of “C” in each course.

#### General Education Requirements (0-3 credit hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.) ....0-3 hrs.

#### Departmental Requirements (29 credit hours)

EG 111B, AutoCAD Certification Preparation ..... 1 hr.  
 EG 114A, Principles of Drafting ..... 4 hrs.  
 EG 114, Introduction to Computer Assisted Drafting ..... 4 hrs.  
 EG 121B, Drafters Certification Preparation ..... 1 hr.  
 EG 123D, Civil Drafting Technology ..... 3 hrs.  
 EG 124C, Principles of Drafting II (CAD) ..... 4 hrs.  
 EG 214B, Intermediate Computer Assisted Drafting ..... 4 hrs.  
 EG 224A, Advanced Computer Assisted Drafting ..... 4 hrs.  
 EG 234, Customizing Computer Assisted Drafting ..... 4 hrs.

#### Electives from the list below - (3 hrs.)

Any CS, DC, or EG courses not listed as required and the following:  
 AR 113A, Drawing I ..... 3 hrs.  
 AR 123A, Drawing II ..... 3 hrs.  
 AR 123B, Computer Graphics (Same as DC 123A) ..... 3 hrs.  
 AR 133A, Drawing III ..... 3 hrs.  
 AR 143A, Drawing IV ..... 3 hrs.  
 AR 213, Two-Dimensional Design ..... 3 hrs.  
 AR 213F, Photography I ..... 3 hrs.  
 AR 223, Three-Dimensional Design ..... 3 hrs.  
 AR 223F, Photography II ..... 3 hrs.  
 CS 123D, Windows Applications I ..... 3 hrs.  
 EN 123A, Report Writing for Technicians ..... 3 hrs.  
 MA 114B, Technical Mathematics I ..... 4 hrs.  
 SC 112A, Professional Development ..... 2 hrs.  
 SE 103, Applied Communications ..... 3 hrs.  
 SE 113, Interpersonal Communication ..... 3 hrs.  
 WE 114, Introduction to Welding ..... 4 hrs.

**Total ..... 32-36 hrs.**

Note: If required course is not offered for the designated semester, or class is closed, then courses may be substituted from the elective list with the consent of the instructor or department chair, and dean.

## Two-Year Certificate Design Communication

### Option: Computer Assisted Drafting

Requirements: A minimum of 63 credit hours from the following required and elective courses. A total of 29 departmental credit hours are required which have an “EG” prefix. A total of 12 “EG” elective credit hours are required and 7 credit hours are required with the “DC” prefix. A total of 9 credit hours with the “CS” prefix are required. The remaining 6 credit hours should be selected from the elective list and can include CS, DC, and ED courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of “C” in each course.

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.) ..... 0-3 hrs.

#### Departmental Requirements (29 hours)

EG 111B, AutoCAD Certification Preparation ..... 1 hr.  
 EG 114A, Principles of Drafting ..... 4 hrs.  
 EG 114, Introduction to Computer Assisted Drafting ..... 4 hrs.  
 EG 121B, Drafters Certification Preparation ..... 1 hr.  
 EG 123D, Civil Drafting Technology ..... 3 hrs.  
 EG 124C, Principles of Drafting II (CAD) ..... 4 hrs.  
 EG 214B, Intermediate Computer Assisted Drafting ..... 4 hrs.  
 EG 224A, Advanced Computer Assisted Drafting ..... 4 hrs.  
 EG 234, Customizing Computer Assisted Drafting ..... 4 hrs.

#### Departmental Electives (12 hours with EG Prefix)

Course with EG Prefix ..... 4 hrs.  
 Course with EG Prefix ..... 4 hrs.  
 Course with EG Prefix ..... 4 hrs.

#### Electives with “DC” Prefix (7 hours)

Course with DC Prefix ..... 3 hrs.  
 Course with DC Prefix ..... 4 hrs.

#### Non-Departmental Requirements with CS Prefix (9 hours)

CS 223M, Microcomputer Repair I ..... 3 hrs.  
 CS 223M, Microcomputer Repair II ..... 3 hrs.  
 Courses with CS Prefix ..... 3 hrs.

#### Electives from list below (6 credit hours)

Any CS, DC, or EG courses not listed as required and the following:  
 AR 113A, Drawing I ..... 3 hrs.  
 AR 123A, Drawing II ..... 3 hrs.  
 AR 123B, Computer Graphics (Same as DC 123A) ..... 3 hrs.  
 AR 133A, Drawing III ..... 3 hrs.  
 AR 143A, Drawing IV ..... 3 hrs.  
 AR 213, Two-Dimensional Design ..... 3 hrs.  
 AR 213F, Photography I ..... 3 hrs.  
 AR 223, Three-Dimensional Design ..... 3 hrs.  
 AR 223F, Photography II ..... 3 hrs.  
 CS 123D, Windows Applications I ..... 3 hrs.  
 EN 123A, Report Writing for Technicians ..... 3 hrs.  
 MA 114B, Technical Mathematics I ..... 4 hrs.  
 SC 112A, Professional Development ..... 2 hrs.  
 SE 103, Applied Communications ..... 3 hrs.  
 SE 113, Interpersonal Communication ..... 3 hrs.  
 WE 114, Introduction to Welding ..... 4 hrs.

**Total ..... 63-66 hrs.**

**Certificate  
Design Communication**

**Option: Animation/Multimedia Production**

Requirements: A total of 32-35 credit hours from the following required courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of "C" in each course.

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.) .....0-3 hrs.

**Plus 32 credit hours from the courses listed below:**

- DC 113B, Illustration I, Materials & Techniques .... 3 hrs.
- DC 224A, Digital Imaging & Editing ..... 4 hrs.
- DC 123A, Computer Graphics ..... 3 hrs.
- DC 224, Graphics and Illustration..... 4 hrs.
- DC 223D, Computer Animation & Multimedia  
Production I..... 3 hrs.
- DC 233D, Computer Animation & Multimedia  
Production II ..... 3 hrs.
- DC 244, Three D Graphics Animation ..... 4 hrs.
- EG 214C, Three D Studio Viz Animation ..... 4 hrs.
- AR 113A, Drawing I..... 3 hrs.
- AR 213F, Photography I or AR, DC, or EG Prefix3-4 hrs.
- Elective AR, DC or EG Prefix .....3-4 hrs.

**Total ..... 32-35 hrs.**

**Certificate  
Design Communication**

**Option: Computer Graphic Design**

Requirements: A total of 32-35 credit hours from the following required courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of "C" in each course.

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)..... 0-3 hrs.

**Plus 32 Credit Hours from the courses listed below:**

- DC 113B, Illustration I: Materials & Techniques..... 3 hrs.
- DC 113D, Print Technology..... 3 hrs.
- DC 123A, Computer Graphics ..... 3 hrs.
- DC 123B, Electronic Prepress ..... 3 hrs.
- DC 243, Electronic Publishing ..... 3 hrs.
- DC 223G, Desktop Publishing ..... 3 hrs.
- DC 223P, Production Techniques ..... 3 hrs.
- DC 224, Graphics and Illustration..... 4 hrs.
- DC 224A, Digital Imaging and Editing ..... 4 hrs.
- DC 214, Graphic Design ..... 4 hrs.
- AR 113A, Drawing I ..... 3 hrs.
- AR 213F, Photography I or any AR or EG Prefix.... 3 hrs.
- DC 123D, Book Illustration ..... 3 hrs.

**Total .....32-35 hrs.**

**Certificate  
Design Communication**

**Option: Web Page Design**

Requirements: A total of 35-38 credit hours from the following required courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order program completion. Students must have a minimum grade of "C" in each course.

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.).....0-3 hrs.

**Plus 35 credit hours from the courses listed below:**

- DC 123A, Computer Graphics ..... 3 hrs.
- DC 224, Graphics & Illustration..... 4 hrs.
- DC 224A, Digital Imaging & Editing ..... 4 hrs.
- DC 223D, Computer Animation & Multimedia  
Production I ..... 3 hrs.
- DC 233D, Computer Animation & Multimedia  
Production II..... 3 hrs.
- DC 123C, Web Page Design ..... 3 hrs.
- DC 223E, Advanced Web Page Design ..... 3 hrs.
- DC 123H, HTML/Java Script..... 3 hrs.
- CS 123D, Windows Applications I or  
CS 123A, Microcomputer Applications ..... 3 hrs.
- CS 113C, Internet Access Basics ..... 3 hrs.
- CS 113, Fundamentals of Programming..... 3 hrs.

**Total ..... 35-38 hrs.**

## Certificate Early Childhood Education

Upon satisfactory completion of the courses below the student will be awarded a certificate from the State of New Mexico-Office of Child Development. This certificate, will be helpful in meeting the needs of students who plan to teach in Head Start, work as teacher-assistants in K-3<sup>rd</sup> grade classrooms, work in child-care settings, those who plan to transfer to a four-year institution and major in Early Childhood Education, or for Elementary Education students and teacher who want a firm foundation in working with children from birth through eight-years-old. A minimum grade of 2.0 (“C”) is required for each class completed. However, many four-year institutions in New Mexico require a 2.5 to 2.7 grade point average in order to transfer. All of the courses required for this certificate will transfer to the Associate in Arts for Early Childhood at NMJC. The students should meet with an appropriate advisor in order to ensure the proper order and completion of classes.

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)..... 0-3 hrs.

### Plus 32 Credit Hours from the courses listed below:

EN 113, Composition and Rhetoric .....	3 hrs.
ED 213G, Childhood Growth, Development & Learning .....	3 hrs.
ED 112, Professionalism.....	2 hrs.
ED 112A, Practicum I-L .....	2 hrs.
ED 113A, Guiding Young Children .....	3 hrs.
ED 113B, Curriculum Development & Implementation I .....	3 hrs.
ED 123, Family & Community Collaboration.....	3 hrs.
ED 212, Practicum II-L .....	2 hrs.
ED 222, Health, Safety, & Nutrition.....	2 hrs.
ED 213C, Assessment of Children & Evaluation of Programs.....	3 hrs.
ED 223C, Curriculum Development & Implementation II .....	3 hrs.
ED 223D, Introduction to Reading & Literacy Development.....	3 hrs.

**Total .....** 32-35 hrs.

## Certificate Fire Science

Requirements: A total of 32-35 credit hours from the following courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of “C” in each course.

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.) .....	0-3 hrs.
EM 115, Emergency Medical Technician Training – Basic (EMTB) or FA 115, Fire Science Academy Practicum .....	5 hrs.
FS 113 or FA 113W, Introduction to Fire Science..	3 hrs.
FS 113A, Fire Administration I.....	3 hrs.
FS 113B, Fire Hydraulics.....	3 hrs.
FS 114 or FA 114, Basic Fire Fighting .....	4 hrs.
FS 123, Fire Apparatus and Equipment .....	3 hrs.
FS 123A or FA 123A, Related Fire Codes and Ordinances.....	3 hrs.
FS 124 or FA 124, Fire Fighting I .....	4 hrs.
FS 213 or FA 213, Fire Investigation and Arson Detection .....	3 hrs.
FS 213A, Chemistry of Combustion .....	3 hrs.
FS 214 or FA 214, Fire Fighting II.....	4 hrs.
FS 223 or FA 223 Hazardous Materials .....	3 hrs.
FS 223A, Building Construction for Fire Protection .....	3 hrs.
FS 223B or FA 223B, Fire Service Rescue .....	3 hrs.

**Total .....** 32-35 hrs.

## Certificate Law Enforcement Technology

Requirements: A total of 32-35 credit hours from the following required courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of “C” in each course.

### General Education Requirements (8-11 hours)

- PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.) .....0-3 hrs.
- SE 113, Interpersonal Communication or  
SE 123, Public Speaking ..... 3 hrs.
- SO 213, General Sociology or  
PS 113, Introduction to Psychology ..... 3 hrs.
- Physical Fitness..... 2 hrs.
- PY 112, Physical Training & Wellness for Law  
Enforcement Officers or  
PY 111X, Physical Training & Wellness for Corrections  
Officers and 1 Activity Class or  
PY 111H, Fitness for Life and 1 Activity Class

### Departmental Requirements (24 hours selected from the list below):

- CJ 113, \*Introduction to Criminal Justice..... 3 hrs.
- CJ 113E, Introduction to the Judicial Process..... 3 hrs.
- CJ 113P, \*Introduction to Policing ..... 3 hrs.
- CJ 123P, \*Law Enforcement Patrol Procedures..... 3 hrs.
- CJ 113B, \*Criminal Law..... 3 hrs.
- CJ 213B, Criminal Procedure..... 3 hrs.
- CJ 213A, \*Criminal Investigation I ..... 3 hrs.
- CJ 223A, Criminal Investigation II ..... 3 hrs.
- CJ 123D, Technical Writing for Law  
Enforcement ..... 3 hrs.
- CJ 123E, \*Firearms Proficiency..... 3 hrs.
- CJ 123F, \*Traffic Law and Accident  
Investigation ..... 3 hrs.
- CJ 223C, Narcotics and Dangerous Drugs ..... 3 hrs.
- CJ 113G, Introduction to Community Relations ..... 3 hrs.
- CJ 113F, Juvenile Justice System ..... 3 hrs.

**Total ..... 32-35 hrs.**

Note: Students who have completed the Basic Law Enforcement Academy will receive credit for the above courses marked \*.

## Certificate Patient Care Technician – Level II

Requirements: A total of 32-35 credit hours from the following required courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of “C” in each course.

### General Education Requirements (7-10 credit hours)

- PS 110, College Orientation (PS113A Freshman Seminar may be substituted for PS 110.) .....0-3 hrs.
- EN 113, Composition and Rhetoric..... 3 hrs.
- PY \_\_\_\_, Any PY course accepted ..... 1 hrs.
- SE 113, Interpersonal Communications ..... 3 hrs.

### Departmental Requirements (25 credit hours)

- BI 214A, Human Anatomy and Physiology I\* ..... 4 hrs.
- BI 224A, Human Anatomy and Physiology II\* ..... 4 hrs.
- HE 112, Nutrition and Wellness ..... 2 hrs.
- HC 112, Introduction to Health Care\* ..... 2 hrs.
- HC 113, Skills for the Health Care Provider\* ..... 3 hrs.
- NU 115, Basic Nurse Aide ..... 5 hrs.
- TS 112, Basic Math for Nurses ..... 2 hrs.
- PS 223B, Human Growth and Development for Allied  
Health ..... 3 hrs.

**Total .....32-35 hrs.**

## Certificate Practical Nursing

Requirements: A total of 55-58 credit hours from the following required courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of "C" in each course.

### Prerequisites: General Education and Supporting

<b>Courses</b> .....	<b>22-25 hrs.</b>
PS 110, College Orientation (PS113A Freshman Seminar may be substituted for PS 110.) .....	0-3 hrs.
BI 214A, Human Anatomy and Physiology I* .....	4 hrs.
BI 224A, Human Anatomy and Physiology II* .....	4 hrs.
EN 113, Composition and Rhetoric .....	3 hrs.
HC 112, Introduction to Health Care* .....	2 hrs.
HC 113, Skills for the Health Care Provider* .....	3 hrs.
SE 113, Interpersonal Communications .....	3 hrs.
TS 111, Nursing Calculations .....	1 hr.
TS 112, Basic Math for Nurses .....	2 hrs.
NU 116, Introduction to Nursing .....	6 hrs.
NU 127, Nursing in Health Deviations I.....	7 hrs.
NU 214, Practical Nursing .....	4 hrs.
PC 122, Pharmacology.....	2 hrs.
PS 113, Introduction to Psychology.....	3 hrs.
PS 223B, Human Growth and Development for Allied Health.....	3 hrs.

### Core General Education/ Supporting Courses .....6 hrs.

HE 112, Nutrition and Wellness .....	2 hrs.
PS 223B, Human Growth and Development For Allied Health .....	3 hrs.
PY 111H, Fitness for Life ( or ay PY) .....	1 hr.

### Core Nursing Course Requirements .....27 hrs.

#### First Semester – Level I

NU 119, Fundamentals of Nursing and Medical-Surgical Nursing Practice* .....	9 hrs.
PC 112, Pharmacology .....	2 hrs.

#### Second Semester – Level I

NU 112, PN Role .....	2 hrs.
NU 122, Maternal Newborn Nursing* .....	2 hrs.
NU 132, Pediatric Nursing* .....	2 hrs.
NU 142, Mental Health Nursing* .....	2 hrs.
NU 152, Fundamental of Medical- Surgical Nursing Practice II* .....	2 hrs.
PC 121, Pharmacology II .....	1 hr.

#### Summer – Practical Nurse

NU 125, PN Practicum* .....	5 hrs.
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\* Course has a laboratory or clinical component

**Total..... 55-58 hrs.**

## Certificate Radiological Control & Waste Handling Technician

Requirements: A total of 36-39 credit hours from the following required courses with a minimum grade of "C" in each course. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of "C" in each course.

### General Education Requirements (13-16 credit hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.).....	3 hrs.
EN 113, Composition & Rhetoric.....	3 hrs.
BU 223, Business Communications.....	3 hrs.
MA 114B, Technical Mathematics I.....	4 hrs.
Math ( MA prefix).....	3 hrs.

### Departmental Requirements (23 credit hours)

RW 113 Introduction to Radiological Control & Waste Handling.....	3 hrs.
RW 123 Fundamentals of Radiation Control.....	3 hrs.
RW 133 Standards & Theory of Radiological Control.....	3 hrs.
RW 213 Radiological Control Systems.....	3 hrs.
RW 214 Radiological Monitoring & Protection....	4 hrs.
RW 223 Radiological Transportation & Emergencies.....	3 hrs.
RW 224 Radiological Instrumentation.....	4 hrs.

**Total.....36-39 hrs.**

## Certificate Welding

Requirements: A total of 35-38 credit hours from the following courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of "C" in each course.

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.) .....	0-3 hrs.
WE 113M, Basic Metallurgy and Welding .....	3 hrs.
WE 113D, Destructive Testing.....	3 hrs.
WE 114, Introduction to Welding .....	4 hrs.
EG 114, Introduction to Computer Assisted Drafting .....	4 hrs.
WE 123S, Estimating, Safety and Symbols .....	3 hrs.
MA 114B, Technical Math.....	4 hrs.
WE 223P, Pipe Welding.....	3 hrs.
WE 124, Advanced Welding.....	4 hrs.
WE 243C, Industrial Codes and Standards .....	3 hrs.
WE 214, Inert Gas Welding .....	4 hrs.

**Total ..... 35-38 hrs.**

## Certificate

### Inspection & Testing for Welding

Requirements: A total of 34-37 credit hours from the following courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of "C" in each course.

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.)	0-3 hrs.
WE 114, Introduction to Welding	4 hrs.
WE 113M, Basic Metallurgy & Welding	3 hrs.
WE 123S, Estimating, Safety, & Symbols	3 hrs.
MA 114B, Technical Math	4 hrs.
WE 113D, Destructive Testing	3 hrs.
WE 223N, Non-Destructive Testing	3 hrs.
WE 124, Advanced Welding	4 hrs.
WE 223P, Pipe Welding	3 hrs.
WE 243C, Industrial Codes and Standards	3 hrs.
EG 114, Introduction to Computer Assisted Drafting	4 hrs.

**Total** ..... **34-37 hrs.**

### Certificates of Completion

Certificates of Completion are awarded to those students who complete the course requirement for areas of study that are less than 30 credit hours. A certificate of completion is issued for a course of study that usually satisfies the educational requirements necessary to apply for licensure by a governmental or other agency.

**NOTE: All Certificate of Completion Programs incorporate fundamentals important to obtain employment upon graduation. They may not be suitable if used as a transfer to institutions of higher learning.**

### Correction Officer

Requirements: A total of 10 credit hours from the courses listed below. Students must have a minimum grade of "C" in each course.

Courses:	
CA 113J or CJ 113J-Introduction to Corrections	3 hrs.
CA 123J or CJ 123J-Corrections Officer Safety and Weapons Training	3 hrs.
CA 133J or CJ 133J-Communications and Interpersonal Skills for the Corrections Officer	3 hrs.
PY 111X. Physical Training and Wellness for Corrections Officers	1 hr.

**Total** ..... **10 hrs.**

## Esthetician

### Prerequisites:

Students must have proof of high school diploma, GED, or two years of High School Transcripts, Birth Certificate, two 2x3 current pictures, and a \$15.00 Money Order made out to New Mexico State Board of Barbers and Cosmetologists. You must obtain an application for student permit from the department. The COMPASS Test is given for admission to the program by the Counseling Office.

### Program Description:

The Esthetician Certificate Program is approved by the New Mexico State Board of Barbers and Cosmetologists. The Certificate requires 600 clock hours which equals 15 credit hours. The Esthetician curriculum covers the following areas: Theory, Sterilization, Sanitation, Bacteriology, Facials, Salon Business, and Retail Sales.

### Courses:

CO 112, Theory	2 hrs.
CO 113, Facial	3 hrs.
CO 132, Sterilization and Sanitation	2 hrs.
CO 216, Esthetician Clinical Practice	6 hrs.
CO 232, Salon Business and Retail Sales	2 hrs.

**Total** ..... **15 hrs.**

### Manicurist/Facial Specialist

**Prerequisites:** Students must have proof of High School Diploma, GED, or two years of High School Transcripts, Birth Certificate, two 2x3 current pictures, and a \$15.00 money order made out to New Mexico State Board of Barbers and Cosmetologists. You must obtain an application for student permit from the department. The Compass Test is given for admission to the program by the Counseling Office.

### Program Description:

The Manicurist/Facial Program is approved by the New Mexico State Board of Barbers and Cosmetologists. The certificate requires 600 clock hours which is equal to 15 credit hours. The Manicurist/Facial Curriculum covers the following areas: Theory, Sterilization, Sanitation, Bacteriology, Manicuring/Pedicuring, Facials, Salon Business, and Retail Sales.

### Courses:

CO 112, Theory I	2 hrs.
CO 113, Facials	3 hrs.
CO 132, Sterilization and Sanitation	2 hrs.
CO 213, Manicuring/Pedicuring	3 hrs.
CO 223, Practical Cosmetology	3 hrs.
CO 232, Salon Business and Retail Sales	2 hrs.

**Total** ..... **15 hrs.**

## Manicurists/Pedicurists

### Prerequisites:

Students must have proof of high school diploma, GED, or two years of high school transcripts, birth certificate, two 2x3 current pictures, and a \$15.00 money order made out to New Mexico State Board of Barbers and Cosmetologists. You must obtain an application for student permit from the department. The COMPASS Test is given for admission to the program by the Counseling Office.

### Program Description:

The Manicuring/Pedicuring Program is for certificate only. It is approved by the New Mexico State Board of Barbers and Cosmetologists. The certificate requires 350 clock hours which is equal to 11 credit hours.

### Courses:

CO 112, Theory I .....	2 hrs.
CO 121, Sterilization and Sanitation.....	1 hr.
CO 213, Manicuring/Pedicuring .....	3 hrs.
CO 223, Practical Cosmetology .....	3 hrs.
CO 232, Salon Business and Retail Sales .....	2 hrs.
<b>Total .....</b>	<b>11 hrs.</b>

## Patient Care Technician – Level I

Requirements: A total of 16 credit hours from the following required courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of “C” in each course.

HC 112, Introduction to Health Care* .....	2 hrs.
HC 113, Skills for the Health Care Provider* .....	3 hrs.
NU 115, Basic Nurse Aide .....	5 hrs.
PS 223B, Human Growth and Development for Allied Health.....	3 hrs.
SE 113, Interpersonal Communications .....	3 hrs.
<b>Total .....</b>	<b>16 hrs.</b>

## Radiological Control & Waste Handling Technician

A total of 16-19 credit hours from the following required courses. All courses, other than general education requirements must be completed with a “C” or better.

### General Education Requirements (10 credit hours)

PS 110, College Orientation (PS 113A Freshman Seminar may be substituted for PS 110.....)	0-3 hrs.
BU 223, Business Communication.....	3 hrs.
MA 114B, Technical Mathematics I.....	4 hrs.

### Departmental Requirements (9 credit hours)

RW 113, Introduction to Radiological Control & Waste Handling.....	3 hrs.
RW 123, Fundamentals of Radiation Control.....	3 hrs.
RW 133, Standards & Theory of Radiological Control .....	3 hrs.
<b>Total.....</b>	<b>16-19 hrs.</b>

## Public Safety Academy Programs

### Corrections Academy (CA)

Courses offered for the Certificate of Completion for Correction Officer are listed on page 74 in the Catalog. The certificate requirements for the Certificate of Completion for the Correction Officer is found on page 56 of the Catalog. Upon successful completion of the Correction Officer Certificate, a student may apply to take the Correction Officer Certification Test by the State of New Mexico to become a certified corrections officer. Specific CA courses may be utilized to meet course requirements for the Criminal Justice Associate in Applied Science Degree.

### Fire Academy (FA)

Courses offered with the FA prefix are those taught through New Mexico Junior College’s Southeastern New Mexico Regional Fire Academy located on the main campus. The Fire Academy consists of the 12 courses (41 credit hours) with the FA prefix (page 83) and PY122 – Physical Training and Wellness for Fire Officers (page 91). The courses with the FA prefix are equivalent to specific course with the FS-Fire Science prefix. The FS course equivalents for the FA courses are listed in the FA course descriptions (page 83). The FA courses may be utilized to complete the requirements for the Fire Science Certificate (page 54) and the Fire Science Associate of Applied Science Degree (page 44). The FA courses include hands-on training components not included in the FS courses to prepare the student to become a fire fighter. The FS courses may not be substituted for the FA courses since they do not include the hands-on training components.

### Law Enforcement Academy (LA)

Courses offered with the LA prefix are those taught through New Mexico Junior College’s Southeastern New Mexico Regional Law Enforcement Training Academy located on the main campus. The Law Enforcement Academy consists of the 9 courses (28 credit hours) with the LA prefix (page 85) and PY112 – Physical Training and Wellness for Law Enforcement Officers (page 91). The courses with the LA prefix are equivalent to specific course with the CJ-Criminal Justice prefix. The CJ course equivalents for the LA courses are listed in the LA course descriptions (page 85). The LA courses may be utilized to complete the requirements for the Law Enforcement Technology Certificate (page 54) and the Criminal Justice Associate of Applied Science Degree (page 42). The LA courses include hands-on training components not included in the CJ courses to prepare the student to qualify to take the State of New Mexico peace officer certification examination. The CJ courses may not be substituted for the LA courses since they do not include the hands-on training components.

## Course Numbering System

Numbers of three digits are used to designate courses. The first digit represents the level of instruction and the third digit, the number of semester credit hours. (Example: EN 113 indicates that it is a freshman course (1), and represents three semester hours of credit (3 hrs.). To make it possible for a great number of courses to be offered to the students of New Mexico Junior College, many courses in specialized fields are offered on alternate years only. The student should take this into consideration when planning a long-range program. Courses beginning with "0" are Accelerated Career and Technical Academy courses.

## Special Topic Courses

With appropriate administrative approval, courses, which are not listed in this bulletin, may be offered. Such courses are called "Special Topic Courses." For numbering purposes special topic courses are referred to as "9" series courses because a "9" is used in numbering these courses. (Example of special topic courses might be AR 294 Primitive Ceramics or BI 293 Desert Ecology.) Descriptions of special topic courses are on file in the Admissions and Records Office.

## Accelerated Career and Technical Academy

Courses offered in the Accelerated Career and Technical Academy are for non-credit and each class is considered to be a seven (7) credit hour course.

### AT 037. Automotive Technology I

This course is designed to provide basic job entry-level skills and knowledge in automotive technology. Areas presented include fundamentals of automotive technology, basic theory, safety, tools, precision measurements, electrical/electronics, principles of component operations, and laboratory exercises on operating components and simulated components of the automobile. Technical information is given in the classroom and then it is applied in the laboratory/shop. The course syllabus meets the objectives of NMJC course, AT 124-Electronics. Prerequisite: A strong interest in the field as an occupational choice, a good attendance history and a mature attitude indicating an ability to assume responsibility for the safety of himself, his co-workers, and the motoring public. Meets ten hours per week.

### AT 047. Automotive Technology II

The course syllabus meets the objectives of NMJC course, AT 123C-Brake Systems. Prerequisite: Successful completion of AT 037, Automotive I. Meets ten hours per week.

### AT 057. Automotive Technology III

The course syllabus meets the objectives of NMJC course, AT 124A-Engine Performance. Prerequisite: A strong interest in the field as an occupational choice, a good attendance history and a mature attitude indicating an ability to assume responsibility for the safety of himself, his co-workers, and the motoring public. Meets ten hours per week.

### AT 067 Automotive Technology IV

The course syllabus meets the objectives of NMJC course, AT 223B-Suspension and Steering. Prerequisite: Successful completion of AT 057, Automotive I. Meets ten hours per week.

### CO 037. Cosmetology I

The vocational cosmetology course is designed to provide basic skills and knowledge that can lead to a career in Cosmetology. Instruction will be provided in the following areas: Theory of Cosmetology, manicuring, pedicuring, permanent waving, shampooing and hair styling, scalp treatment, and facials. Application of the skills attained will be done in a cosmetology laboratory environment. The curriculum is performance based and introduces a variety of theory and related skill areas of cosmetology to prepare students for success in a working environment. Upon successful completion of the ACT ACADEMY cosmetology classes, the student will have earned approximately 300 clock hours toward the 1600 clock hours needed for a New Mexico Junior College certificate in Cosmetology. Prerequisite: A strong interest in the field as an occupational choice. A good attendance history and a mature attitude are required. The course syllabus meets the objectives of NMJC courses, CO 132 – Sanitization & Sterilization and CO 142 – Shampooing and Rinsing. Meets ten hours per week.

### CO 047. Cosmetology II

This course is a continuation of CS 037. The course syllabus meets the objectives of NMJC courses, CO 113 – Facials and CO 123 - Hairstyling. Prerequisite: Successful completion of CS 037, Cosmetology I. Meets ten hours per week.

### CO 057. Cosmetology III

This course is a continuation of CS 047. The course syllabus meets the objectives of NMJC courses, CO 114 – Chemical Rearranging, Permanents, and Relaxers and CO 213, Manicuring & Pedicuring. Prerequisite: Successful completion of CS 047, Cosmetology II. Meets ten hours per week.

### CO 067. Cosmetology IV

This course is a continuation of CS 057. The course syllabus meets the objectives of NMJC course, CO 115 – Haircutting and CO 232 – Salon Business. Prerequisite: Successful completion of CS 057, Cosmetology III. Meets ten hours per week. If the ACT ACADEMY students completes all four courses, 037, 047, 057, and 067 the course syllabi meet the objectives of NMJC course CO 112 – Theory I.

### CS 037. CISCO I & Computer Operating Systems

This course focuses on networking fundamentals, the OSI model and industry standards, network topologies, IP addressing (such as subnet masks), and basic network design. Will satisfy the requirements for the first course (CISCO I) in a series of four courses. Upon completion of all four courses, students will be eligible to take the CISCO Certified Network Associate (CCNA) examination. The student will also be introduced to the features of Windows XP and the steps required for using the features correctly. The course syllabus meets the objectives of NMJC course CISCO Network Associate I, CS 214 and Microsoft Windows, CS 213E at New Mexico Junior College. Meets ten hours per week.



**CS 047. CISCO II & Computer Operating Systems**

This course is a continuation of CS 037, CISCO I and Computer Operating Systems and in addition it will familiarize students with LINUX basics, performing LINUX functional tasks, managing the LINUX environment, and investigating key LINUX system components. Will satisfy the requirements for the second course (CISCO II) in a series of four courses. The course syllabus meets the objectives of NMJC course CISCO Network Associate II, CS 214A and LINUX, CS 193 at New Mexico Junior College. Meets ten hours per week.

**DC 037. Computer Graphics I**

This course is designed as an introductory course in Computer Graphics including basic computer graphic concepts, equipment configurations, disk formatting, design and layout, and actual hands-on experience producing a variety of drawings and graphic assignments. The use of various computers and computer software will be covered. The course content meets the objectives of NMJC course, DC 123A, Computer Graphics. Meets ten hours per week.

**DC 047. Computer Graphics II**

This course is designed to provide an advanced level of training and experience in the study of computer graphics. Students will increase their level of both skill and speed and produce professional quality graphic images and apply them to the design and layout on assigned projects. The course content meets the objectives of NMJC course, DC 224, Graphics & Illustration. Meets ten hours per week.

**DC 057. Computer Animation I**

This course is designed as an introductory course in microcomputer. Topics to be covered will include storyboard layout, graphic paint programs, text manipulation, sound, scripting, time acceleration, and special effort. Prerequisite: None The course syllabus meets the objectives of NMJC course, DC 223D, Computer Animation & Multimedia Production I. Meets ten hours per week.

**DC 067. Computer Animation II**

This course is designed as a continuation of DC 047. Topics to be covered will include advanced animation sequences, simulations, and multi-media slide presentation. Prerequisites: none. The course syllabus meets the objectives of NMJC course, DC 233D, Computer Animation & Multimedia Production II. Meets ten hours per week.

**EG 037. Intro. to Computer Assisted Drafting**

An introduction to Computer Assisted Drafting and Design utilizing the AutoCAD software. The course will cover the fundamentals of 2D drafting, concentrating on developing the necessary skills to become proficient as a CADD operator. The course will cover the creation and editing of basic objects, notes, specifications, hatching, and sketching. The course syllabus meets the objectives of NMJC course, EG 114, Introduction to Computer Assisted Drafting. Meets ten hours per week.

**EG 057. Intermediate Computer Assisted Drafting**

A continuation of developing the 2D CADD skills. The course will cover printing and plotting of drawings, dimensioning and tolerancing, building groups, blocks, symbol libraries, and extracting bills of materials. This course will complete the basics required for the CADD

operator. The course syllabus meets the objectives of NMJC course, EG 214B, Intermediate Computer Assisted Drafting. Prerequisite: Successful completion of EG 037, Introduction to Computer Assisted Drafting or permission from the instructor. Meets ten hours per week.

**EG 067. Advanced Computer Assisted Drafting**

An introduction to 3D drawings and modeling, surface modeling and rendering, and solid modeling using the AutoCAD software. This course will cover the necessary skills to become proficient in working with 3D objects in preparation to meet the requirements of a CADD Technician. The course syllabus meets the objectives of NMJC course, EG 224A, Advanced Computer Assisted Drafting. Prerequisite: Successful completion of EG 057, Intermediate Computer Assisted Drafting or permission from the instructor. Meets ten hours per week.

**EG 077. Customizing AutoCAD**

An introduction to customizing CADD, using the AutoCAD software. The course will cover customizing of menus, slides, and scripts. The use of the AutoLISP programming language as a customizing tool will be introduced. The importing and exporting of drawing information through digitizing, raster image files and database connectivity will be covered. The course syllabus meets the objectives of NMJC course, EG 234, Customizing AutoCAD. Prerequisite: Successful completion of EG 067, Advanced Computer Assisted Drafting or permission from the instructor. Meets ten hours per week.

**EG 087. 3-Dimensional Graphics Animation I**

A introductory course covering the creation of 3-dimensional objects and animation using 3D Studio Viz. The course will cover the necessary skills to become proficient in working with 3-dimensional objects and animation. The course will cover creating a scene, creating shapes, modifying splines, lofting objects, twisting objects, creating curved paths, deformation tools, creating objects, materials, and 3-dimensional animation and rendering. Prerequisite: None. The course syllabus meets the objectives of NMJC course EG 214C, Introduction to 3-Dimensional Animation. Meets ten hours per week.

**EG 097. 3-Dimensional Graphics Animation II**

An advanced course covering the creation of 3-dimensional objects and animation using 3D Studio Viz and AutoCAD. Importing AutoCAD 2-dimensional drawings into 3D Studio Viz, 2-dimensional drawing translation into 3-dimensional format, and the creation of an animated walk through will be covered in this course. The exporting of 3-dimensional objects into AutoCAD drawing format will be covered. The course syllabus meets the objectives of NMJC course EG 224C, Advanced 3-Dimensional Animation & CAD. Meets ten hours per week.

**EM 037. Emergency Medical Technician Training Basic I**

The course content trains students to recognize and stabilize patients with medical and trauma emergencies. Other subjects include legal issues, hazardous materials, and radio communications. This is the USDOT EMT-B course designed to train and certify individuals as emergency medical technicians and to prepare the students for the state licensure examination. The course syllabus meets the objectives of NMJC course, EM 115, Emergency Medical

Technician Training-Basic. Prerequisite: Senior status required. Meets ten hours per week.

**EM 047. Emergency Medical Technician Training Basic II**

This course is a continuation of EM 037. Prerequisite: Successful completion of EM 037, Emergency Medical Technician Training – Basic I. Meets ten hours per week.

**NU 037. Health Occupations I**

This two-semester course is designed to introduce the student to the Health Care Field, primarily focusing on basic job entry level skills and knowledge needed to become a Certified Nursing Assistant. The course provides instruction in the care of patients of health-care agencies, basic anatomy, and physiology of all the systems of the human body. Numerous field trips are scheduled throughout this class to expose the student to the many health care fields of study. The student will become CPR certified during this course. Preparation to perform basic nursing skills through classroom instruction and practical experience is practiced at our local health care facilities. The course syllabus meets the objectives of NMJC course, NU 113, Nursing Assistant. Prerequisite: The following tests and vaccinations are required prior to entering the program: Tuberculin Skin Test, B. Rubella Titer, Hepatitis B Vaccination (series of 3 shots). Prior course in general math and biology will be helpful but are not required. Meets ten hours per week.

**NU 047. Health Occupations II**

This course is a continuation of NU 037. Students are encouraged to take the nursing assistant written and practical exam at the completion of this course. Upon turning 18 years of age the student may then practice as a certified nursing assistant after successful completion of this exam. Prerequisite: Successful completion of NU 037, Health Occupations I. Meets ten hours per week.

**TC 037. Telecommunications I**

This course covers the basics of Direct Current (DC) and Alternating Current (AC) circuits. The DC portion of the course includes: basic electrical safety rules; instruments used in circuit measurements; circuit voltage, current, and resistance; circuit devices; Ohm's Law; and working with voltage, current and resistance in series and parallel circuits. The AC portion of the course includes: magnetism; inductance, capacitance, and resistive circuits; using an oscilloscope; AC voltage, current, and impedance; and troubleshooting basics. The course syllabus meets the objectives of NMJC course, DC & AC Fundamentals, TC 114 and Technical Math for Telecommunications, MA 114 at New Mexico Junior College. Meets ten hours per week.

**TC 047. Telecommunications II**

This course is a continuation of Telecommunications I and will prepare the student to perform skilled work in the inspection, installation and repair of telecommunications equipment. The Student will be able to install, terminate, test, and repair wiring, equipment and peripherals for switched and non-switched services (voice, data, and video). Topics covered include, but are not limited to, interpretation of written requests; coordination of work with customers; installation or repair of requested services; documentation; interaction/communication with telecommunications specialists regarding such services, and completion of appropriate paperwork. The course syllabus meets the

objectives of NMJC course Principles of Electronic Communications, TC 112 and Telephone Systems, TC 122A at New Mexico Junior College. Meets ten hours per week.

**WE 037. Welding I**

This course is designed to provide the basic job entry-level skills and theory related to the welding area. Areas presented include safety, joint work, pattern layout and development, basic reading of shop drawings, math related to welding techniques, and the welding area processes of: OAW, SMAW, and GMAW. Basic set-ups, troubleshooting and how to do repairs using the various processes. The course syllabus meets the objectives of NMJC course, WE 114, Introduction to Welding. Prerequisite: A strong interest in welding as a vocational choice or using gained skills as support field to another area. Meets ten hours per week.

**WE 047. Welding II (Advanced Welding)**

The course syllabus meets the objectives of NMJC course, WE 124, Advanced Welding. Prerequisite: Successful completion of WE 037, Welding I or permission of the instructor. Meets ten hours per week.

**WE 057. Welding III (Pipe Welding)**

This course is designed to provide the basic job entry-level skills and theory related to the welding area at an advanced level. The course syllabus meets the objectives of NMJC course, WE 223P, Pipe Welding. Prerequisite: Successful completion of WE 047, Welding II or permission of the instructor. Meets ten hours per week.

**WE 067. Welding IV (Inert Gas Welding)**

The course syllabus meets the objectives of NMJC course, WE 214, Inert Gas Welding. Prerequisite: Successful completion of WE 057, Welding III or permission of the instructor. Meets ten hours per week.

## Course Descriptions

### Accounting (AC) – 52.0301

**AC 114. Principles of Accounting ..... 4 hrs.**

This course is designed to introduce double-entry accounting applicable to a sole proprietorship business. Included in the course content will be theory, analysis of business transactions, financial statements, the accounting cycle, and systems. Five hours of instruction per week incorporating three lecture hours and two laboratory hours.

**AC 124. Principles of Accounting II ..... 4 hrs.**

This course covers the principles of accounting for partnerships and corporations with emphasis upon the corporate form of business organization. Manufacturing job order, process cost, and decision-making are introduced. Five hours of instruction per week incorporating three lecture hours and two laboratory hours. Prerequisite: AC 114.

**AC 213. Intermediate Accounting I..... 3 hrs.**

A refinement of the interpretation, recording and reporting of financial data introduced in the principles courses. Topics studied will include accounting concepts and principles, underlying assets as reported on the balance sheet, effect on the income statement, and statement of retained earnings. Five hours of instruction per week incorporating three

lecture hours and two laboratory hours. Prerequisite: AC 124.

**AC 213A. Microcomputer Accounting I.....3 hrs.**  
An accounting approach incorporating a computerized concept teaching seven systems. These systems are general ledger, accounts receivable, accounts payable, financial statement analysis, depreciation, inventory, and payroll accounting. Problems presented are resolved with software provided. An excellent course for students with limited or no background in computers. Meets five lecture/lab hours per week. Prerequisite: SC 123B or AC 114.

**AC 231-233. Accounting Cooperative Work Experience ..... 1-3 hrs.**  
Accounting Cooperative Work Experience is designed to improve accounting theoretical skills through actual work experience. Work objectives will be established and completed on a semester basis with the cooperative employer and the accounting coordinator/instructor. Prerequisite: AC 124.

**AC 223. Intermediate Accounting II.....3 hrs.**  
A continuation and refinement of the interpretation, recording, and reporting of financial data. Topics studied include accounting concepts and principles underlying liabilities and stockholder's equity as reported on the balance sheet, effect on the income statement, and statement of retained earnings. Meets three lecture hours and two laboratory hours. Prerequisite: AC 213.

**AC 223B. Microcomputer Accounting II.....3 hrs.**  
Comprehensive study of a more complex computerized accounting system. This package will include a general ledger package, accounts receivable, accounts payable, inventory, payroll, and depreciation. Meets five hours per week. Prerequisites: AC 124, AC 213A, or consent of the instructor.

**AC 233A. Income Tax I.....3 hrs.**  
This course is designed as a first course in Federal Taxation for undergraduate accounting, business, and law students. The primary focus of this course is individual taxation including gross income, personal and dependency exemptions, filing status, deductions and losses, capital recovery, itemized deductions, alternative minimum tax, and tax credits. Students will solve tax problems utilizing computerized tax software as though they were actually filing tax returns. Prerequisite: AC 114. Meets five hours per week.

## **Agriculture (AG) – 01.0000**

**AG 112. Agriculture Industries Orientation .....2 hrs.**  
An overview of agriculture and university life with specific topics including orientation career guidance and current trends. General exposure to fields in agriculture and home economics. Meets two lecture hour per week.

**AG 113. Introduction to Agricultural Economics.....3 hrs.**  
Orientation to economic principles and their agricultural applications: production, food processing, and distribution. Meets three lecture hours per week.

**AG 113A. Basic Animal Science .....3 hrs.**  
Survey of modern animal science. Emphasis upon feeding, breeding, marketing, and management. Includes sheep, swine, cattle and horses. Meets five hours per week.

**AG 113B. Introduction to Agriculture Education.... 3 hrs.**  
Introduction to agricultural and extension education programs, philosophies, and competencies needed in agricultural education. History and principles of vocational education and development of agricultural youth organization. Meets three lecture hours per week. Meets five hours per week.

**AG 113C. General Agronomy ..... 3 hrs.**  
To acquaint students with the importance of plants to our society and what role plants play within our population, as well as, the nature of crop plants as to their origin and classification; structure and function; and growth and development. To develop an appreciation of how environmental factors affect crop production.

**AG 113D. Dairy Science ..... 3 hrs.**  
AG113D is a course that introduces students to dairy cattle selection systems. Material presented in the course includes: dairy cattle anatomy and skeletal structure; standards of perfection and ideal conformation; phenotypic and genotypic differences among the breeds of dairy cattle; relationship between functional type traits and herd life (longevity); dairy cow breed classification programs; linear descriptive type trait appraisal; relationship between breed and milk production; corrective mating systems based on type characteristics; using heritability estimates, correlation coefficients and longevity in a dairy cattle selection program. Students have an opportunity to apply all principles presented in lectures through corresponding laboratory exercises. Meet five hours per week. Prerequisite: none.

**AG 123. Livestock and Meats Evaluation I ..... 3 hrs.**  
Comparative evaluation of breeding and marketing animals. Carcass evaluation and grading. Field trips to agriculture production centers. Meets four hours per week. May repeat one time for credit.

**AG 123A. Entomology ..... 3 hrs.**  
Basic study of insects. Classification, behavior, morphology, recognition, structure, and control through integrated pest management. Meets four hours per week.

**AG 123B. Food Technology..... 3 hrs.**  
To provide basic information necessary to understand technological aspects of modern industrial food and supply systems and to also provide a fundamental background in food classification, modern processing, and quality control.

**AG 123C. Computers in Agriculture..... 3 hrs.**  
This course is designed to introduce students to computer applications and graphical and electronic information technology as it relates to the agriculture industry. Students will be able to utilize computers and related technology in record-keeping, agricultural production, agribusiness and telecommunications. Meets five hours per week. Prerequisite – none.

**AG 124B. Introduction to Principles of Horticulture..... 4 hrs.**  
Fundamental principles and practices of growth, structure, nomenclature, and utilization of fruit, vegetable, and ornamental plants. Meets five hours per week.

**AG 213. Feeds and Feeding ..... 3 hrs.**  
Grades, digestibility, classes, and nutritive value of feed stuffs. Processing and evaluation of feeds. Ration computation for maintenance and production of all classes

of livestock. Prerequisite: CH 114A or consent of instructor. Meets two lecture hours and two laboratory hours per week.

**AG 213A. Agribusiness Management ..... 3 hrs.**  
Description and application of economic principles, decision making, planning, organization structure sales, and agriculture finance. Meets three lecture hours per week.

**AG 213B. Forage Management and Utilization ..... 3 hrs.**  
Designed to acquaint the student with the proper procedures of selection, establishment, forage system development, and maintenance of improved native and introduced species of forages. Proper grazing management and grazing systems are also included. Meets three lecture and two lab hours per week.

**AG 214. Properties and Management of Soils..... 4 hrs.**  
Origins, classification, chemical and physical properties of soils. Development and management of agricultural soils. Emphasis upon factors affecting production. Prerequisite: CH 114A or consent of instructor. Meets three lecture hours and two laboratory hours per week.

**AG 223. Livestock and Meats Evaluation II..... 3 hrs.**  
Advanced training in selection, evaluation, and grading of live animals and carcasses. Field trips to ranches, feedlots, and slaughter facilities. Meets four hours per week. May repeat one time for credit.

## **Anthropology (AN) – 45.0201**

**AN 123. Introduction to Cultural Anthropology..... 3 hrs.**  
A brief history of the growth of the sciences of anthropology and archeology. An examination of aspects of culture, including technology, ecology, economics, family structure, political structure, religion, linguistics, the arts, and education. Meets three lecture hours per week.

## **Art (AR) – 50.0701**

NOTE: Students enrolling in art courses furnish their own materials except for certain laboratory equipment provided by the college.

**AR 113. Art Appreciation ..... 3 hrs.**  
This is a general course on art appreciation. Open to all college students. It covers the analysis of art elements and principles as applied to various forms of visual expression including painting, drawing, sculpture, and architecture. This course will develop for the student an awareness and appreciation of art through film and video, presentations, classroom assignments, and active student participation in class discussions. Three lecture hours per week.

**AR 113A. Drawing I ..... 3 hrs.**  
Through varied media, props, and still life arrangements, the student will explore the elements of line, shape, texture, value, and space. Major areas of focus include a detailed study in linear perspective, basic rendering techniques, and skills formation including perceptual and aesthetic development. This course is open as a general education course to all college students who wish to draw. Regular outside assignments. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements. Prerequisite: None.

**AR 113B. Art History I..... 3 hrs.**  
Art History I is a survey of art from prehistoric times up through the dawn of the renaissance. Although the major

focus is Western European art, this course examines many non-western cultures and their great artistic traditions. Prerequisites: None

**AR 113G. Airbrushing Techniques I..... 3 hrs.**  
Introduction to the use of the airbrush. Includes operation, T-shirt design, stencil making, station work, tools, airbrush materials techniques, and professional environment. No prerequisites. Meets three hours per week.

**AR 123A. Drawing II..... 3 hrs.**  
A continuation of AR 113A with a focus on media, technique, gesturing, and compositional activity. Students will continue to explore and develop the expressive and conceptual aspects of drawing. Regular outside assignments. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements. Prerequisite: AR 113A.

**AR 123B. Computer Graphics (Same as DC 123A)..... 3 hrs.**  
This course is designed as an introductory course in Computer Graphics including basic computer graphic concepts, equipment configurations, disk initialization and formatting, design and layout, and actual hands-on experience producing a variety of drawings and graphic assignments. The use of various computers and computer software will be covered using keyboard, mouse, and digitizer menu features. The use of digital input devices (scanning) and output devices (printers) will also be covered in this course. No prerequisites. Meets five hours per week.

**AR 123G. Airbrushing Techniques II ..... 3 hrs.**  
This course is a continuation of AR113G. It includes advanced techniques of airbrushing, cutting stencils, creating patterns, making personalized license plates, and fabricating mail box designs. Students will also learn how to mix paints, create bathroom seat motifs, and personalize motorcycle tanks. Prerequisite: AR 113G. Meets three hours per week..

**AR 213. Two-Dimensional Design ..... 3 hrs.**  
Emphasis is upon two-dimensional design activity and compositional arrangement using the elements and principles of design. The development of perceptual skills, techniques, and vocabulary will be emphasized. Regular outside assignments. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements. Prerequisite: AR 113A desirable.

**AR 213A. Painting I..... 3 hrs.**  
An introductory course in painting focusing on a solid foundation in color theory, mixing and application of pigment and mediums, canvas preparation, basic painting skills, and aesthetic sensibilities. This course is open as a general education course to all college students who wish to paint in oils or acrylics. Regular outside assignments. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements. Prerequisite: AR 113A desirable.

**AR 213B. Ceramics I..... 3 hrs.**  
Introduction to the medium of clay as a material. Instruction in various hand forming techniques and wheel throwing. Emphasis will be on the aesthetics of sculptural statements in clay and the importance of the utilitarian aspects of clay. Students will be exposed to the numerous firing techniques

possible in the ceramic discipline. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements.

**AR 213C. Sculpture I .....3 hrs.**  
An exploration of sculptural form and expression in clay, plaster, handmade paper, wood, and stone. Introduces the student to the fundamental sculptural techniques, tools, and processes involved in assemblage, modeling, casting, and carving. Regular outside assignments. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements. Prerequisite: AR 223 desirable.

**AR 213D. Watercolor .....3 hrs.**  
Basic techniques and media of transparent painting, with emphasis on drawing, color, and composition. This course is open as a general education course to all college students. It is suggested that students complete three hours of drawing prior to enrollment or have consent of the instructor. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements.

**AR 213E. Jewelry and Metalcrafts I.....3 hrs.**  
Creative experimentation with metals and other materials to give the student an understanding of the fundamental process and procedures of metal craft and jewelry making. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements.

**AR 213F. Photography I .....3 hrs.**  
Black and white photography requiring use of the camera, development of film, enlargements from negatives, and preparing black and white photographs taken in the course for exhibit. Cinematography is introduced. Two lecture hours and three laboratory hours per week.

**AR 223. Three-Dimensional Design .....3 hrs.**  
A continuation of AR 213 with emphasis on three dimensional compositional activity, materials, tools, techniques, and the development of conceptual and perceptual skills related to form in space. Through problem solving assignments, the student will explore the elements and principles as they relate to three-dimensional design. Regular outside assignments. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements. Prerequisite: AR 113A. AR 213 desirable.

**AR 223A. Painting II .....3 hrs.**  
A continuation in skills formation, technique, and expressive development with selected exploration in representational and non-representational activity including impressionism, pointalism, abstraction, minimalism, etc. Regular outside assignments. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements. Prerequisite: AR 113A and AR 213A.

**AR 223B. Ceramics II.....3 hrs.**  
A continuation of AR 213B. A continuation with greater emphasis on individual maturation within the ceramic discipline. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements.

**AR 223C. Sculpture II ..... 3 hrs.**  
A continuation of AR 213C with an emphasis on compositional and design considerations, advanced techniques, and individual expression in selected media. Regular outside assignments. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements. Prerequisite: AR 223.

**AR 223E. Jewelry and Metalcrafts II..... 3 hrs.**  
A continuation of AR 213E. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements.

**AR 223F. Photography II ..... 3 hrs.**  
Continuation of AR 213F with continued work in black and white photography at an intermediate level. Limited experience in cinematography. Two lecture hours and three laboratory hours per week.

**AR 223W. Creating Southwestern Art..... 3 hrs.**  
Designed to meet the needs of both the beginning and advanced art student/artist seeking either introductory or advanced instruction in the investigation and creation of southwestern art. A multi-leveled instructional approach that includes: specific assignments for beginning students and independent instruction and critique for students presently producing southwestern images who seek some guidance while continuing their own unique artistic expressions. Students will be encouraged to work in several mediums and explore a number of different techniques. Regular outside assignments. This course is open as a general education course to all college students. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements. Prerequisite: None.

## **Automotive Technology (AT) – 47.0604**

This program is designed for students who wish to become professional automotive technicians. With the continuous use of electronic systems and on-board computers, there will be constant demand for highly skilled, well-trained automotive technicians. Students in the Automotive Technology Program will receive quality classroom instruction as well as hands-on laboratory experience using state-of-the-art diagnostic test equipment. In addition, students have the opportunity to be placed in a cooperating automotive service facility, receive supervised work experience, training under an experienced automotive technician. Upon completion of the program, the student will receive a certificate or an Associate in Applied Science Degree in Automotive Technology, depending on course selection.

**AT 113. Engine Repair ..... 3 hrs.**  
This course will cover the fundamentals of automotive engine operation, the service and repair of automotive engines, and the diagnosis and overhaul procedures related to these engines. This class meets for two lecture hours and two laboratory hours per week.

**AT 114A. Cooperative Work Experience I..... 4 hrs.**  
Continuation of AT 113, AT 124C, and AT 124D. Work experience in a cooperating automotive service facility.

Students will work as trainees under the supervision of an experienced automotive technician. Open to Automotive Technology students only. Minimum of twenty hours of work per week.

**AT 114B. Cooperative Work Experience II ..... 4 hrs.**  
Continuation of AT 213A, AT 213C, and AT 223B. Work experience in a cooperating automotive service facility. Students will work as trainees under the supervision of an experienced automotive technician. Open to Automotive Technology students only. Minimum of twenty hours of work per week.

**AT 123C. Brake Systems ..... 3 hrs.**  
This course covers the operating principles, service and troubleshooting procedures of automotive brake systems. Open to Automotive Technology students only. This class meets for two lecture and two laboratory hours per week.

**AT 124. Electronics ..... 4 hrs.**  
This course covers automotive electrical and electronic systems. Areas of instruction include general electrical system diagnosis and repair, battery diagnosis and service, starting and charging system diagnosis and repair, lighting systems, gauges, warning devices, horns, wiper/washers and power operated accessories. Open to Automotive Technology students only. This class meets for three lecture and two laboratory hours per week.

**AT 124A. Engine Performance ..... 4 hrs.**  
This course covers automotive systems related to engine performance and drivability. Areas of instruction include ignition systems, fuel systems, computerized engine controls, drivability diagnosis, exhaust emission controls, and scan data diagnosis. Open to Automotive Technology students only. This class meets for three lecture and two laboratory hours per week.

**AT 212. Cooperative Work Experience III ..... 2 hrs.**  
Continuation of AT 114A and AT 114B. Work experience in a cooperating automotive service facility. Students will work as trainees under the supervision of an experienced automotive technician. Open to Automotive Technology students only. Minimum of twenty hour of work per week.

**AT 213A. Manual Drive Trains and Axles ..... 4 hrs.**  
This course will cover the operation, service, and repair of manual drive and axle systems. Areas of instruction include clutch systems, manual transmissions, manual transaxles, front wheel drive axle shafts, and CV joints. Rear wheel drive universal joints, and drive shafts, rear axles and four wheel drive units. Open to Automotive Technology students only. This class meets for three lecture and two laboratory hours per week.

**AT 213B. Heating and Air Conditioning Systems.... 3 hrs.**  
This course will cover the operation, diagnosis, service and repair of automotive heating and air conditioning systems. Open to Automotive Technology students only. This class meets for two lecture and two laboratory hours per week.

**AT 213C. Automatic Transmissions and Transaxles..... 3 hrs.**  
This course will cover the operation, service and repair of automatic transmissions and transaxles. Also covered will be the diagnosis and overhaul procedures. Open to Automotive technology students only. This class meets for two lecture hours and two laboratory hours per week.

**AT 223B. Suspension and Steering Systems ..... 3 hrs.**  
This course covers the operation, diagnosis, service and repair of suspension and steering systems. Areas of instruction include front and rear suspension, wheels, tires and steering. Open to Automotive Technology students only. This class meets for two lecture and two laboratory hours per week.

**AT 223C. Automotive Service Management..... 3 hrs.**  
This course is an introduction to automotive service management. Areas of instruction include an overview of the automotive service industry, the role of the automotive service manager, controlling service operations, management techniques, and management and business ethics. Meets three hours per week.

## **Automotive Technology General Motors (GM) Automotive Service Educational Program – 47.0604**

The Automotive Service Educational Program (ASEP) is a two-year program leading to an Associate in Applied Science degree in Automotive Technology. The ASEP program combines the expertise of New Mexico Junior College and the General Motors Corporation to train students for professional careers as General Motors dealership technicians. In this unique program students are trained exclusively using the most up-to-date GM vehicles, components, and educational materials available. This includes instruction on all current GM electronic and computer-controlled systems. Throughout the program the student will alternate between classroom and laboratory instruction at the college, and cooperative work experience in a GM dealership. Due to the highly technical nature of this program, students are expected to meet certain entry-level requirements. Further information may be obtained by contacting the Business and Technology Dean or a General Motors ASEP professor.

**GM 113. Technology for Technicians..... 3 hrs.**  
This course is an introduction to the computer technology skills required of automotive technicians. Areas of instruction include basic computer operations, the installation and use of software, navigation of Windows and related applications, the use of electronic service information, programming diagnostic devices, and the reprogramming of vehicle on-board computers. Also included is instruction in the sending and receiving of electronic mail (e-mail), and basic Internet applications. Meets three hours per week.

**GM 114. Automotive Fundamentals..... 4 hrs.**  
This course is an introduction to the servicing of GM vehicles. Areas of instruction include the selection and use of GM service publications, the interpretation of VIN Codes, body styles and car lines, the correct methods of filling out repair orders, and the safe and correct use of hand tools, precision measuring instruments, and equipment. Open to ASEP students only. Meets ten hours per week.

**GM 114A. Cooperative Work Experience I .....4 hrs.**  
Work experience in a cooperating General Motors dealership. Student will work as a trainee under the supervision of an experienced GM automotive technician. Open to GM ASEP students only. Minimum of twenty hours of work per week.

**GM 114B. Cooperative Work Experience II .....4 hrs.**  
Continuation of GM 114A and GM 124B. Work experience in a cooperating General Motors dealership. Student will work as a trainee under the supervision of an experienced General Motors automotive technician. Open to GM ASEP students only. Minimum of twenty hours of work per week.

**GM 114C. Cooperative Work Experience III .....4 hrs.**  
Continuation of GM 124C and GM 214A. Work experience in a cooperating General Motors dealership. Students will work as a trainee under the supervision of an experienced General Motors automotive technician. Open to GM ASEP students only. Minimum of twenty hours of work per week.

**GM 124. Electronics I .....4 hrs.**  
This course is the first of two courses covering General Motors electrical and electronic systems. Areas of instruction include general electrical system diagnosis and repair, battery diagnosis and service, starting system diagnosis and repair, and charging system diagnosis and repair. Open to GM ASEP students only. Meets ten hours per week.

**GM 124A. Engine Performance I .....4 hrs.**  
This course is the first of two courses covering General Motors systems related to engine performance and drivability. Areas of instruction include safety, GM engine operation and diagnosis, ignition systems, fuel systems, and an introduction to computerized engine controls. Open to GM ASEP students only. Meets ten hours per week.

**GM 124B. Electronics II.....4 hrs.**  
This course is the second of two courses covering General Motors electrical and electronic systems. Areas of instruction include lighting systems, gauges, warning devices, horns, wiper/washers, and power operated accessories. Open to GM ASEP students only. Meets ten hours per week.

**GM 124C. Brake Systems .....4 hrs.**  
This course covers the operating principles, service, and troubleshooting procedures of General Motors brake systems. Open to GM ASEP students only. Meets twenty hours per week.

**GM 214. Engine Repair .....4 hrs.**  
This course will cover the fundamentals of automotive engine operation, the service and repair of General Motors automotive engines, and the diagnosis and overhaul procedures related to these engines. Open to GM ASEP students only. Meets ten hours per week.

**GM 214A. Manual Drive Train and Axles .....4 hrs.**  
This course will cover the operation, service and repair of GM manual drive train and axle systems. Areas of instruction include the diagnosis and overhaul of GM clutch systems, manual transmissions, manual transaxles, front wheel drive axle shafts and CV joints, rear wheel drive universal joints and drive shafts, rear axles and four wheel drive units. Open to GM ASEP students only. Meets ten hours per week.

**GM 214B. Heating and Air Conditioning ..... 4 hrs.**  
This course will cover the operation diagnosis, service and repair of General Motors heating and air conditioning systems. Open to GM ASEP students only. Meets ten hours per week.

**GM 214C. Automatic Transmissions and Transaxles ..... 4 hrs.**  
This course will cover the operation, service and repair of General Motors automatic transmissions and transaxles. Also covered will be the diagnosis and overhaul of these automatic transmissions and transaxles. Open to GM ASEP students only. Meets ten hours per week.

**GM 224. Engine Performance II..... 4 hrs.**  
This course is the second of two courses covering General Motors systems related to engine performance and drivability. Areas of instruction include safety, advanced ignition systems diagnosis, advanced Computer Command Control (CCC), drivability diagnosis, exhaust emission controls, and GM fuel injection system service, repair and scan diagnostics. Open to GM ASEP students only. Meets ten hours per week.

**GM 224A. Cooperative Work Experience IV ..... 4 hrs.**  
Continuation of GM 214 and GM 224. Work experience in a cooperating General Motors dealership. Student will work as a trainee under the supervision of an experienced General Motors automotive technician. Open to GM ASEP students only. Minimum 20 hours of work per week.

**GM 224B. Suspension and Steering Systems..... 4 hrs.**  
This course covers the operation, diagnosis, service and repair of General Motors suspension and steering systems. Areas of instruction include GM front and rear suspension, wheel, tires, and steering. Open to GM ASEP students only. Meets ten hours per week.

**GM 224C. Cooperative Work Experience V ..... 4 hrs.**  
Continuation of GM 214B, GM 214C, and 224B. Work experience in a cooperating General Motors dealership. Student will work as a trainee under the supervision of an experienced General Motors technician. Open to GM ASEP students only. Minimum 20 hours of work per week.

**GM 224D. New Product Issues ..... 4 hrs.**  
This course is designed to supplement other GM ASEP courses by providing information related to the most recently released service, repair and diagnostic procedures. Taking advantage of GM's critically timed electronic and print resources; students will receive instructional updates in the areas of power train, electronics, brakes, steering and suspension, and heating and air conditioning. Meets 4 hours per week.

## **Automotive Technology Ford Motor Company (FM) Automotive Student Service Educational Training Program – 47.0604**

The Automotive Student Service Educational Training Program (ASSET) is a two year program — leading to an Associate in Applied Science Degree in Automotive Technology. It is a joint effort of three organizations: Ford Motor Company, Ford and Lincoln-Mercury Dealers, and New Mexico Junior College. Its purpose is to provide

technical competency and professional abilities for students desiring a professional career as dealership technicians. This program prepares students to analytically diagnose, service and maintain Ford automotive products using recommended procedures, special tools, and Ford Service Publications. Students are trained using the latest Ford vehicles, components, and educational materials available; students are better equipped to advance in position after additional experience is achieved in the dealership. Throughout the two (2) year program, the student alternates between classroom and laboratory instruction at the college and cooperative work experience in a sponsoring Ford or Lincoln-Mercury dealership. Due to significant demands of this program, students are required to meet specific entry-level requirements.

**FM 113. Technology for Technicians ..... 3 hrs.**  
This course is an introduction to the computer technology skills required of automotive technicians. Areas of instruction include basic computer operations, the installation and use of software, navigation of Windows and related applications, the use of electronic service information, programming diagnostic devices, and the reprogramming of vehicle on-board computers. Also included is instruction in the sending and receiving of electronic mail (e-mail), and basic Internet applications. Meets three hours per week.

**FM 114. Automotive Fundamentals ..... 4 hrs.**  
This course is an introduction to the servicing of Ford Motor Company vehicles. Areas of instruction include the selection and use of Ford service publications, the interpretation of VIN Codes, body styles and car lines, repair order processing, the safe and correct use of hand tools, and precision measuring instruments and equipment. Specific on-vehicle instruction for pre-delivery operations, campaign procedures, basic service operations for wind noise and water leaks, and engine cooling and lubrication systems are also covered. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. Meets ten hours per week.

**FM 114A. Cooperative Work Experience I ..... 4 hrs.**  
Continuation of FM 114 and FM 124. Work experience in a cooperating Ford-Lincoln-Mercury dealership. Student will work as a trainee under the supervision of an experienced Ford automotive technician. Open to Ford ASSET students only. Minimum of twenty hours of work per week.

**FM 114B. Cooperative Work Experience II ..... 4 hrs.**  
Continuation of FM 124A and FM 124B. Work experience in a cooperating Ford-Lincoln-Mercury dealership. Student will work as a trainee under the supervision of an experienced Ford automotive technician. Open to Ford ASSET students only. Minimum of twenty hours of work per week.

**FM 114C. Cooperative Work Experience III ..... 4 hrs.**  
Continuation of FM 124C and FM 214A. Work experience in a cooperating Ford-Lincoln-Mercury dealership. Student will work as a trainee under the supervision of an experienced Ford automotive technician. Open to Ford ASSET students only. Minimum of twenty hours of work per week.

**FM 123. Diesel Engine Operations ..... 3 hrs.**  
The design, operation, maintenance, diagnosis, and repair of diesel engines used in Ford Motor Company vehicles are covered in this course. The instruction provided in this course focuses on diesel engine systems that influence engine performance and drivability. Areas of instruction include the diagnosis and repair of base engine systems, fuel systems, electrical systems, induction systems, and diesel electronic engine control systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies and must have successfully completed FM 124B Electronics II.

**FM 124. Electronics I ..... 4 hrs.**  
This is the first of two courses providing instruction on the electrical and electronic systems used on Ford Motor Company cars and light trucks sold in North America. Areas of instruction include: safety, electrical and electronic fundamentals, analog and digital test equipment, basic circuit diagnosis, interpretation and use of schematics and service manuals, and component operation. Also included are general electrical system diagnosis and repair along with focused diagnosis, maintenance and repair of the battery, starting, and charging systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. Meets ten hours per week.

**FM 124A. Engine Performance I ..... 4 hrs.**  
This is the first of two courses providing instruction in Ford Motor Company vehicle systems that influence engine performance and drivability. Areas of instruction include: related safety, gasoline engine operation and performance, ignition systems, fuel systems, induction systems, vacuum control systems and vacuum/mechanical emission control systems. One of the major thrusts of this course is to provide a solid foundation for later in-depth instruction in Electronic Engine Control systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies and must have successfully completed FM 124B Electronics II. Meets ten hours per week.

**FM 124B. Electronics II ..... 4 hrs.**  
This is the second of two courses providing instruction on the electrical and electronic systems used on Ford Motor Company vehicles. This course focuses primarily on automotive electronics and microcomputer-based systems. Areas of instruction include: safety, multiplexing related diagnosis and repair, microprocessor operation, sensors, actuators, electronic automotive systems and various electrical accessory systems not covered in Electronics I. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies and must have successfully completed FM 114 Automotive Fundamentals and FM 124 Electronics I. Meets ten hours per week.

**FM 124C. Brake Systems ..... 4 hrs.**  
This course covers the operating principles, service and troubleshooting procedures of Ford Motor Company's brake systems. Areas of instruction include safety and the operational principles, repair, maintenance and diagnostic procedures for wheel bearings, brake hydraulics, drum brakes, disc brakes, power assist, traction assist, and anti-



lock brake systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies and must have successfully completed FM 124B Electronics II. Meets ten hours per week.

**FM 211. Noise, Vibration, and Harshness ..... 1 hr.**  
This course is designed to develop a systematic approach to diagnosing and correcting noise, vibration, and harshness (NVH) concerns. Instruction will focus on the use of the Electronic Vibration Analyzer (EVA), the Reed Tachometer, and the Chassis Ears. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies and must have successfully completed FM 124B Electronics II.

**FM 212. Advanced Drivability Diagnosis .....2 hrs.**  
This course is designed to develop and apply vehicle drivability-related diagnostic skills. The diagnostic strategies used will include the interpretation of graphed data. In addition, this course covers emission system inspection and emission system efficiency testing procedures. In this course students will use appropriate equipment to diagnose vehicles with multiple faults, intermittent concerns, and no-code concerns related to base engine, electronic engine control, ignition, emission, fuel, and air inlet systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies and must have successfully completed FM 124B Electronics II and FM 224 Engine Performance II.

**FM 214. Engine Repair .....4 hrs.**  
This course will cover the fundamentals of automotive engine operation, the service and repair of Ford Motor Company's automotive engines, and the diagnosis and overhaul procedures related to these engines. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies and must have successfully completed FM 114 Automotive Fundamentals. Meets ten hours per week.

**FM 214A. Manual Drive Train and Axles .....4 hrs.**  
This course will cover the operation, service and repair of Ford Motor Company's manual drive train and axle systems. Areas of instruction include the diagnosis and overhaul of Ford clutch systems, manual transmissions, manual transaxles, front wheel drive axle shafts and CV joints, rear wheel drive universal joints and drive shafts, rear axles and four wheel drive units. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies and must have successfully completed FM 124B Electronics II. Meets ten hours per week.

**FM 214B. Heating and Air Conditioning .....4 hrs.**  
This course will cover the operation, diagnosis, service and repair of Ford Motor Company's heating and air conditioning systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies and must have successfully completed FM 124B Electronics II. Meets ten hours per week.

**FM 214C. Automatic Transmissions and Transaxles 4 hrs.**  
This course will cover the operation, service, and repair of Ford Motor Company's automatic transmissions and

transaxles. Also covered will be the diagnosis and overhaul of electronic controlled automatic transmissions and transaxles. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies and must have successfully completed FM 124B Electronics II. Meets ten hours per week.

**FM 224. Engine Performance II ..... 4 hrs.**  
This is a comprehensive course covering the systems and factors affecting engine performance and drivability. Areas of instruction include: related safety, the influence of engine design on performance and emissions, advanced ignition systems diagnosis, advanced Electronic Engine Control (EEC), drivability diagnosis, exhaust emission controls, and Ford fuel injection system service, repair, and scan diagnostics. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies and must have successfully completed FM 124B Electronics II and FM 124A Engine Performance I. Meets ten hours per week.

**FM 224A. Cooperative Work Experience IV ..... 4 hrs.**  
Continuation of FM 211, FM 212, FM 214, and FM 224. Work experience in a cooperating Ford-Lincoln-Mercury dealership. Student will work as a trainee under the supervision of an experienced Ford automotive technician. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. Minimum of twenty hours of work per week.

**FM 224B. Suspension and Steering Systems ..... 4 hrs.**  
This course covers the operation, diagnosis, service, and repair of Ford Motor Company's suspension and steering systems. Areas of instruction include front and rear suspension, wheel, tires, steering, and associated hydraulic and electronic management systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies and must have successfully completed FM 124B Electronics II. Meets ten hours per week.

**FM 224C. Cooperative Work Experience V ..... 4 hrs.**  
Continuation of FM 214B, FM 214C, and FM 224B. Work experience in a cooperating Ford-Lincoln-Mercury dealership. Student will work as a trainee under the supervision of an experienced Ford automotive technician. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. Minimum of twenty hours of work per week.

## **Biology (BI) – 26.0101**

**BI 114. General Biology ..... 4 hrs.**  
Stresses the concept of, the characteristics of, and the diversity of life. Emphasis placed upon the scientific method, the chemistry of living organisms, cell structure and function, photosynthesis, respiration, cell reproduction, inheritance, molecular genetics, and evolution. Recommended to be taken before BI 124. Three lecture hours and three laboratory hours per week.

**BI 124. General Biology ..... 4 hrs.**  
Stresses origins of life, the diversity of viruses, monerans, protistas, and fungi, the diversity of plants, plant structure and function, animal diversity, animal structure and function, animal behavior, ecology of populations, ecosystems, and environmental concerns. Recommended to follow BI 114 (however may be taken prior to BI 114). Three lecture hours and three laboratory hours per week.

**BI 214A. Human Anatomy and Physiology I ..... 4 hrs.**  
An integrated study of human structure and function of cells, tissues, integumentary system, skeletal system, muscular system, and nervous system. Prerequisite: High school biology and chemistry or consent of the instructor. Enrollment restricted to nursing, and pre-professional students or by consent of the instructor. Three lecture hours and three laboratory hours per week.

**BI 224. Microbiology ..... 4 hrs.**  
Study of the importance of microbiological-organisms in life processes; basic principles of microbiology, isolation, morphology, physiology, identification and applications of bacteria, fungi, and viruses: medical bacteriology and bacterial involvement in disease. Prerequisite: Biology 114 or 124 or consent of the instructor. Chemistry is recommended. Three lecture hours and three laboratory hours per week.

**BI 224A. Human Anatomy and Physiology II ..... 4 hrs.**  
Continuation of BI 214A. Nervous, endocrine, cardiovascular, respiratory, excretory, digestive systems and reproductive systems. Prerequisite: BI 214A or consent of the instructor. Enrollment restricted to nursing and pre-professional students, or by consent of the instructor. Three lecture hours and three laboratory hours per week.

**BI 224B. Human Anatomy and Physiology ..... 4 hrs.**  
An introduction to the structure and function of the human body. Special attention to the structure/function relationships. Emphasis on cells, tissues, organs, and organ systems. Prerequisite: BI 114 or consent of the instructor. Three lecture hours and three laboratory hours per week.

## **Business Law (BS) – 52.0201**

**BS 213. Business Law I ..... 3 hrs.**  
The legal framework of business: the basic principles of law that has impact on business and society. Emphasis is upon the principles of the contracts. Other topics treated include the legal and social environment of business, personal property, bailments, and sales. Meets three lecture hours per week.

**BS 223. Business Law II ..... 3 hrs.**  
A continuation of the study of the principles of law emphasizing commercial paper, secured transactions, creditors' rights, insurance, agency and employment, business organizations, and real property, and estates. Meets three lecture hours per week.

## **Business – 52.0201**

The curricula in business training provide for two years of pre-professional work leading toward a career in business. Each curriculum contains courses essential to a general education and permits the study of fundamental business theory and procedures with limited specialization in one of

the major business fields. The business faculty of New Mexico Junior College makes a conscientious effort to help each student in the selection and pursuit of a course of study that will be of the most direct value according to the student's needs and purpose. In making course selections, the student should remember that business is a broad field and contains many possible majors.

## **General Business (BU) – 52.0201**

**BU 113. Introduction to Business ..... 3 hrs.**  
A survey of methods and practices in the business world, business terminology, opportunities in business, contributions of business to our society; provides a foundation for more specialized study. Meets three lecture hours per week.

**BU 113A. Retailing ..... 3 hrs.**  
A study of the general principles of retail store operations which includes organizations, locations, buying, pricing, sales promotions, customer service, and inventory. A classroom approach (theory) in computer electronic spreadsheet applications—no computer class required. Meets three lecture hours per week.

**BU 113B. Salesmanship ..... 3 hrs.**  
The study of basic sales techniques is presented with actual role-playing and sales demonstrations taking place. A classroom (theory) and laboratory approach. Meets three lecture hours per week.

**BU 123A. Advertising ..... 3 hrs.**  
Includes a study of the world of advertising as to the historical development and current practices. The course covers the use of media applications to build an effective sales promotion campaign. Advertising theory is presented along with actual hands-on application. The study of how to catch the eye and urge people to buy in a marketing environment. The course will include the types and roles of visual merchandising including creation, color, and principles of design. Three lecture hours per week.

**BU 133. Consumer Behavior ..... 3 hrs.**  
This course examines the internal and external forces that impact consumption behavior. The consumer decision process is examined as well as the psychological, sociological, and environmental characteristics that marketers use to impact our buying behavior. Meets three lecture hours per week.

**BU 213. Principles of Management..... 3 hrs.**  
Management process, the decision making process, and the science and art of management. The four functions of management: planning, organizing, actuating, and control are studied in formulating and carrying out the objectives, policies, methods, and procedures in managing a successful business enterprise. Role-play situations. Meets three lecture hours per week.

**BU 213A. Principles of Finance ..... 3 hrs.**  
The first course in finance. A survey of the whole field of finance, public and private. Financial institution, instruments and procedures involved in the supply of and demand of loanable funds. Meets three lecture hours per week.

**BU 213B. Principles of Real Estate .....3 hrs.**  
Practice and finance in real estate from the perspective of the property owner, the businessman, and the Realtor. Organization, leasing and property management; also valuation and taxation. Meets three lecture hours per week.

**BU 213D. Principles of Insurance I.....3 hrs.**  
Theory of risk and insurance; types of insurance companies; contract terms and clauses; basic features of life, property, liability, and health insurance. Meets three lecture hours per week.

**BU 213F. Personal Financial Management .....3 hrs.**  
An investigation of the financial problems individuals and families face: budgeting, taxes, credit, insurance, investments, planning for the purchase of a home, planning for retirement, etc., and the development of analytical techniques and skills to use in dealing with these problems. Meets three lecture hours per week.

**BU 213G. Supervision .....3 hrs.**  
A course of study examining the role of supervisory management and how important it is to the over-all success of any organization. Meets three lecture hours per week.

**BU 213H. Real Estate Law.....3 hrs.**  
One of the two state required courses for real estate salesperson licensure. This course covers ownership rights, law of agency, law of contracts, and other legal aspects of real estate. Meets three lecture hours per week.

**BU 223. Business Communications .....3 hrs.**  
Prepares the student to understand business communication in its ever-changing environment. Includes: business writing, business style, business memos, short and long reports, job search and resume writing, communication for intercultural business, and ethics and law for business communication. Meets three lecture hours per week.

**BU 223A. Principles of Marketing .....3 hrs.**  
Functions, principles, processes and methods involved in marketing today. Includes types of middlemen, marketing channels, and buying motive. Meets three lecture hours per week.

**BU 223B. Personnel Management.....3 hrs.**  
Application of psychological principles and methods of selection, placement, evaluation and motivation of work and efficiency, human relations, employment laws, and fringe benefits. Meets three lecture hours per week.

**BU 223C. Small Business Management .....3 hrs.**  
This course covers the principles of successful business. Topics to include: how to start and maintain a small business, cash and asset management, management of account receivables, gross margin return on investment analysis, the legal environment, developing a pricing strategy. Calculations and assignments to be done with the computer. Electronic spreadsheet — no computer class required. Meets three lecture hours per week.

**BU 223. Business Statistics.....3 hrs.**  
This course covers the need for research, sample sizes, types of samples, and data collection. Students will analyze and interpret data through data collection, summarizing data, and data presentation; hypothesis testing, regression, and correlation; random variables, and probability densities. Computer applications will include T-Tests, simple linear regressions and correlations. The course will conclude with an overview of business applications, how statistics are used

in society and their importance. (This course will not fulfill the mathematics requirements for any associate degree.) Meets three lecture hours per week.

## **Chemistry (CH) – 40.0501 & 40.0504**

### **General Chemistry 40.0501**

**CH 114. Current Concepts of Chemistry ..... 4 hrs.**  
Fundamental chemical concepts, properties of substances, chemical bonding, energy, acids, bases, and nuclear energy. Topics are discussed with current applications. For non-science majors only. Three lecture hours and three laboratory hours per week.

**CH 114A. General Chemistry ..... 4 hrs.**  
A comprehensive study of chemical behavior of matter. Study of atomic theory, chemical bonding, elemental periodicity, nomenclature, and physical properties in relation to structure. Designed for pre-professional and science majors. Three lecture hours and three laboratory hours per week.

**CH 124A. General Chemistry ..... 4 hrs.**  
A continuation of CH 114A. Solutions, equilibrium, elementary thermodynamics, reaction kinetics, acids-bases, and electro-chemistry. Designed for pre-professional and science majors. Prerequisite: CH 114A. Three lecture and three laboratory hours per week.

### **Organic Chemistry 40.0504**

**CH 214. Organic Chemistry..... 4 hrs.**  
Important aliphatic and aromatic classes of carbon compounds with emphasis on structure, nomenclature, reactions, IR analyses, and synthetic techniques. Prerequisite: CH 124A or consent of instructor. Three lecture hours and three laboratory hours per week.

**CH 224. Organic Chemistry..... 4 hrs.**  
A continuation of CH 214. Prerequisite: CH 214. Three lecture hours and three laboratory hours per week.

## **Communication (SE) – 09.0101**

**SE 103. Applied Communications ..... 3 hrs.**  
This course develops communication, language arts, and English skills in an applied setting. Emphasis on transferring improved reading, writing, listening, speaking, problem-solving, visual, and nonverbal skills to occupational and personal lives. Includes occupation-specific applications in areas including business, marketing, technical, trade, and industrial areas. Three lecture hours per week.

**SE 113. Interpersonal Communication ..... 3 hrs.**  
A study of the human communication process in a variety of exchange settings. Units include relational message sending, listening, and non-verbal communications. Special emphasis is given to illustrate how communication proceeds within human relationships. Three lecture hours per week.

**SE 123. Public Speaking ..... 3 hrs.**  
This class is an introductory study in the theory and practice of oral discourse, including the preparation, presentation, and evaluation of public speeches. Students will present speeches intended to emphasize particular

elements of rhetorical theory and fundamental skill areas for informative, persuasive, and extemporaneous speaking. Three lecture hours per week.

**SE 213A. Introduction to Mass Communications.... 3 hrs.**

This course covers the structure, characteristics, functions and support of mass communication in modern society. Also included are radio, television, newspapers, magazines and related areas of advertising and public relations. Pre and/or co requisites: None. This is a three credit hour course.

**SE 223. Voice and Articulation.....3 hrs.**

A study of how the human voice operates and how it can be improved. Vocal ability and limitation analysis are an important class characteristic. Tools include oral readings and articulation drills. The International Phonetic Alphabet is explored as a pronunciation mechanism. Three lecture hours per week.

**SE 233. Oral Interpretation ..... 3 hrs.**

An introduction to and appreciation of oral interpretation of literature. Includes the technical preparation and presentation of poetry, prose, story telling, and dramatic reading, based upon the critical and creative analysis of each. Emphasis is placed upon practice in phrasing, vocal quality, time, force, pitch, and bodily responses. Three lecture hours per week.

## **Computer Assisted Drafting (EG) – 15.1302**

**EG 111B. AutoCAD Certification Preparation.....1 hr.**

This course prepares the student for the nationally recognized AutoCAD certification test. The certification is 2-dimensional Computer Assisted Drafting (CAD). The student will utilize certification preparation software. Prerequisites: EG234 Advanced Computer Assisted Drafting (CAD) or permission from the instructor. Meets two hours per week.

**EG 114. Introduction to Computer Assisted Drafting (CAD)..... 4 hrs.**

This course is offered as an introduction to Computer Assisted Drafting (CAD) Software. Students will gain knowledge in the use and principles of CAD. Manual drafting concepts and tools will be introduced. The main emphasis will be the application of the AutoCAD software. Specific hardware used in the CAD environment will be introduced and utilized. Basic CAD concepts will be covered. These include drawing setup, 2-dimensional entity creation, coordinate entry methods, and drawing aides. Prerequisites: None. Meets six hours per week.

**EG 114A. Principles of Drafting I (CAD).....4 hrs.**

This course is offered as an introduction to the principles of drafting utilizing Computer Assisted Drafting (CAD) software. Students will gain knowledge of drafting fundamentals, drafting techniques and skills, descriptive geometry, CAD application, and drafting and design applications. The student will apply the knowledge of the principles of drafting using AutoCAD software. The contrast between CAD and mechanical (or board drafting) will be emphasized. Engineering graphics as a language, drawing media, filing, storage and reproduction, basic drafting skills, applied geometry, theory of shape description, auxiliary views and revolutions, basic

dimensioning, sections, threaded fasteners, miscellaneous types of fasteners, manufacturing materials, forming processes, and working drawings and design, will be covered in this course. Prerequisites: Co-requisite of EG 114 Introduction to Computer Assisted Drafting (CAD) or permission from the instructor. Meets six hours per week.

**EG 114B. AutoCAD Level I Certification**

**Preparation ..... 4 hrs.**

This course prepares the student for the nationally recognized AutoCAD Level I certification test. The Level I certification is 2-dimensional Computer Assisted Drafting (CAD). The student will utilize certification preparation software. Prerequisite: EG 114 Introduction to Computer Assisted Drafting (CAD) or EG 114A Principles of Drafting (CAD) or permission from the instructor. Meets two hours per week for the 1st 8 weeks of the semester, to be followed by EG 224B AutoCAD Level II Certification Preparation which meets for two hours per week for the 2<sup>nd</sup> 8 weeks of the semester.

**EG 114C. Introduction to 3-Dimensional Animation (3D Studio Viz).....4 hrs.**

An introductory course covering the creation of 3-dimensional objects and animation using 3D Studio Viz. The course will cover the necessary skills to become proficient in working with 3-dimensional objects and animation. The course will cover creating a scene, creating shapes, modifying splines, lofting objects, twisting objects, creating curved paths, deformation tools, creating objects, materials, and 3-dimensional animation and rendering. Prerequisites: None. Meets six hours per week.

**EG 121B. American Design Drafter Certification**

**Preparation.....1 hr.**

This course prepares the student for the nationally recognized American Design Drafting Association Drafting certification test. Drafter Certification is a nationwide program that allows drafters to show their knowledge in drafting concepts and nationally recognized standards and practices. Certification enables drafters to demonstrate professional capabilities and helps employers in identifying quality employees. Prerequisites: EG 114A Principles of Drafting I (CAD) and EG124C Principles of Drafting II (CAD) or permission from the instructor. Meets two hours per week.

**EG 124A. Computer Assisted Drafting for**

**Architecture..... 4 hrs.**

Offered to introduce students to the uses of Computer Assisted Drafting (CAD) in the architecture profession. This course will cover the use of (CAD) in preparing construction documents and 3-dimensional models of buildings. Architecture terminology, building techniques, building conventions, building design, and architecture-related information will be introduced. Prerequisite: EG 114. Meets six hours per week.

**EG 124B. Computer Assisted Drafting for**

**Engineering..... 4 hrs.**

Offered to introduce students to the uses of Computer Assisted Drafting (CAD) in the engineering professions. This course will cover the use of (CAD) in preparing construction documents and 3-dimensional models of objects. Engineering terminology, drawing techniques, engineering conventions, engineering design, and

engineering-related information will be introduced. Prerequisite: EG 114. Meets six hours per week.

**EG 124C. Principles of Drafting II (CAD).....4 hrs.**  
This course is offered as a continuation of the introduction to the principles of drafting utilizing Computer Assisted Drafting (CAD) software. Students will gain knowledge of pictorial drawings, geometric dimensioning and tolerancing, drawings for numerical control, welding drawings, design concepts, belts, chains, and gears, couplings, bearings, and seals, developments and intersections, pipe drawings, structural drafting, jigs and fixtures, electrical and electronics drawings, Prerequisites: EG 114A Principles of Drafting I (CAD) or permission from the instructor. Meets six hours per week.

**EG 214A. Computer Assisted Drafting for GIS.....4 hrs.**  
Offered to introduce students to the uses of Computer Assisted Drafting (CAD) in Geographic Information Systems. This course will cover the use of (CAD) in the creation and linking of Geographic Information to other software applications. Geographic Information terminology, drawing techniques, and Geographic Information Systems-related information will be introduced. Prerequisite: EG 124A or EG 124B. Meets six hours per week.

**EG 214B. Intermediate Computer Assisted Drafting (CAD)..... 4 hrs.**  
This course is offered as a continuation of developing the 2-dimensional Computer Assisted Drafting (CAD) skills introduced in EG 114. The course will cover printing and plotting of drawings, dimensioning and tolerancing, building groups, blocks, symbol libraries and extracting bills of materials. This course will complete the basics required for a CAD Operator. Prerequisites: Co-requisite of EG 114 Introduction to Computer Assisted Drafting (CAD) or permission from the instructor. Meets six hours per week.

**EG 214D. Land Desktop (CAD).....4 hrs.**  
This course is offered as an introduction to Autodesk's Land Development Software which is the foundation of the Autodesk Land Solutions suite. Land Desktop is designed for professionals in the land planning and development industries. Students will gain knowledge in the Land Desktop Software in preparation for Autodesk Survey and Autodesk Civil Design Software which completes Autodesk's Land Solutions suite.. The student will learn the fundamentals of Land Desktop, working with COGO points, drawing and editing tools, surfaces, alignments and parcels, listing and annotating plans, importing and exporting data. Prerequisites: Co-requisite EG234 Advanced Computer Assisted Drafting (CAD) or EG 123D Civil Drafting Technology or permission of instructor. Meets six hours per week.

**EG 224A. Advanced Computer Assisted Drafting (CAD).....4 hrs.**  
This course is offered as an introduction to 3-dimensional drawings and modeling, surface modeling and rendering, and solid modeling using AutoCAD software. This course will cover the necessary skills to become proficient in working with 3-dimensional objects in preparation to meet the requirements of a CAD Technician. Prerequisites: Co-requisites: EG114 Introduction to Computer Assisted Drafting (CAD), EG214B Intermediate Computer Assisted Drafting (CAD) or permission from the instructor. Meets six

hours per week.

**EG 224B. AutoCAD Level II Certification Preparation..... 4 hrs.**  
This course prepares the student for the nationally recognized AutoCAD Level II certification test. The Level II certification is 2-dimensional and 3-dimensional Computer Assisted Drafting (CAD). The student will certification preparation software. Prerequisites: EG 224A Advanced Computer Assisted Drafting (CAD) and EG114B AutoCAD Level I Certification Preparation or permission from the instructor. Meets two hours per week for the 2<sup>nd</sup> 8 weeks of the semester, to be preceded by EG114B AutoCAD Level I Certification Preparation which meets two hours per week for the 1<sup>st</sup> 8 weeks of the semester.

**EG 224C. Advanced 3-Dimensional Animation and CAD.....4 hrs.**  
An advanced course covering the creation of 3-dimensional objects and animation using 3D Studio Viz and AutoCAD. Importing AutoCAD 2-dimensional drawings into 3D Studio Viz, 2-dimensional drawing translation into 3-dimensional format, and the creation of an animated walk through will be covered in this course. The exporting of 3-dimensional objects into AutoCAD drawing format will be covered. Prerequisites: EG114C 3-Dimensional Animation (3D Studio Viz) and EG224A Advanced Computer Assisted Drafting (CAD) or permission from the instructor. Meets six hours per week.

**EG 224D. Comparative Studies in MicroStation and AutoCAD.....4 hrs.**  
Introduction to the Microstation software for Computer Assisted Drafting (CAD) and comparison to the AutoCAD software. Contrasts between the two CAD packages will be covered as well as drawing file interchange. Prerequisites: EG 114 Introduction to Computer Assisted Drafting (CAD) or permission from the instructor. Meets six hours per week.

**EG 234. Customizing Computer Assisted Drafting (CAD).....4 hrs.**  
This course is offered as an introduction to customizing Computer Assisted Drafting (CAD), utilizing AutoCAD software. The course will cover customizing of menus, slides, and scripts. The use of the AutoLISP programming language as a customizing tool will be introduced. The importing and exporting of drawing information through digitizing, raster image files and database connectivity will be covered. Prerequisites: Co-requisites: EG224A Advanced Computer Assisted Drafting (CAD) or permission from the instructor. Meets six hours per week.

**EG 234A. AutoLISP Programming Language for AutoCAD.....4 hrs.**  
This course will cover, in detail, the AutoLISP programming language for the customization of AutoCAD software. AutoLISP is a subset of the LISP programming language used by AutoDesk to create new commands in AutoCAD. Prerequisites: EG234 Customizing Computer Assisted Drafting (CAD) or permission from the instructor. Meets six hours per week.

**EG 241-248, Computer Assisted Drafting CAD Cooperative Work Experience I-VIII .....1-8 hrs.**  
Cooperative Work Experience is designed to offer an internship within the industry setting for computer assisted drafting (CAD). Students will work under the supervision of

an approved professional/specialist in the CAD field. A member of the NMJC faculty will act as coordinator between the student and the employer, and will monitor the internship. A minimum of 45 work (clock) hours on the jobsite is required for successful completion of the course for each college credit hour during the semester or work period. The course may be taken up to three times for a total of 3 credit hours for the one year certificate, 12 credit hours for the two year certificate, and 8 credit hours for the associate in applied science degree. Pre- and/or C0-requisites: EG 224A and/or permission of the Coordinator and the employer.

## **Computer Information Systems (CS) – 11.0401**

The development and use of computers in our society has created a need for individuals with computer data processing skills. The computer science curriculum is designed to equip students with skills necessary to satisfy these needs. Occupational competency in computer usage may be achieved through a certificate or degree program. The two-year, associate in applied science degree emphasizes microcomputer applications while the nine-month microcomputer certificate concentrates on specific departmental courses. Others who desire specific skills, but do not wish to complete a program, may take individual courses. Students may also complete courses for future transfer toward four-year degree programs.

**CS 111A. Keyboarding on Microcomputers (same as SC 111A)..... 1 hr.**  
This is a five-week course that utilizes a computerized keyboarding program, which presents a few new keys in each lesson.

**CS 113. Fundamentals of Programming..... 3 hrs.**  
Emphasis for the student is to acquire the necessary tools to be an effective computer programmer. This course will introduce the student to the high-level languages taught at this institution. Topics include: the Program Development Cycle, Flowcharting, Programming Microcomputers, Text Editors, Introduction to the High-Level Languages, Program Documentation, and Debugging Techniques. Prerequisite: Student must be eligible to enroll in MA 113 or consent of instructor. Combination of five lecture and laboratory hours per week.

**CS 113B. Using Microsoft Access ..... 3 hrs.**  
This course provides students with the necessary training to develop database applications with Microsoft Access. MS Access provides techniques for managing large amounts of data and providing sorts, queries, and reports to guide decision making in a variety of settings. The focus of this class is to explore and exercise the purpose and functions within a database and use the data to maximize business operations. Prerequisite: CS 123D or previous experience with a relational database. This is a three credit hour class.

**CS 113C. Internet Access Basics..... 3 hrs.**  
An introductory course on using the Internet and a discussion of issues surrounding the Internet. Course topics include an elementary explanation of how networks work, discussions of the problems and promises of living in a networked world, the use of the Internet for electronic mail,

file transfer and information searching, Internet hardware and software requirements, Internet tools, bulletin boards, newsgroups, chat rooms, file compression, and file types. The intent of this course is to help you learn the fundamentals of the Internet, the usage of the internet and create an awareness of the issues and potential changes in our society effected by the world wide web. Meets five hours per week. Prerequisite: CS 123A, Microcomputer Applications.

**CS 113D. Ethics and Technology.....3 hrs.**  
This course will provide an overview of ethics as well as the ethical ramifications of major topics in information technology. The course is designed to educate existing and future business managers and IT professionals on the tremendous impact ethical issues play in the use of information technology in the modern business world and will present key points that must be considered when making a business decision. Prerequisites: CS 123A, CS 123D, or CS 113C. The course is a three credit hour class.

**CS 113E. Computer Training I for the Paraprofessional.....3 hrs.**  
This course introduces the paraprofessional to technology integration in the instructional environment. It will be conducted in a laboratory/applications environment and will utilize “hands-on” learning. Concepts which will be covered include: Microcomputer concepts, PowerPoint, Word Applications, Spreadsheet Application, Internet integration, Web-site utilization, Multi-Media presentations tools including but not limited to digital video cameras, LCD players, Scanners, Media Projectors, Elmos, Smartboards, VCR, and Overhead projection for student learning. The student must successfully demonstrate a practical skill level in integration of technology in instructional strategies to support diverse learners. The Paraprofessional, upon completion of this course, will be able to support the teacher/educator in the classroom environment in the various aspects of technology integration. Prerequisites: None. Meets three hours per week.

**CS 113S. Introduction to System Operations (AS/400).....3 hrs.**  
This course is offered as an introduction to System Operations for IBM’s iSeries Server (AS/400) in preparation for the AS/400 Associate System Operators Certification. Basic components of the OS/400 operating system will be covered. The student will learn the background of the AS/400, navigating around the system, OS/400 command structure and Control Language (CL), objects, libraries, and library lists, message handling, spooled files and printing functions, managing devices, starting and stopping (IPL) operating system, licensed program products and PTF’s, and backup and recovery. Prerequisites: None. Meets five hours per week.

**CS 123A. Microcomputer Applications ..... 3 hrs.**  
This course is designed to teach students how to operate a microcomputer. Students will learn to perform such functions as “booting the system,” formatting disks, making disk back-ups, and copying files within the Windows environment. Students will also learn basic computer terminology and the fundamentals of typical microcomputer software including word processing, spreadsheets, and

database management utilizing Corel Suite software. Meets five hours per week.

**CS 123B. Computer Graphics (Same as DC 123A) ..3 hrs.**  
This course is designed as an introductory course in Computer Graphics including basic computer graphic concepts, equipment configurations, disk initialization and formatting, design and layout, and actual hands-on experience producing a variety of drawings and graphic assignments. The use of various computers and computer software will be covered using keyboard, mouse, and digitizer menu features. The use of digital input devices (scanning) and output devices (printers) will also be covered in this course. No prerequisites. Meets five hours per week.

**CS 123D. Windows Applications I .....3 hrs.**  
This course is designed to teach students how to operate a microcomputer. Students will be taught how to perform such functions as “booting the system,” formatting disks, and copying files within the windows environment. Students will also be taught basic computer terminology and the fundamentals of word processing, spreadsheets, database, and power point utilizing the Microsoft Office Suite software. Meets five hours per week.

**CS 123G. Windows Applications II .....3 hrs.**  
This course is designed to reinforce students’ knowledge of Microsoft Windows software for word processing, databases, spreadsheets, and presentation graphics. Students will apply advanced operations for each software package in numerous lab assignments. Prerequisite: CS 123D Windows Applications I. Meets five hours per week.

**CS 123S. Introduction to System Operations (iSeries AS/400).....3 hrs.**  
This course is an introduction to the operations of the iSeries (AS/400) computer system. Topics covered are the iSeries architecture, navigating around the AS/400, OS/400 command structure, control language, objects, libraries, library lists, message handling, spooled files, printing functions, managing devices, starting and stopping the AS/400, operating system (OS/400) licensed program products, program temporary fix, backup, and recovery. This course provides students with a comprehensive knowledge and hands-on experience with the operating system (OS/400) for the IBM iSeries (AS/400) e-server. Students will perform day-to-day operations on an AS/400 computer system. CS123S is the first course of study which prepares students for two IBM AS/400 certification exams: Test #052, AS/400 Associate System Operator Certification, and Test #053, the AS/400 Professional System Operator. Pre and/or Co- requisites: None. This is a three credit hour class.

**CS 213. EXCEL .....3 hrs.**  
This course is designed to give students a thorough understanding of EXCEL, including the spreadsheet, graphics, windows, database functions, and macro design. The student will gain extensive hands-on experience in each facet of EXCEL. Prerequisite: A grade of “C” or higher in either CS 123A – Microcomputer Applications, CS 123D Windows Applications or consent of the instructor. Meets five hours per week.

**CS 213B. Introduction to RPG Programming.....3 hrs.**  
This course is offered as an introduction to RPG language

programming. Basic components of the RPG programming language are applied in writing RPG programs to solve business problems. The main emphasis will be the application of the RPG/400 programming language on the IBM AS/400 mid-range computer. Students will be introduced to the specification forms; arithmetic and assignment operations, top-down, structured program design, externally described files, file access and record manipulation, and interactive applications. Prerequisites: None. Meets five hours per week.

**CS 213C. Visual BASIC Programming ..... 3 hrs.**  
An introduction to Object Oriented, event driven business application programming and graphical user interfaces in the windows environment. This course is designed to focus on the fundamental concepts of computer programming. Students will be taught the program development cycle and general problem solving techniques. Prerequisites: Student must be eligible to enroll in MA 113 or consent of instructor. Prior enrollment in CS 113 is recommended. Meets five hours per week.

**CS 213D. COBOL Programming ..... 3 hrs.**  
This course is designed to present basic components of the COBOL language to solve business problems. Prerequisite: Student must be eligible to enroll in MA 113 or consent of instructor. Prior enrollment in CS 113 is recommended. Meets five hours per week.

**CS 213E. Microsoft Windows ..... 3 hrs.**  
This course is designed to teach the features of a graphic user interface. Students will be familiarized with streamlined ways to work with a personal computer. Topics include ease in start up, working with software applications, operating more than one application at a time, transferring information between applications, and organizing and managing files created with software applications. Prerequisite: CS 123A or CS 123D or consent of instructor. Meets five hours per week.

**CS 213F. C++ Programming ..... 3 hrs.**  
This course is designed to teach a wide variety of C++ Programming concepts including Object Oriented Programming. Subjects covered are from beginning to intermediate level, and include the following: variables, constants, arrays, structs, control structures, flowcharting, pseudocode, and program layout and design. Prerequisites: Student must be eligible to enroll in MA 113 or consent of instructor. Prior enrollment in CS 113 is recommended. Meets five hours per week.

**CS 213G. Oracle Database Administrator I ..... 3 hrs.**  
This course provides students with a foundation in basic Oracle architecture, storage structure and database administrative tasks. Students will learn to create and modify database tables, create data dictionary views, and use SQL queries to insert, update, delete, and view data. The course will also introduce Forms Builder to create custom forms and database reports. The techniques demonstrated in the class are essential for creating the initial database, as well as, configuring the storage space tables, users and security for a database. Pre and/or co-requisites: None. This is a three credit hour course.

**CS 213J. Java Programming ..... 3 hrs.**  
This course provides students with a comprehensive knowledge and hands-on experience with the Java

programming environment and features. Students will design, write, debug, and run Java stand-alone programs and Java applets. Topics covered include: Java language syntax, elements, operators, statements, arrays, string manipulation classes, graphics, graphical user interface, common classes, and basic I/O operations, Prerequisite: CS 113 or experience/knowledge of a programming language. This is a three hour class.

**CS 213S. Advanced System Operations (AS/400).....3 hrs.**

This course is offered as a continuation of the introduction to System Operations for IBM's iSeries Server (AS/400) in preparation for the AS/400 Professional System Operators Certification. Basic components of the OS/400 operating system will be covered. The student will learn security and security system values, working with jobs, subsystems, work management and performance, messages, logs, and cleanup, basic troubleshooting, problem solving, and using electronic customer support, journaling, communications: SNA, APPC, and APPN, LANs and TCP/IP, and operations navigator. Prerequisites: CS 113S Introduction to System Operations (AS/400) or permission of instructor. Meets five hours per week.

**CS 214. CISCO Network Associate I ..... 4 hrs.**

Focuses on networking fundamentals, the OSI model and industry standards, network topologies, IP addressing (such as subnet masks), and basic network design. Serves as the first course in a series of four courses. On completion of all four courses, students will be eligible to take the Cisco Certified Network Associate (CCNA) examination. Prerequisites: CS 123D or CS 123A or consent of instructor. Meets five hours per week.

**CS 214A. CISCO Network Associate II ..... 4 hrs.**

Focuses on router theory and router technologies, including router configurations, routed and routing protocols, network management and an introduction to LAN (Local Area Network) switching. Serves as the second course in a series of four courses. On completion of all four courses, students will be eligible to take the Cisco Certified Network Associate (CCNA) examination. Prerequisite: CS 214 (CISCO Network Associate I). Meets five hours per week.

**CS 214B. CISCO Network Associate III ..... 4 hrs.**

Focuses on advanced routing and switching configurations, LAN switching, network management and advanced network design. Serves as the third course in a series of four courses. On completion of all four courses, students will be eligible to take the Cisco Certified Network Associate (CCNA) examination. Prerequisite: CS 214A (CISCO Network Associate II). Meets five hours per week.

**CS 214C. CISCO Network Associate IV ..... 4 hrs.**

Focuses on project-based learning, including advanced network design projects and advanced management projects. Serves as the fourth course in a series of four courses. On completion of all four courses, students will be eligible to take the Cisco Certified Network Associate (CCNA) examination. Prerequisite: CS 214B (CISCO Network Associate III). Meets five hours per week.

**CS 223B. Advanced RPG Programming.....3 hrs.**

This course is offered as an advanced RPG language programming course. Advanced components of the RPG programming language are applied in writing RPG

programs to solve business problems. The main emphasis will be the application of the RPG/400 programming language on the IBM AS/400 mid-range computer. Students will be introduced to tables and arrays, advanced data definition, advanced techniques for interactive programs, byte-level and bit-level operations, inter-program communications, backward compatibility with RPG II and forward compatibility with RPG IV. Prerequisites: Satisfactory completion of CS 213B Introduction to RPG Programming or permission from the instructor. Meets five hours per week.

**CS 223H. Desktop Publishing ..... 3 hrs.**

(Same as DC 223G) This course is designed to provide students with a thorough understanding of desktop publishing and the basics of design and layout. The student will gain extensive hands-on experience designing publications using PageMaker on a Macintosh computer. Meets five hours per week.

**CS 223L. Advanced C++ Programming ..... 3 hrs.**

This course will continue to focus on C++ Programming by utilizing specific applications in C++. An in depth study in data structures, program applications, and some graphics, as well as any new program releases. will be covered in this advanced course. Prerequisite: CS 213F or consent of the instructor. Meets five hours per week.

**CS 223M. Microcomputer Repair and Upgrade .... 3 hrs.**

This course will allow students to learn routine preventive maintenance for PC's including hardware trouble-shooting, trouble-shooting software, motherboard testing, adding replacement boards and peripherals, and upgrading the central processing unit. Meets five hours per week. Prerequisite: CS 123A or consent of the instructor.

**CS 223N. Networking ..... 3 hrs.**

This course is designed to introduce students to the fundamentals of Local Area Networking (LAN) using current industry standards in networking. Students will learn the basics of network administration, supervision, information sharing, software installation, and trouble shooting techniques. Meets five hours per week.

**CS 223M Microcomputer Repair and Upgrade II... 3 hrs.**

CS 223M is a continuation of CS 223M - Microcomputer Repair and Upgrade. This course will allow students to further develop their skills in regards to routine preventive maintenance of PCs, hardware and software trouble-shooting, motherboard testing, adding replacement boards and peripherals, and upgrading the central processing unit. Upon successful completion of this course, the student will be prepared to attempt to take the A+ certification exam. Prerequisites: CS 223M or consent of the instructor. Meets two (2) lecture and three (3) laboratory hours per week.

**CS 243. Advanced Desktop Publishing ..... 3 hrs.**

(Same as DC 243) Students will create newsletters, brochures, flyers, and documents. Assignments will be completed which require independent self-paced direction. Color scanning and design layout problems will be addressed. Desktop Publishing is taught on the Macintosh computer using PageMaker software. Prerequisite: DC 223G, or CS 223H. Meets five hours per week.



## **Corrections Academy (CA) – 43.0102**

**CA 113J. Introduction to Corrections.....3 hrs.**  
This introductory course is designed to acquaint individuals with the role of corrections in America. It is an examination of the broad spectrum of systems, processes and people that constitute the field of corrections. Whenever possible, practical orientation to the field of corrections will be explored.

**CA 123J. Corrections Officer Safety and Weapons Training.....3 hrs.**  
This course will cover basic shooting principles used by correctional officer and will include instruction in nomenclature, handling, loading and firing of the service revolver, rifle, shotgun, and 37 mm gas gun. Lawful use of chemical agents including identification, coding, delivery and decontamination procedures.

**CA 133J. Communication and Interpersonal Skills for the Corrections Officer.....3 hrs.**  
This course examines the interpersonal skills needed by corrections officials to understand and effectively interact with the incarcerated society. Community relations and courtesies are addressed with emphasis given to communication with the convicted offender. Report writing instruction will include interviews, statement taking, note taking and final reports. Radio and telephone communication will include practical exercises as appropriate.

## **Construction Technology (CT)**

**CT111. Tools for Success .....1 hr.**  
This is a course designed to build soft skills. Topics covered in the class include: First Impressions: Starting Your New Job; Building a Strong Relationship with Your Supervisor; Teamwork: Getting Along with Your Co-Workers; Diversity in the Workplace; Communication Skills I: Listening and Speaking; Communication Skills II: Reading and Writing; Managing Stress on the Job; Thinking Critically and Problem Solving; Resolving Conflict; Giving and Receiving Criticism; Sexual Harassment; Drug and Alcohol Abuse on the Job. The class meets one hour per week.

**CT111F. Field Safety .....1 hr.**  
This course provides the necessary safety task training to all field personnel. This course is designed for individuals involved with completing or overseeing a specific task, from the worker, crew leader, safety supervisor, to superintendent. Topics will include: Introduction to Safety; Hazard Communication; Personal Protective Equipment; Work-Zone Safety; Electrical and High-Voltage Hazards; Fire Protection and Prevention; Hand- and Power-Tool Safety; Welding Safety; Fall Protection; Steel Erection; Walking and Working Surfaces; Ladders and Scaffolding; Horizontal Directional Drilling; Heavy-equipment, Crane, and Rigging Safety; Trenching Safety; Forklift Safety; Lockout/Tagout; Confined Spaces; and Concrete and Masonry. This is a one credit hour class.

**CT112. Orientation to Construction & Engineering Technology .....2 hrs.**  
This is the foundation course for all the emphasis areas in the Construction Technology program including, carpentry,

electricity, masonry, plumbing, and site supervision. Construction, maintenance, and pipeline skills are included along with the following topics: basic construction skills, basic safety, basic math, introduction to hand tools, introduction to power tools, introduction to blueprints, and basic rigging. This is a two credit hour class.

**CT113. Building Materials .....3 hrs.**  
This course covers construction standards and specific types of building materials used in commercial, industrial, and private construction projects. These materials include aggregates, asphalt, asphalt concrete, Portland cement, Portland cement concrete, masonry, iron, metal, and wood. These materials are widely used in construction and represent those over which field people in the industry have the most control. Shaping these materials to final size, protecting them from the elements, and fitting them together are accomplished in the field to a greater extent than with most other materials. This is a three credit hour class.

**CT113E. Electrical I .....3 hrs.**  
This course is the introductory course in the electrical emphasis pathway. It covers safety rules and regulations for electricians as well as the OSHA-mandated procedures. It also includes conduit bending and installation, electrical fasteners, anchors, and installation, electrical concepts used in Ohm's law, various circuits, Kirchoff's voltage and laws, electrical test equipment, an introduction to National Electrical Code, raceways, boxes, and fittings, conductors, an introduction to electrical blueprints, and residential, commercial, and industrial wiring. Pre and/or co-requisites: CT 112. This is a three credit hour class.

**CT113M. Masonry I .....3 hrs.**  
This course is the first of three in a series of three masonry courses. This course will introduce the student to the historic and current materials and processes used in the trade as well as safety issues specific to the trade. The course covers the safe operation of masonry saws and mortar mixing machines. Other topics include measurements, drawings, and specifications typically found on residential construction drawings, types and properties of mortar, types of concrete and clay masonry and applications layout and setup, and installation techniques. Pre and/or co-requisites: CT 112. This is a three credit hour course.

**CT114C. Carpentry I .....4 hrs.**  
This course is the first in a series of four carpentry courses. Wood building materials, fasteners, and adhesives will be discussed as they are used with wood and masonry. The sources and uses of various softwoods and hardwoods is described as well as the grading systems for lumber and plywood, and the composition and uses of various engineered sheet materials and laminated lumber products. Students will learn the safe and correct operation and care of hand and power tools. The framing basics for the lay out and construction of wood floors, walls, ceilings, rough-ins for door and window openings, and corners, partition Ts, bracing walls, and applying sheathing will be covered. A variety of roofs and lay outs for rafters for stick-built and truss-built roofs will be covered. Students will learn how to apply weather-stripping and locksets as well as a variety of windows, skylights, and exterior doors. Pre and/or co-requisites CT 112. This is a four credit hour course.

**CT114P. Plumbing I .....4 hrs.**

This course introduces the student to the history of plumbing, covers professional practices, career opportunities and some basic safety information. It also covers the tools that will be used in daily work and reviews basic math principles and then plumbing-specific math problems. The course also reviews blueprints and plumbing drawings as well as describes various types of piping and fittings along with their use for plastic, copper, cast-iron, and carbon steel. Students are introduced to drain, waste, and vent systems and an overview of the water distribution system from its source to water treatment distribution. Pre and/or co-requisites: CT 112. This is a four credit hour class.

**CT123. Blueprint Reading for Construction .....3 hrs.**

This course introduces residential and light commercial blueprint reading. Topics include blueprint symbols and terminology, construction materials, applications and specifications for commercial buildings, light frame and brick veneer construction, and appropriate mathematics. This is a three credit hour class.

## **Cosmetology (CO) – 12.0401**

**CO 112. Theory I ..... 2 hrs.**

Introduction to cosmetology theory in the areas of orientation professional image, first aid and ethics. This course helps students understand the demands of the profession and prepares them for the self-discipline needed to be successful in their career and personal lives.

**CO 113. Facials ..... 3 hrs.**

This course covers related theory, anatomy, physiology, preparation, procedures and practice, products, materials and implements, theory of massage, facial treatments and makeup application. Use of electrical appliances and currents, use of specialized machines for treatments, artificial eyelashes, removal of unwanted hair, eyelash and brow tinting, and light therapy, client consultation and recommendations and client record keeping and safety.

**CO 114. Chemical Rearranging/Perms and Relaxers 4 hrs.**

This course covers preparation, procedures, practice and related theory. Product knowledge, and related theory in anatomy and physiology, products, materials and implements, hair analysis and client consultation, related chemistry, client record keeping and safety.

**CO 115. Hair Cutting ..... 5 hrs.**

This course covers related theory, anatomy, physiology, preparation, procedure and practice. Use of shears, scissors, razors and clippers. Safety practices, products, materials and implements, client consultation and recommendations, client record keeping, safety, and practice.

**CO 121. Sterilization and Sanitation ..... 1 hr.**

This course covers safety, preparation, procedures, practice, products, materials and implements, and theory for personal and public safety, methods of sanitation and sterilization, chemical agents, types of bacteria, bacterial growth and infections for those students seeking a certificate.

**CO 122. Theory II ..... 2 hrs.**

This course covers the areas of state laws and regulations, chemistry, electricity, professional standards and retailing in the salon.

**CO 123. Hairstyling ..... 3 hrs.**

This course covers related theory of hairstyling, anatomy, physiology, preparation, procedures and practice, products, materials and implements, hair analysis and client consultation. Wet styling, blow drying, finger waving, air waving, hair pressing, client consultation and recommendations, client record keeping and safety.

**CO 132. Sterilization and Sanitation ..... 2 hrs.**

This course covers safety, preparation, procedures, practice, products, materials and implements, and theory for personal and public safety, methods of sanitation and sterilization, chemical agents, types of bacteria, bacterial growth and infections for those students seeking the Cosmetology Associate in Applied Science Degree.

**CO 142. Shampoo, Rinses, and Scalp Treatments ... 2 hrs.**

This course covers preparation, procedures and practice, products, materials, implements and related theory. Related theory in anatomy, physiology, hair analysis, disorders of hair and scalp, related chemistry, client record keeping and safety.

**CO 212. Theory III ..... 2 hrs.**

This course will cover the areas of communication, resume writing, state laws and regulations review, and job seeking and retention.

**CO 213. Manicuring/Pedicuring ..... 3 hrs.**

This course covers related theory, anatomy, physiology, preparation, procedure and practice, products, materials and implements. Theory of massage, advanced nail techniques, client consultation and recommendations, client record keeping and safety.

**CO 216. Cosmetology/Esthetician Clinical Practice 6 hrs.**

This course is the practice of all skills and knowledge learned in related courses.

**CO 222. Hair Coloring/Bleaching ..... 2 hrs.**

This course covers related theory, anatomy, physiology, preparation, procedures and practice, products, materials and implements, hair analysis and related chemistry, client consultation, temporary, semi-permanent, and permanent application, bleaching, tinting, toning, frosting, special effects and problems, client consultation and recommendations, client record keeping and safety.

**CO 223. Practical Cosmetology ..... 3 hrs.**

This course is developed as an independent clinic practice and makeup class for missed hours. This class can only be taken after all other required classes have been taken and passed with 75% or better.

**CO 232. Salon Business and Retail Sales ..... 2 hrs.**

This course covers related theory, opening a salon and business plan, written agreements, regulations, laws, salon operations, policies, practices, personnel, compensation, payroll deductions, use of telephone, advertising, retail and salesmanship, client communication, public relations, insurance, salon safety.

**CO 233. Shaving/Crossover ..... 3 hrs.**

This course covers related theory, anatomy, physiology, preparation, procedures and practice in shaving of the face, products, materials and implements.

**CO 242. Personal and Community Health ..... 2 hrs.**

Study will be focused on public health issues pertaining to the cosmetology profession. Specific issues will involve the condition of the skin, hair, and nails.

## **Criminal Justice (CJ) – 43.0103**

### **CJ 113. Introduction to Criminal Justice .....3 hrs.**

The development and philosophy of criminal justice in a democratic society and an introduction to agencies involved in the administration of criminal justice. Discussion will include the goals of the police, history of the criminal justice system, how the system functions within the context of government to protect individual rights as well as Constitutionally imposed restrictions on the system.

### **CJ 113A. Patrol Procedures I .....3 hrs.**

Basic patrol concepts including high risk and unknown risk patrol tactics, handling special needs individuals, domestic violence, disorderly conduct, public disturbances, intoxication, vehicle/foot patrol and observation.

### **CJ 113B. Criminal Law .....3 hrs.**

History and principles of criminal law; development of the courts system; constitutional, statutory, and common law; civil liability; rules of evidence; and criminal procedure.

### **CJ 113C. Crime In America .....3 hrs.**

Emphasis on the nature of crime in the United States including the evolution of Law as we know it. Topics addressed include basic theories of criminal behavior, characteristics of major crimes, and sociological, demographic and psychological characteristics of those who commit crimes.

### **CJ 113D. Probation, Parole and Community**

#### **Corrections .....3 hrs.**

The role of community corrections within the Criminal Justice System; operation of the correctional institution; alternatives to incarceration; treatment and rehabilitation of offenders; distinction between parole and probation and the legal basis governing the supervision of juvenile and adult offenders placed on probation or parole.

### **CJ 113E. Introduction to the Judicial Process .....3 hrs.**

History and development of the courts, trial by jury and other dispute resolution mechanisms; organization, structure, and jurisdiction of courts; trial and non-trial processes of the judiciary.

### **CJ 113F. Juvenile Justice System .....3 hrs.**

The organization, functions, and jurisdiction of juvenile agencies. Discussion includes the juvenile court and justice system, historical development of the concept of delinquency, the special status of juveniles under the law, and special attention to juvenile justice procedural law (Children's Code and Rules of Procedure).

### **CJ 113G. Introduction to Community Relations/ Policing .....3 hrs.**

Examination, recognition and understanding of community problems; community action programs; methods of coping with human behavior; victimology, conflict and communication; ethnic and minority cultures and environments. Relationships with law enforcement emphasizing the role of police officers, individually and collectively, in achieving and maintaining a positive public response to police goals and objectives.

### **CJ 113J. Introduction to Corrections .....3 hrs.**

This introductory course is designed to acquaint individuals with the role of corrections in America. It is an examination of the broad spectrum of systems, processes and people that constitute the field of corrections. Whenever possible,

practical orientation to the field of corrections will be explored.

### **CJ 113P. Introduction to Policing .....3 hrs.**

This course is an introduction in the study of law enforcement and policing in America. It will explore diversity and critically evaluate the direction and trends in modern police agencies. The student will become familiar with the names, phrases, and concepts that are routinely used by those involved in the study of crime and the workings of the criminal justice system. Pre and/or co-requisites: None. This is a three credit hour course.

### **CJ 123. Social Issues and Law Enforcement ..... 3 hrs.**

This course will explore how social issues such as drug and alcohol abuse, poverty, domestic violence, child abuse, mental disorders and gangs affect law enforcement as well as cause and effect characteristics of these social issues.

### **CJ 123A. Patrol Procedures II ..... 3 hrs.**

Basic techniques for arrest/custody, supervision, and transportation of prisoners, handling crimes in progress, preliminary investigations, conduct at crime scenes and officer survival.

### **CJ 123D. Technical Writing for Law Enforcement . 3 hrs.**

Focus on clear, concise and accurate reports with an emphasis on sentence and paragraph construction, grammar and punctuation. Emphasis on purposes, terminology, types and contents of reports and written communication skills.

### **CJ 123E. Firearms Proficiency ..... 3 hrs.**

Moral aspects, legal provisions, safety precautions, and restrictions covering the use of firearms. Includes range practice in the firing of handguns and shotguns.

### **CJ 123F. Traffic Law & Accident Investigation ..... 3 hrs.**

Theories and basic techniques of accident investigation: what the vehicle shows, examination of the roadway, recording and preservation of skid mark evidence, speed estimates, reconstruction of the accident scene, diagram and map making, photographing the accident scene, background investigation, court testimony and study of the New Mexico vehicle code.

### **CJ 123J. Corrections Officer Safety and Weapons Training ..... 3 hrs.**

This course will cover basic shooting principles used by correctional officer and will include instruction in nomenclature, handling, loading and firing of the service revolver, rifle, shotgun, and 37 mm gas gun. Lawful use of chemical agents including identification, coding, delivery and decontamination procedures.

### **CJ 123P. Law Enforcement Patrol Procedures .....3 hrs.**

This is a course involving basic patrol concepts including high risk and unknown risk patrol tactics, handling special needs individuals, domestic violence, disorderly conduct, public disturbances, intoxication, vehicle/foot patrol and observation. Also, basic techniques for arrest/custody, supervision, and transportation of prisoners, handling crimes in progress, preliminary investigations, conduct at crime scenes and officer survival. Pre- and/or co-requisites: None. This is a three credit hour course.

### **CJ 133J. Communication and Interpersonal Skills for the Corrections Officer ..... 3 hrs.**

This course examines the interpersonal skills needed by corrections officials to understand and effectively interact with the incarcerated society. Community relations and

courtesies are addressed with emphasis given to communication with the convicted offender. Report writing instruction will include interviews, statement taking, note taking and final reports. Radio and telephone communication will include practical exercises as appropriate.

**CJ 213A. Criminal Investigation I ..... 3 hrs.**  
Fundamentals of criminal investigation. Includes conduct at crime scenes, collection and preservation of evidence, interviews and interrogations, crime scene photography and sketching, and report writing.

**CJ 213B. Criminal Procedure ..... 3 hrs.**  
Concentrating on substantive criminal law. General rules, principles, and doctrines of criminal liability in the United States; classification of crimes against persons, property, and the public welfare.

**CJ 213D. New Mexico Law ..... 3 hrs.**  
Substantive provisions of the New Mexico Criminal Code with particular emphasis on those areas, which have proven to be the most common problem areas for the law enforcement community.

**CJ 213E. Issues in the Ethics of Law and Criminal Justice .....3 hrs.**  
This course is an examination of the key ethical decision-making dilemmas, such as moral problems in policing, moral dilemmas of penology, code of ethics, etc., that professionals face working facing professionals working in the field of law and criminal justice. Pre and/or co-requisites: None. This is a three credit hour course.

**CJ 223A. Criminal Investigation II ..... 3 hrs.**  
A continuation of Criminal Investigation I concentrating on specific investigations according to the type of crime. Special emphasis is placed on homicide investigations and the rules of search and seizure.

**CJ 223C. Narcotics and Dangerous Drugs ..... 3 hrs.**  
Emphasis on the pharmacological properties of abused drugs, common abuse patterns, field-testing, evidence requirements and investigation techniques utilized in narcotics and dangerous drug investigations.

**CJ 223D. Fundamentals of Interviewing ..... 3 hrs.**  
Proper interviewing techniques, including discussion on the constitutional rights of the subject and applicable court decisions.

## **Design Communication (DC)**

### **Animation – 10.0304**

### **Computer Graphic Design – 10.0303**

### **Web Page Design – 11.0801**

Offerings in Design Communication complement the Associate in Applied Science degree and certificates in areas of specialization. Options are available in Computer Graphic Design and Computer Assisted Drafting. Each option utilizes computer graphics. Computer Graphic Design is intended to provide entry-level job skills in creating artwork and graphics for business, graphic arts, advertising, television, publications, and illustration. Computer-Assisted Drafting provides entry-level training in the use of computers to create technical drawings for engineering, architecture, and manufacturing.

## **Animation – 10.0304**

### **DC 223D. Computer Animation & Multimedia**

#### **Production I ..... 3 hrs.**

This course is designed as an introductory course in microcomputer animation. Topics to be covered will include storyboard layout, graphic paint programs, text manipulation, sound, scripting, time acceleration, and special effects. No prerequisite. Meets five hours per week.

#### **DC 233D. Computer Animation & Multimedia II .. 3 hrs.**

This course is designed as a continuation of DC 223D Computer Animation I & Multimedia Production I. Topics to be covered will include advanced animation sequences, simulations, and multi-media slide presentations. Prerequisite: DC 223D Computer Animation & Multimedia Production I. Meets five hours per week.

#### **DC 244. Three D Graphics Animation ..... 4 hrs.**

An introduction to the creation of 3-dimensional objects and animation using current software. The course will cover the necessary skills to become proficient in working with 3-dimensional objects and animation and builds on prior 2-dimensional concepts. The course will utilize 3D software to create 3-dimensional character animations. Course topics will include: basics, modeling, animation, materials, scripting, lighting, rendering, and composition. Prerequisite: DC 233D Computer Animation & Multimedia Production II, or EG 214C, Introduction to Three Dimensional Animation, or consent of instructor. Meets six hours per week.

## **Computer Graphic Design - 10.0303**

### **DC 113E. Classroom Graphics for Teachers I ..... 3 hrs.**

This course is designed to increase awareness through hands-on application of creative graphics as a teaching tool in the elementary and secondary classroom. Teachers will be introduced to graphic techniques using the computer with graphic software. Prerequisite: None. Class meets 5 hours per week.

### **DC 123E. Classroom Graphics for Teachers II ..... 3 hrs.**

This course is designed to expand the student's knowledge of creative graphics as a teaching tool in the elementary and secondary classroom. Teachers will be introduced to advanced graphic techniques using computer graphic software for classroom teaching aids. Individual projects will be developed specifically for the teacher's classroom. Prerequisite: DC 113E Classroom Graphics for Teachers I. Meets five hours per week.

### **DC 113B. Illustration I: Materials & Techniques...3 hrs.**

(Formerly Technical Illustration I) This course is designed to teach techniques used in the preparation of three-dimensional drawings and illustrations from actual objects, working drawings, or photographs. Prerequisite none. Meets five hours per week.

### **DC 113D. Print Technology.....3 hrs.**

(Formerly Introduction to Graphic Arts) This course is designed to acquaint students with the graphic industry through procedures and practices. Topics to be covered include shop safety, design, layout/paste-up, fundamentals of offset printing and multiple original digital printing. No prerequisite. Meets five hours per week.

**DC123A. Computer Graphics.....3 hrs.**

(Formerly Computer Graphics I) This course is designed as an introductory course in Computer Graphics that includes basic computer graphic concepts, design and layout, and actual hands-on experience producing a variety of sketching and graphic assignments. The use of various computer hardware and software will be covered using keyboard, mouse, and digitizer features. The use of digital input devices (scanning) and output devices (printing) will also be covered in this course. Prerequisites none. Meets five hours per week.

**DC 123B. Electronic Prepress .....3 hrs.**

This course is designed to provide the concept of electronic prepress dealing with layout, typography, and color theory. Students will explore concepts of electronic font preparation and output procedures; techniques in flatbed scanning; color imaging systems; and the concept of "On Demand Printing." This course will enhance the student's knowledge of prepress technology. Prerequisite: DC 113D Print Technology, DC 123A Computer Graphics, or DC 223G Desktop Publishing. Meets five hours per week.

**DC 123D. Book Illustration .....3 hrs.**

This course will encompass a variety of techniques used in commercial book illustration and publication. The student will have the option to illustrate a self-authored text wing pre-published material. Traditional illustrative media and techniques or computer generated design may be used. Prerequisite: None. Meets five hours per week.

**DC 123W. Illustration II: Concepts & Design.....3 hrs.**

(Formerly Technical Illustration II) This course is designed to acquaint the student with techniques in the preparation of illustrations for magazines, newspapers, books, and architectural, and mechanical drawings. Prerequisite: DC113B Illustration I: Materials & Techniques. Meets five hours per week.

**DC 212. Conceptual Development Forum.....2 hrs.**

The Conceptual Development Forum course presents an exploration of vital aspects of the Visual Artist's thoughts and practices, including aesthetics and professional practices. The student's abilities, artistic identity and future direction, will be assessed using written documentation, and visual presentation. Topics may include but are not limited to resume and portfolio preparation, interviewing, and research in job related fields, etc. This course is designed to be taken the semester the student will complete graduation requirements. This on-line course requires a minimum of two hours per week divided over three sessions.

**DC 213B. Illustration III: Advanced Techniques...3 hrs.**

(Formerly Technical Illustration III) The course is designed to provide experience and skill development in commercial art hand rendering techniques. Instruction will focus on the student researching the client's business or organization for the design assignment as specified by the instructor. Originality in design and quality rendering techniques will be stressed. Prerequisite: DC 123W Illustration II: Concepts & Design. Meets five hours per week.

**DC 213D. Press Operator I.....3 hrs.**

This course will familiarize the student with the theory and operations of the offset lithographic press. The technical components of the presses will be detailed emphasizing the advantages and limitations of the process. Printing

substrates will be presented in detail along with a color matching system. Hands-on exercises will afford students the opportunity to gain experience with the capabilities and the operation of an offset press. Prerequisite: DC 113D. This is a three credit hour course.

**DC 214. Graphic Design.....4 hrs.**

This course offers the student a study of graphic design visual communication problems for a variety of business clients in advertising and the corporate world. An exploration of color, light, structure, space, perspective, type, history of design and organization will be used to develop and meet the objectives of professional design projects. The student will begin to develop formatting skills used to execute and present design solutions using clear visual thinking and professional craftsmanship. Prerequisite: DC224 Graphics & Illustration. This course is designed to be taken the semester the student will complete graduation requirements. This on-line course requires six hours per week, divided over a minimum of three sessions.

**DC 214D. Press Operator II .....4 hrs.**

This course is a continuation of Press Operator I and presents advanced experiences using two and four color print work. The students will train in color process work and will learn make-ready and press adjustments. Theory is presented in combination with hands-on experience. Prerequisite: DC 213D or permission of the instructor. This is a four credit hour class.

**DC 223G. Desktop Publishing ..... 3 hrs.**

(Same as CS 223H) This course is designed to provide students with a thorough understanding of desktop publishing and the basics of design and layout. The student will gain extensive hands-on experience designing publications using page layout software. Prerequisite: None. Meets five hours per week.

**DC223P. Production Techniques.....3hrs.**

Production Techniques is a course designed to acquaint the student with structured design projects equivalent to documents created in industry. Using industry standard hardware and software, projects will be designed using principles and elements of design with a professional creative approach. In addition, this course is designed to acquaint the student with operations of computers to plate, film assembly and offset presses. The course encompasses computers as well as technical aspects of a variety of design software. The student will be able to rip film from computer to plate, perform film assembly and plate making, and run the finished product on a press. Portfolio management and presentation are required parts of this course. Prerequisites or Co-requisites: DC 224A Digital Imaging & Editing, DC 214 Graphic Design, DC 243 Electronic Publishing, and DC 123B Electronic Pre-Press. This course is designed to be taken the semester the student will complete graduation requirements. Meets five hours per week.

**DC 223W. Advertising Layout and Design ..... 3 hrs.**

This course introduces students to practical applications of layout design in the graphics industry. Course content will include a study of newspaper and newsletter form, principles of conventional and modern layout, tools, typography, and effective use of color. Prerequisite:

DC 123A or the consent of instructor. Meets five hours per week.

**DC 224. Graphics & Illustration.....4 hrs.**  
(Formerly Computer Graphics II) This course is designed to provide an advanced level of training and experience in the study of computer graphics. Students will increase their levels of both skill and speed in producing professional quality graphic images and applying them to the design and layout on assigned projects. Prerequisite or Co-requisite: DC123A Computer Graphics. Meets six hours per week.

**DC 224A. Digital Imaging & Editing.....4hrs.**  
(Formerly Computer Graphics III) This course is designed to provide training and experience in editing, manipulating and creating photographic quality, professional images. The course will cover design and layout using photographic images and preparation for importing these graphic images into a page layout program for use in printed publications. Prerequisite or Co-requisite: DC 224 Graphics & Illustration. Meets six hours per week.

**DC 243. Electronic Publishing ..... 3 hrs.**  
Students will create newsletters, brochures, flyers, and documents. Assignments will be completed which require independent self-paced direction. Color scanning and design layout problems will be addressed. Electronic Desktop Publishing is taught using current software. Prerequisite: DC 223G or CS 223H Desktop Publishing. Meets five hours per week.

**DC 243A. Co-operative Work Experience I ..... 3 hrs.**  
Co-operative Work Experience I is designed to offer an internship within the industry setting for design communication. Students will work under the supervision of approved professional design communications specialist with NMJC faculty monitoring the internship. Faculty permission required. Prerequisite: DC 123A Computer Graphics or DC 224 Graphics & Illustration or DC 243 Desktop Publishing. Meets nine hours per week.

### **Web Page Design – 11.0801**

**DC 123C. Web Page Design ..... 3 hrs.**  
Web Page Design is an introductory course in designing web sites for the WWW (World Wide Web). It covers the use of web design software to define a local site and to create and edit Web documents. Basic skills necessary for developing web sites will be taught. The basic elements and principles for good design will be covered. The use of typography (essential information and decorative headings), animated graphic clips (banners or .GIF files) and images (graphics, illustrations and photographs .JPG files) as they pertain to designing Web sites will be covered. Prerequisite: none. Meets five hours per week.

**DC 123H. HTML/JavaScript.....3 hrs.**  
This course offers an introduction to Hyper Text Markup Language (HTML), Cascading Style Sheets (CSS) and JavaScript, and is designed to provide experience in the layout and customized control of web pages. Prerequisite: DC 123C Web Page Design. Meets five hours per week.

**DC 223E. Advanced Web Page Design ..... 3 hrs.**  
This course is a continuation of the introductory course in designing web sites for the WWW (World Wide Web). It covers advanced concepts related to good Web site creation and integrates animated software within the web

environment. Pre-requisite: DC 123C Web Page Design. Meets five hours per week.

### **Economics (EC) – 45.0602**

**EC 213. Principles of Economics (Macro) ..... 3 hrs.**  
Macro-economic theory and public policy, concepts of national income, monetary and fiscal policy as means of regulating the economy by solving the problems of unemployment, inflation, and inconsistent economic growth. Meets three lecture hours per week.

**EC 213A. Introduction to Economics ..... 3 hrs.**  
A course for those students not wishing to pursue specialized study in business or economics but who want greater insight into the nature of current economic problems and how those problems affect individual well-being and society. Covers the major elements of, but will not substitute for EC 213 and EC 223. Meets three lecture hours per week.

**EC 223. Principles of Economics (Micro) ..... 3 hrs.**  
This course presents micro-economic theory, concepts of supply and demand, input and output decisions in perfect and imperfect competition, distribution of income to factors, governmental regulation of business, and unions. Meets three lecture hours per week.

### **Education (ED)**

#### **General Education – 13.0101**

**ED 111E. Community College Orientation .....1 hr.**  
This course will introduce the student to the role, functions, mission and operations of community colleges. Topic to be covered include the history of community colleges, local college operations, funding, adult learning theories, reports, and customer service. This course is for the classified staff employees at New Mexico Junior College.

**ED 112E. Community College Orientation ..... 2 hrs.**  
This course will introduce the student to the role, functions, mission and operations of community colleges. Topic to be covered include the history of community colleges, local college operations, funding, adult learning theories, reports, and customer service. This course is for the professional employees at New Mexico Junior College.

**ED 113E. Community College Orientation ..... 3 hrs.**  
This course will introduce the student to the role, functions, mission and operations of community colleges. Topic to be covered include the history of community colleges, local college operations, funding, adult learning theories, reports, and customer service. This course is for the faculty at New Mexico Junior College.

**ED 213. Foundations of Education ..... 3 hrs.**  
This course will introduce students to the professional life of teachers. Throughout the book, the authors and the teachers profiled, offer students practical perspectives for meeting the complex challenges of teaching. Students will be encouraged to write a research paper and develop a professional portfolio.

**ED 213F. Educational Psychology .....3 hrs.**  
(Same as PS 213F.) This psychology course will provide the student with useful concepts and principles of educational psychology that can be used for upcoming or practicing teachers. Throughout the book, the author offers students

practical perspectives for meeting the complex challenges of teaching and ways to apply various educational psychology concepts and principles for working with students in a classroom setting. Prerequisites: None. Three lecture hours per week.

**ED 233. Educational Field Observation .....3 hrs.**  
Is for students that are majoring in one of the following: elementary education, secondary education, special education, or bilingual education. All students, including special education majors, are to be placed in regular classrooms. The course requires thirty (30) hours of observation in the classroom. Students will observe many aspects of teaching including lesson planning, instructional strategies, evaluation and grading, classroom management, and professional ethics. Also, the students will extend their knowledge of teaching through various readings, teaching a lesson, and keeping a daily journal. The intent of the course is to give structure to the observations and prepare students for the courses to come, in which these aspects of teaching will be covered in depth.

### **Early Childhood Education – 13.1210**

**ED 112. Professionalism .....2 hrs.**  
This course will build upon the individual student's integrity, responsibility, and ethical practices that demonstrate a profound respect for all children and their families. The student will embrace a multicultural perspective that is responsive to individuals in culturally diverse communities in New Mexico. The student will make decisions based upon knowledge of early childhood theories and practices that recognize diversity of ability, developmental level, and family characteristics. Prerequisite: None. Meets 2 hours per week.

**ED 112A. Practicum I-L.....2 hrs.**  
Students will work with children (birth-eight years old) in implementing the activities and curriculum designed in ED 113B, Curriculum Development & Implementation I. They will observe and assess their assigned student's development and modify curriculum as needed. Professional ethics will be demonstrated at all times. Students will work with children for a minimum of 60 hours over the semester (approximately 4 hours per week). Corequisite: ED113B, Curriculum Development & Implementation I.

**ED 113A. Guiding Young Children .....3 hrs.**  
This course will answer questions associated with child guidance and discipline. Current theory will be discussed, which will assist students in developing skills and avoiding common pitfalls. This course will provide a comprehensive framework for interpreting children's social behavior and for implementing appropriate strategies to enhance children's social competence.

**ED 113B. Curriculum Development & Implementation I .....3 hrs.**  
This course will help students learn to develop, implement, and evaluate early childhood education curriculum (birth-eight years old). Topics will include settings, methods, materials, scheduling, planning, and classroom management. Lessons plans and projects will be developed

for the content fields (such as reading/writing, math, social studies, science) using art, music, drama, play, exploration, games, and various strategies. Corequisite: ED 112A, Practicum I-L. Meets 3 hours per week.

**ED 123. Family & Community Collaboration ..... 3 hrs.**  
This course will explore ways to encourage family involvement and community collaboration to promote the success and development of young children (birth – eight years old). Awareness of various types of family stress, understanding of the dynamics of family systems, and community relationships will be discussed. Meets 3 hours per week.

**ED 212. Practicum II-L ..... 2 hrs.**  
Students will work with children (birth-eight years old) in implementing the activities and curriculum designed in ED 223C, Curriculum Development & Implementation II. They will observe and assess their assigned students' development and modify curriculum as needed. Professional ethics will be demonstrated at all times. Students will work with children for a minimum of 60 hours over the semester (approximately 4 hours per week). Corequisite: ED223C, Curriculum Development & Implementation II.

**ED 213C. Assessment of Children & Evaluation of Programs ..... 3 hrs.**  
Students in this course will develop knowledge of diverse assessment approaches, including observational skills. The student will use appropriate on-going documentation and report information to families and professionals. Appropriate early childhood assessment is responsive to cultural and linguistic difference. It includes information from multiple sources, e.g. observations, checklists, interviews, and both formal and informal standardized measures in diverse settings for making educational decisions about children. Meets 3 hours per week.

**ED 213G. Child Growth, Development & Learning 3 hrs.**  
The foundation for all learning is established during a child's early years and is built upon throughout childhood. Biological-physical, social, cultural, emotional, cognitive, and language domains are inherently intertwined in growth and development. Professionals working with children must understand this process of development and the adult's role in supporting each child's growth from birth onward.

**ED 222. Health, Safety, & Nutrition ..... 2 hrs.**  
This course will explore ways to provide emotionally and physically safe environments for young children (birth – eight years old). Sound health, safety, and nutritional practices will be examined. Possibilities of involvement of local agencies, personnel, and facilities will also be discussed. Meets 2 hours per week.

**ED 223C. Curriculum Development & Implementation II ..... 3 hrs.**  
This course will provide the student with skills for use in the teaching and learning relationships of young children. The student will use his or her child development knowledge, knowledge of developmentally appropriate practices, and content knowledge to design, implement, and evaluate experience that promote optimal development and learning for all children from birth through age eight. In addition, the student's use of observations is grounded in a thorough understanding of children's families, culture, and

communities. Co-requisite: ED212 Practicum II-L. Meets 3 hours per week.

**ED 223D. Introduction to Reading & Literacy Development..... 3 hrs.**

This course will explore how language develops during a child's early formative years, within each child's culture, regardless of their individual home language. The student will become familiar with current research and theories relating to the area of language acquisition and emergent literacy (early reading and writing behaviors). The student will develop materials and strategies for promoting language development and early reading and writing skills in their early childhood classrooms (birth – 3<sup>rd</sup> grade). Students will be expected to work with children, outside of class, in order to implement the activities and strategies discussed in class. Meets 3 hours per week.

## **Educational Assistant (EA) – 13.1501**

**EA 111. Introduction to Paraprofessional Education.....1hr.**

This course is an introduction to paraprofessional education, with an emphasis upon the role the teachers' aide serves in relation to the instructor/teacher in K-12 education. Emphasis will be given to the survey of the aides' duties and responsibilities in relation to those of the instructor/teacher of record for the K-12 classroom. Pre and/or co-requisites: None. This is a one credit hour class.

**EA 113. Reading Methods I for the Paraprofessional.....3 hrs.**

This course prepares the paraprofessional in techniques and methods for the teaching of Reading. It will include the five components of "Reading First." Various Reading strategies such as Accelerated Reader, Basal Reader, Guided Reading, and Saxon Phonics will be acquired. The successful paraprofessional will develop an understanding of basic reading techniques, individualized reading instruction, and small group reading instructions. Additionally, the paraprofessional will acquire a basic understanding of diagnostic/corrective techniques used by reading teachers. Prerequisite: None. Three lecture hours per week.

**EA 113A. Field Experience I for the Paraprofessional.....3 hrs.**

This course work is designed to provide "hands-on" field experience for the paraprofessional. In the regular classroom environment the paraprofessional will learn to assist individual students, guide small group activities, assist the classroom teacher with varied classroom tasks and prepare and teach micro-lessons. The successful paraprofessional will exhibit the skills necessary to interact within the classroom in that role. The paraprofessional will appropriately exhibit the following skills: classroom management techniques, assisting the teacher with preparation of learning materials, individualized instruction techniques, basic small group interaction, and record keeping.

**EA 113B. Reading and Children's Literature.....3 hrs.**

This course will be an overview of books and authors for the K-8 classroom. Emphasis will be placed on using various teaching methods that will motivate the reluctant

reader. The class will include hands on approaches with practical ideas to use in the classroom. Prerequisites: None. Meets three hours per week.

**EA 113C. Math Methods 1 for the Paraprofessional.....3 hrs**

This course prepares the paraprofessional in acquisition of instructional methodology for teaching mathematics. Included within this course work will be "hands-on" methodology which will facilitate the students' acquisition of basic mathematical knowledge, computation skills, analytical and logical thinking leading to an appreciation of the role of mathematics in society. The successful paraprofessional will be able to exhibit various teaching techniques such as utilization of manipulatives, technology integration, individualized instructions, small group instruction, and large group integration. Various math strategies such as Excel, Accelerated Math, Activities Integrating Math and Sciences (AIMS), and Mountain Math will be studied and analyzed for discovery of "best practices." Additionally, the paraprofessional will, at the completion of this class, be prepared to assist the classroom teacher with individualized and small group instructions. Prerequisite: None. Three lecture hours per week.

**EA 123. Reading Methods II for the Paraprofessional.....3 hrs**

This course is an interactive reading approach with emphasis on the paraprofessional using methods, techniques, and materials acquired in EA 113, using an interactive approach with other members of the class. Prerequisite: EA 113. Meets three lecture hours per week.

**EA 123A. Art Appreciation..... 3 hrs.**

This class will research artists and become familiar with the different types of art. Students will experience first hand the basics of mediums in actual art work produced by the students. Pre and/or co-requisites: None. This is a three credit hour course.

**EA 123B. Reading and Young Adult Literature.....3 hrs.**

This course is designed introduce adult readers to young adult literature, literature often written for and read by those who are between 12 and 18 years old. This course will give general consideration to works traditionally used in the classroom, as well as a concentration on novels, poems, and short stories. Prerequisites: None. Meets three hours per week.

**EA 213C. Math Methods II for the Paraprofessional .....3 hrs.**

A methods course designed to explore techniques for teaching math. Hands-on activities that integrate math and science will be integral to student learning. This course will teach the learner to facilitate the student's acquisition of basic mathematical knowledge, computational skills, analytical and logical thinking, and appreciation of the importance of mathematics in today's society. Prerequisite: EA 113C. Meets three lecture hours per week.

**EA 213D. Portfolio Preparation.....3 hrs.**

This course is designed to provide the paraprofessional an opportunity to develop their portfolio in a class setting. These portfolios will be used to meet the requirements from the State Department of Education. The following areas will be addressed and developed during the course: lesson/unit plans, videotaped lessons, classroom management plans,



and evidence of the ability to help students use instructional resources. Prerequisites: None. Meets three hours per week.

**EA 223. Teaching Diverse Groups.....3 hrs.**

This course is designed to provide a cultural and educational backdrop for paraprofessionals who work with children of special needs, varied ethnicity, and diverse learning styles. This course will also address assessment and instructional techniques, and problems associated with students living in low-income environments. Upon course completion, paraprofessionals will demonstrate a strong foundation of best practices and in-depth knowledge of the individual educational needs of children in a multicultural society. Prerequisite: None. Meets three lecture hours per week.

**EA 223A. Advanced Microsoft Office XP..... 3 hrs.**

This course is a comprehensive package to make learning in depth and integrating the four programs: Word, Excel, PowerPoint and Access, more challenging and rewarding in the classroom and the business world. The students will use critical thinking activities that will encourage them to use the knowledge gained and create realistic real world jobs using the skills learned in this program. Pre and/or co-requisites: None. This is a three credit hour course.

**EA 223C. Elementary Chemistry..... 3 hrs.**

This course will explore through hands-on, class discussion and research the world of chemistry from household products. The students will learn scientific terminology, and measures of chemicals, become familiar with scientific instruments and how to use them. Pre and/or co-requisites: None. This is a three credit hour course.

## **Emergency Medical (EM) – 51.0904**

**EM 115. Emergency Medical Technician Training – Basic (EMT-B) .....5 hrs.**

Course designed specifically for ambulance/rescue personnel who have access to specialized vehicles equipped with specialized items of equipment. The course content trains ambulance/rescue attendants to recognize and stabilize patients with life threatening emergencies at the scene and in transport, utilizing the specialized vehicle and specialized items of equipment. Prerequisite for paramedic training. Seven lecture/lab hours per week with ten hours to be arranged in a hospital setting.

**EM 124. Emergency Medical Technician Training-Intermediate (EMT- I).....4 hrs.**

Assessment of trauma and medical patients, airway management, shock, respiratory emergencies, fluid & electrolytes, IV & inhalation therapy, OB emergencies, subcutaneous medication administration, cardiovascular emergencies, diabetes management, and medico legal issues, includes initiation of IV therapy on fellow student while under direct supervision. Prerequisite: EMT-B certification, satisfactory completion of pre-test and consent of instructor and Director of Allied Health. Six lecture/lab hours per week with forty-five hours to be arranged in a hospital setting.

## **Engineering (ER) – 14.0101**

**ER 213. Statics .....3 hrs.**

Analysis of forces and moments acting on particles and rigid bodies that are at rest. Prerequisite: PH 214 and

concurrent registration in MA 233. Meets three lecture hours per week.

**ER 213A. Circuit Analysis ..... 3 hrs.**

Analysis of electrical circuits, components, and systems using Kirchoff's voltage and current laws. Network equations will be formulated and solved using time domain concepts. Prerequisite: MA 153. Three lecture hours per week.

**ER 223. Dynamics ..... 3 hrs.**

Analysis of forces and moments acting on particles and rigid bodies that are in motion. Prerequisite: ER 213. Meets three lecture hours per week.

## **English (EN) Composition – 23.0401**

**EN 103. English Fundamentals for Specialized**

**Programs ..... 3 hrs.**

This course focuses on fundamental grammatical principles, sentence structure, paragraph types, organization, conciseness, and technical clarity. Instruction stresses correct and effective technical writing in a work place setting. This class does not meet requirements of associate in arts or associate in science degrees.

**EN 113. Composition and Rhetoric ..... 3 hrs.**

An introductory course in written communication with emphasis on developing effective paragraphs and essays. Includes the study of various modes of exposition. Computer usage in some classes. Prerequisite: Acceptable score on placement test or TS 113C. Three hours lecture per week.

**EN 123. Composition and Literature ..... 3 hrs.**

A continuation of EN 113. Writing effective paragraphs and essays with the emphasis on reading and writing about literary genres: short stories, poetry, drama, novels, and/or essays. Includes a research project and other writing assignments. Prerequisite: EN 113. Three lecture hours per week.

**EN 123A. Report Writing for Technicians ..... 3 hrs.**

This course is designed to introduce the student to various types of technical and report writing through intensive writing activities. Prerequisite: EN 113. Three lecture hours per week.

**EN 213B. Creative Writing ..... 3 hrs.**

An introduction to the writing of various literary genres: poetry, fiction, and/or essays. Emphasis on in-class writings in all the chosen genres, resulting in individual writing portfolios. Prerequisite: EN 113 and 123 or consent of instructor. Class may be repeated once for credit. Three lecture hours per week.

**EN 213S. Introduction to Shakespeare ..... 3 hrs.**

This course is an introduction to the study of Shakespeare, with an emphasis upon the literary and production aspects of four (4) of his tragedies and one (1) of his comedies. Traditional and contemporary adaptations of these works will be utilized. Pre- and/or Co-requisites: None. This is a three credit hour course.

**EN 223B. Creative Writing II ..... 3 hrs.**

A continuation of EN213B which covers various literary genres, with an emphasis on readings, discussions, in-class

writings, films, and portfolios. Prerequisites: EN 113, EN 123, and EN 213B. Three lecture hours per week.

### **Literature – 23.0101**

**EN 213. Types of Literature I ..... 3 hrs.**

The study of selected literary works from one or more of the following genres: the short story, poetry, essay, and drama. Emphasis on literary criticism in terms of reaction, appreciation, and evaluation. Critical thinking skills developed through close reading of the genres presented and an exploration into the cultural, social, political, and/or historical milieu from which these selections emerge. Writing assignments may include journaling with informational research, a research project, critical commentaries, and/or oral reports. Prerequisite: EN 113 and EN 123. Three lecture hours per week.

**EN 213A. Survey of British Literature I ..... 3 hrs.**

The development of British literature from Beowulf through the eighteenth century. Designed to offer a broad cultural awareness of the great literary masterpieces of the English language in relation to their authors and historical settings. Emphasis is placed on enriching the students' critical appreciation of literature. Readings, reports, and writings required. Prerequisite: EN 113 and 123. Three lecture hours per week.

**EN 213C. American Literature I ..... 3 hrs.**

The development of American literature from the earliest works to the Civil War. Readings, reports, and writings required. Prerequisite: EN 113 and EN 123. Three lecture hours per week.

**EN 213D. World Literature I ..... 3 hrs.**

Representative masterpieces from ancient, medieval, and Renaissance literature. Designed to introduce students to international literary works. Readings, reports, and writings required. Prerequisite: EN 113 and EN 123. Three lecture hours per week.

**EN 213E. Film and Fiction ..... 3 hrs.**

An introduction to cinema as an art form that is both visual and literary. A close examination of literary works and films made from those works. Prerequisite: EN 113 and EN 123 or consent of the instructor. Three lecture hours per week.

**EN 213F. Southwest Literature ..... 3 hrs.**

A survey of representative literary works from the Southwestern United States. Includes studies of the novel, poetry, short story, drama, and the essay, with emphasis on contemporary writings and with examinations of the history and folklore of the region. Prerequisite: EN 113 and EN 123 or consent of the instructor. Three lecture hours per week.

**EN 213G. Science Fiction and Fantasy ..... 3 hrs.**

A survey of science fiction and fantasy from the nineteenth and twentieth centuries. Like most literature survey courses, its chief purpose is to provide a basic study of the literature and its impact on Western culture. Additionally, Science Fiction and Fantasy will familiarize students with the movements, names, and ideas significant to the development of these genres in various media: short stories, novels, films, and poetry. Readings, reports, and writings required. Prerequisite: EN 113 and EN 123. Three lecture hours per week.

**EN 223. Types of Literature II ..... 3 hrs.**

The study of the novel. Analysis of the structural elements that comprise the novel—character, plot, point of view, setting, style, structure, pattern, and purpose. Emphasis on literary criticism in terms of reaction, appreciation, and evaluation. Critical thinking skills developed through close reading of the novels presented and an exploration into the cultural, social, political and/or historical milieu from which the novels emerge. Writing assignments may include journaling with informational research, a research project, critical commentaries, and/or oral reports. Prerequisite: EN 113 and EN 123. Three lecture hours per week.

**EN 223A. Survey of British Literature II ..... 3 hrs.**

The development of British Literature from the eighteenth century to the present. Designed to offer a broad cultural awareness of the great literary masterpieces of the English language in relation to their authors and historical settings. Emphasis is placed on enriching the student's critical appreciation of literature. Readings, reports, and writings required. Prerequisite: EN 113 and EN 123. Three lecture hours per week.

**EN 223C. American Literature II ..... 3 hrs.**

The development of American literature from the Civil War to the present. Readings, reports, and writings required. Prerequisite: EN 113 and EN 123. Three lecture hours per week.

**EN 223D. World Literature II ..... 3 hrs.**

Representative masterpieces from the eighteenth, nineteenth, and twentieth centuries. Designed to help students make connections between their own literary heritage and the literature of other countries and cultures. Readings, reports, and writing required. Prerequisite: EN 113 and EN 123. Three lecture hours per week.

### **Environmental Technology (HM) – 15.0599**

**HM 101. Safety and Hazardous Materials ..... 1 hrs.**

This course will introduce the student to the proper management of hazardous material encountered in the automotive environment. The student will gain an understanding of the Hazard Communication Regulation. Students will learn how to utilize a Material Safety Data Sheet in order to identify, handle, store, and dispose of hazardous materials. They will be introduced to basic first aid and response to spills or exposure in their work environment. Use of the proper personal protective equipment will be covered. Other safety topics including right-to-know laws will be covered. Prerequisites: None. Meets 1 lecture hour per week.

**HM 223. Environmental Health and Safety (OSHA) 3 hrs.**

This course presents an overview of the accepted technologies to protect the health and safety of personnel handling hazardous materials or spill incidents. It meets OSHA and EPA requirements for all hazardous material handlers in business, industry, and government.

**HM 233. Environmental Law ..... 3 hrs.**

This course introduces the current federal laws that regulate the assessment, use, handling, storage, and disposal of hazardous materials. This course also gives the student an understanding of public and private nuisances and available remedies. It includes: Clean Air Act, Clean Water Act,

RCRA, CERCLA, Toxic Substance Control Act, Federal Pesticide Act, and OSHA.

**HM 233B. Transportation of Hazardous Materials .3 hrs.**

This course provides a working knowledge of the Hazardous Materials Transportation Regulations contained in Title 49, CFR parts 100-178. The emphasis of the course is on definition of hazard classes using the hazardous materials table, marking, labeling, placarding, shipping papers, hazardous substance and waste transportation. Rules and rule changes will be reviewed.

## **Fire Academy (FA) – 43.0203**

NOTE: The following courses are taught through the Southeastern New Mexico Regional Fire Academy. These courses will substitute for the fire science courses (FS) as indicated when applying for the associate of applied science degree. However, the fire science courses (FS) will not substitute for the Fire Academy courses (FA), since the FA courses have additional components for licensure.

**FA 113W. Introduction to Fire Science .....3 hrs.**

Philosophy: History of the Fire Science. Organization and function of the local county state and federal services. Introduction to equipment and basic tactics of the fire service and rescue emergencies. Will substitute for FS 113.

**FA 114. Basic Fire Fighting .....4 hrs.**

Instruction includes basic firefighter skills as follows: basic fire behavior, fire fighter safety and accountability, basic self contained breathing apparatus, fire hose loads and deployment, hydrant maintenance, fire streams applications, foam applications and familiarization of portable fire extinguishers. Will substitute for FS 114.

**FA 115. Fire Science Academy Practicum.....5 hrs.**

This course of instruction will include 248 hours of cooperative work experience. More specifically, cadets will be required to work 192 hours within a Fire Service organization in 24 hour shifts and 32 hours at a medical facility in 8 hour shifts. Students shall perform general daily duties including equipment and building maintenance and inspection. Students will observe and assist with emergency incidents under the direct supervision of experienced staff. Students will attend drills and training classes with participating organizations. Live fire exercises for IFSAC certification will take 24 hours and will be conducted in Socorro, New Mexico. FA 115 will substitute for EM 115.

**FA 123A. Related Fire Codes and Ordinances .....3 hrs.**

In depth study of national, state, local laws and ordinances which influence the fire prevention and protection. Will substitute for FS 123A.

**FA 124. Fire Fighting I .....4 hrs.**

Instruction includes basic/intermediate firefighter skills such as report writing, search and rescue, modern construction techniques, sprinkler/standpipe systems, care of fire service ropes and knot tying, fire ground operations, and equipment operations. Will substitute for FS 124.

**FA 133. Driver Pumper Operations .....3 hrs.**

A review of vehicle laws, driver responsibilities, emergency response procedures, apparatus and equipment maintenance procedures, and the maneuvering of fire apparatus through controlled driving exercises and in normal traffic conditions. Types and design of fire pumps, principles of pumping,

review of applied mathematics, hydraulic laws, application of mental hydraulic calculations and operating pumps under fire ground conditions.

**FA 213. Fire Investigation and Arson Detection ..... 3 hrs.**

Course is outlined to cover detection of point of origin of fire, cause of fire, and spread. Course also will cover report writing, interviewing, arson detection, collection and preservation of evidence. Will substitute for FS 213.

**FA 213B. Wild-land and Vehicle Fire Control ..... 3 hrs.**

This course includes instruction in National Wildfire Coordinating Group S-130, S-190, I-100. Instruction includes factors affecting wild-land fire prevention, wild-land fire behavior, and control techniques. This course also includes vehicle anatomy, vehicle fire behavior, vehicle hazards, and fire control techniques.

**FA 214. Fire Fighting II ..... 4 hrs.**

Instruction includes basic/intermediate firefighter skills, structural fire fighting strategy and tactics, techniques of ventilation, salvage/overhaul operations, basic EMS operations, Community education, confine space operations, techniques of forcible entry, and LPG/flammable liquid emergency management. Will substitute for FS 214.

**FA 223. Hazardous Materials ..... 3 hrs.**

This course will deal with management of a hazardous material scene. Areas covered will include hazmat awareness, hazmat operations, hazmat de-con and hazardous material equipment and instruments. Will substitute for FS 223.

**FA 223B. Fire Service Rescue ..... 3 hrs.**

This course provides operating procedures for Basic Vehicle Extrication, High & Low Angle Rescue and Confined Space Rescues. This course will promote the proper knowledge and necessary skills for the student to achieve a basic rescue. Will substitute for FS 223B.

**FA 223C. Aircraft Rescue Fire Fighting ..... 3 hrs.**

This course provides operating procedures for providing maximum effective use of aircraft rescue and firefighting equipment for fires and other emergencies at airports or other locations involving private, commercial passenger, or military aircraft. Aircraft accident preplanning techniques. Emergency standby procedures.

## **Fire Science Technology (FS) – 43.0201**

**FS 113. Introduction to Fire Science ..... 3 hrs.**

Philosophy: History of the Fire Service. Organization and functions of local, county, state, and federal services. Introduction to equipment and basic tactics of fire and rescue emergencies. Three lecture hours per week.

**FS 113A. Fire Administration I ..... 3 hrs.**

Fundamentals of Fire Service management and leadership. National Fire Academy certification in "Leadership". Emphasis on budget planning and preparation. Three lecture hours per week.

**FS 113B. Fire Hydraulics ..... 3 hrs.**

Application of the laws of mathematics and physics to properties of fluid states, force, pressure, and flow velocities. Emphasis in applying principles of hydraulics to fire fighting problems. Evaluation of water supply flow appliances and methods of determining available quantities of water for fire protection purposes. Prerequisite: MA113A

- Intermediate Algebra or High School Algebra. Three lecture hours per week.

**FS 114. Basic Fire Fighting ..... 4 hrs.**  
Instruction includes basic firefighter skills as follows: basic fire behavior, fire fighter safety and accountability, basic self contained breathing apparatus, fire hose loads and deployment, hydrant maintenance, fire streams applications, foam applications and familiarization of portable fire extinguishers.

**FS 123. Fire Apparatus and Equipment ..... 3 hrs.**  
History of fire service apparatus and equipment. Use of different types of specialized equipment (Jaws of Life, Vetter bags) 1901 requirement for apparatus - different types of apparatus and their uses. Three lecture hours per week.

**FS 123A. Related Fire Codes and Ordinances ..... 3 hrs.**  
In depth study of national, state, local laws and ordinances which influence the fire prevention and protection.

**FS 124. Fire Fighting I ..... 4 hrs.**  
Instruction includes basic/intermediate firefighter skills such as report writing, search and rescue, modern construction techniques, sprinkler/standpipe systems, care of fire service ropes and knot tying, fire ground operations, and equipment operations.

**FS 133. Driver/Pumper Operations ..... 3 hrs.**  
A review of vehicle laws, driver responsibilities, emergency response procedures, apparatus and equipment maintenance procedures, and the maneuvering of fire apparatus through controlled driving exercises and in normal traffic conditions. Types and design of fire pumps, principles of pumping, review of applied mathematics, hydraulic laws, application of mental hydraulic calculations and operating pumps under fire ground conditions.

**FS 213. Fire Investigation and Arson Detection ..... 3 hrs.**  
Course is outlined to cover detection of point of origin of fire, cause of fire, and spread. Course also will cover report writing, interviewing, arson detection, collection, and preservation. Three lecture hours per week.

**FS 213A. Chemistry Of Combustion ..... 3 hrs.**  
This course begins with the basics of chemistry. Moves through salts/oxidizers, hydrocarbons and their derivatives, and explores their relationship to the fire science. This course has a heavy homework load. Three lecture hours per week.

**FS 213B. Wild-land and Vehicle Fire Control ..... 3 hrs.**  
This course includes instruction in National Wildfire Coordinating Group S-130, S-190, I-100. Instruction includes factors affecting wild-land fire prevention, wild-land fire behavior, and control techniques. This course also includes vehicle anatomy, vehicle fire behavior, vehicle hazards, and fire control techniques.

**FS 214. Fire Fighting II ..... 4 hrs.**  
Instruction includes basic/intermediate firefighter skills, structural fire fighting strategy and tactics, techniques of ventilation, salvage/overhaul operations, basic EMS operations, Community education, confine space operations, techniques of forcible entry, and LPG/flammable liquid emergency management.

**FS 223. Hazardous Materials ..... 3 hrs.**  
This course will deal with management of a hazardous material scene. Areas covered will include protective

clothing, de-con, EMS responsibility, use of hazardous material instruments and equipment. Three lecture hours per week.

**FS 223A. Building Construction for Fire Protection 3 hrs.**  
Covers building codes and designs protection features. Will also cover areas and type of construction which either benefit fire fighting or aid in fire suppression. Three lecture hours per week.

**FS 223B. Fire Service Rescue ..... 3 hrs.**  
This course provides operating procedures for Basic Vehicle Extrication, High & Low Angle Rescue and Confined Space Rescues. This course will promote the proper knowledge and necessary skills for the student to achieve a basic rescue.

**FS 223C. Aircraft Rescue Fire Fighting ..... 3 hrs.**  
This course provides operating procedures for providing maximum effective use of aircraft rescue and firefighting equipment for fires and other emergencies at airports or other locations involving private, commercial passenger, or military aircraft. Aircraft accident preplanning techniques. Emergency standby procedures.

**FS 233. Fire Administration II ..... 3 hrs.**  
This course covers the evaluation of employees, dealing with employees, and stress. Strategies for managing large fire scenes, high rise fires, and mass injury and casualty incidents are also covered. Pre-requisite: FS 113A. Three lecture hours per week.

## **Geography (GG) – 45.0701**

**GG 113. World/Regional Geography ..... 3 hrs.**  
This course is designed as an introductory geographic survey arranged around eight major regions: Anglo-American, Latin America, Europe, the former Soviet Union, the Middle East, the Pacific World, and Africa. Emphasis is place upon an analysis of the natural environment, cultural environment, population status, economic development, and potentials.

## **Geology (GE) – 40.0601**

**GE 114. Physical Geology ..... 4 hrs.**  
A fundamental study of earth materials including the origin of minerals and rocks, erosion and deposition, earth movements and mountain building, vulcanism, earth resources, oceans, and meteorology. Concurrent enrollment in Physical Geology laboratory required. Three lecture hours and three laboratory hours per week.

**GE 124. Historical Geology ..... 4 hrs.**  
A chronological study of the history and development of life on earth. Topics will include the formation of the oceans and atmospheres, fossils, and evolution of dinosaurs and animal life. Concurrent enrollment in Historical Geology laboratory required. Three lecture hours and three lab hours per week.

## **Government (GO) – 45.1001**

**GO 213. American Government ..... 3 hrs.**  
Examines the philosophic background of the Constitutional Convention, the legal and constitutional structure of the national government, and the relationships existing between

the formal and informal groups seeking to make claim on or through the government. Three lecture hours per week.

## **Health Care (HC) – 51.1613**

**HC 112. Introduction to Health Care .....2 hrs.**  
This course is designed to introduce students to medical terminology, principles of teaching and learning, health and wellness principles, implications of health beliefs and practices, health assessment interviewing, basic principles of documentation, basic math computations in health care, and basic computer skills used in health care. No pre-requisite requirements, however, NU113 Nursing Assistant is recommended. This is a two credit hour course with a lab component.

**HC 113. Skills for the Health Care Provider .....3 hrs.**  
This course explores the nurse client relationship and introduces students to professional nursing roles; legal ethical principles of health care; steps of the nursing process; critical thinking strategies; and therapeutic communication techniques, in addition to providing opportunities for application to client care case scenarios. The procedure and theoretical concepts that serve as a foundation for performance and evaluation of a set of course specified skills are included. Students are given opportunities for application of theoretical knowledge and evaluation of skill development through engagement in simulated clinical situations. After instruction and skill practice within the lab setting, students will participate in skills check-offs with an instructor, in which they will be required to demonstrate with competency (theory and procedural) the course specified skill sets. Pre-requisite requirements are NU113, NU115 or C.N.A. with current (within one year) work experience. This is a three credit hour course with a lab component.

## **History (HI) – 54.0101**

**HI 113. United States History to 1877 .....3 hrs.**  
Surveys the discovery, establishment, and growth of the English colonies; their relations with Britain; the Revolution; the Confederation; the Constitution; the growth of nationalism; westward expansion; slavery; the Civil War; reconstruction; economic, political and social development; and international relations. Three lecture hours per week.

**HI 113A. History of New Mexico .....3 hrs.**  
Studies the geography and geology of New Mexico and its effect on the growth of New Mexico. Deals with New Mexico's Indian, Spanish, Mexican, and American Epochs; internal development and problems of the state; New Mexico's place in the United States. Three lecture hours per week.

**HI 123. United States History from 1877 .....3 hrs.**  
Deals with the growth of big business and the accompanying problems, westward expansions, causes and results of World War I, the depression of the 1930's and its consequences, causes of World War II, and the post war adjustments and prospective solutions. Three lecture hours per week.

**HI 123A. New Mexico History Tour ..... 3 hrs.**  
A tour of principal and historic places in New Mexico with lecture presentations and class discussions based upon New Mexico Indian, Spanish, Mexican, and American heritage.

**HI 213. History of Civilization ..... 3 hrs.**  
The civilizations, which have contributed to the shaping of contemporary society. Prehistoric civilizations and the civilizations of the Near East, Far East, Greece, and Rome. The medieval church, the Renaissance, the Protestant reformation, and the rise of the monarchies. Three lecture hours per week.

**HI 213M. U.S. Military History ..... 3 hrs.**  
This course will cover the history of the United States military from its colonial beginnings through the Viet Nam war, the affects of which provided a watershed of changes for our nation. Coverage will include a survey of important battles of the major wars in U.S. history, as well as an introduction of the interrelationships that exist between the U.S. military and the political, economic, and social forces that continue to shape our nation. Emphasis will be placed upon America's role in the world. Prerequisites and/or co-requisites recommended: HI 113 and HI 123. This is a three credit hour course.

**HI 223. History of Civilization ..... 3 hrs.**  
A continuation of HI 213. Early modern times and the genesis of present civilization. The period of the rise of monarchy, individualism, and capitalism in western Europe; the development of the industrial revolution in England, and the political revolutions in France and the other European countries; the growth of totalitarianism and its struggle with democracy, and recent world developments. Three lecture hours per week.

**HI 223W. The Civil War ..... 3 hrs.**  
A history of the American Civil War, with emphasis upon the sectional conflicts and events, which led into the war. Also covered will be the military, diplomatic, and domestic developments in both the North and the South during the Civil War years, showing the impact of the war on both the North and South, as well as its impact upon developments throughout the world. Three lecture hours per week.

## **Home Economics (HE) – 30.1901**

**HE 113. Introduction to Nutrition ..... 3 hrs.**  
An introduction to the principles of basic nutrition and the relationship of nutrition to health. Three lecture hours per week.

## **Law Enforcement Academy (LA) – 43.0107**

NOTE: The following courses are taught through the Southeastern New Mexico Regional Law Enforcement Training Academy. These courses will substitute for the criminal justice courses (CJ) as indicated when applying for the certificate in Law Enforcement, the associate in arts, or associates in applied science degrees. However, the criminal justice courses (CJ) will not substitute for the law enforcement courses (LA), since the LA courses have additional components not in the CJ courses to meet the requirements for licensure by the state of New Mexico as a peace officer.

**LA 113. Introduction to Criminal Justice ..... 3 hrs.**  
 The development and philosophy of criminal justice in a democratic society and an introduction to agencies involved in the administration of criminal justice. Discussion will include the goals of the police, history of the criminal justice system, how the system functions within the context of government to protect individual rights as well as Constitutionally imposed restrictions on the system. Will substitute for CJ 113.

**LA 113A. Patrol Procedures I ..... 3 hrs.**  
 Basic patrol concepts including high risk and unknown risk patrol tactics, handling special needs individuals, domestic violence, disorderly conduct, public disturbances, intoxication, vehicle/foot patrol and observation. Will substitute for CJ 113A.

**LA 113B. Criminal Law ..... 3 hrs.**  
 History and principles of criminal law; development of the courts system; constitutional, statutory, and common law; civil liability; rules of evidence; and criminal procedure. Will substitute for CJ 113B.

**LA 113P. Introduction to Policing .....3 hrs.**  
 This course is an introduction in the study of law enforcement and policing in America. It will explore diversity and critically evaluate the direction and trends in modern police agencies. The student will become familiar with the names, phrases, and concepts that are routinely used by those involved in the study of crime and the workings of the criminal justice system. Pre and/or co-requisites: None. This is a three credit hour course.

**LA 114. Custody Control, Chemical Agents and Officer Safety ..... 4 hrs.**  
 This course will cover procedures (principles, concepts, medical implication and practical application) for custody and control and use of chemical agents in a law enforcement environment. Also covered will be academic and practical application regarding officer safety including day and night traffic stops, arrest situations and handcuffing

**LA 123A. Patrol Procedures II ..... 3 hrs.**  
 Basic techniques for arrest/custody, supervision, and transportation of prisoners, handling crimes in progress, preliminary investigations, conduct at crime scenes and officer survival. Will substitute for CJ 123A.

**LA 123D. Technical Writing for Law Enforcement 3 hrs.**  
 Focus on clear, concise and accurate reports with an emphasis on sentence and paragraph construction, grammar and punctuation. Emphasis on purposes, terminology, types and contents of reports and written communication skills. Will substitute for CJ 123D.

**LA 123E. Firearms Proficiency ..... 3 hrs.**  
 Moral aspects, legal provisions, safety precautions, and restrictions covering the use of firearms. Includes range practice in the firing of handguns and shotguns. Will substitute for CJ 123E.

**LA 123F. Traffic Law & Accident Investigation .... 3 hrs.**  
 Theories and basic techniques of accident investigation: what the vehicle shows, examination of the roadway, recording and preservation of skid mark evidence, speed estimates, reconstruction of the accident scene, diagram and map making, photographing the accident scene, background investigation, court testimony and study of the New Mexico vehicle code. Will substitute for CJ 123F.

**LA 123P. Law Enforcement Patrol Procedures .....3 hrs.**  
 This is a course involving basic patrol concepts including high risk and unknown risk patrol tactics, handling special needs individuals, domestic violence, disorderly conduct, public disturbances, intoxication, vehicle/foot patrol and observation. Also, basic techniques for arrest/custody, supervision, and transportation of prisoners, handling crimes in progress, preliminary investigations, conduct at crime scenes and officer survival. Pre- and/or co-requisites: None. This is a three credit hour course.

**LA 213A. Criminal Investigation I ..... 3 hrs.**  
 Fundamentals of criminal investigation. Includes conduct at crime scenes, collection and preservation of evidence, interviews and interrogations, crime scene photography and sketching, and report writing. Will substitute for CJ 213A.

## **Legal Assistant/Paralegal (LS) – 22.0302**

**LS 112. Legal Ethics ..... 2 hrs.**  
 In-depth study of the Code of Professional Responsibility, legal ethics and necessary requirements for paralegal to properly function in the modern law office. Emphasis will be upon legal ethical consideration, disciplinary rules for attorneys and the relationship of the paralegal to the supervising attorney, the client and the community.

**LS 113. Introduction to the Justice System..... 3 hrs.**  
 History and overview of the legal system; the role of the legal assistant, legal ethics, unauthorized practice, the Code of Professional Responsibility; importance of communications, judgment and analytical ability; terminology sources and work of law.

**LS 113A. Introduction to Legal Research and Writing ..... 3 hrs.**  
 Study of legal research and bibliography, research problems, sources, legal drafting and writing, preparation of memoranda and briefs. Prerequisite: LS 113 or permission of dean or program director.

**LS 113C. Introduction to Paralegal Studies.....3 hrs**  
 This course will introduce concepts such as the definition and role of the paralegal, ethical responsibilities, professionalism, the legal system, legal research and analysis, legal and office procedures, technology in the law and topics in substantive law. This is a 3 credit hour course.

**LS 123. Contracts ..... 3 hrs.**  
 Formation of contracts, breach of contracts, remedies for breach of contract; drafting. Prerequisite: LS 113 or permission of dean/program director.

**LS 123A. Torts ..... 3 hrs.**  
 The study of negligence and gross negligence including the requisites for recovery: Duty, breach, causation and damages. Also to be included the study of intentional torts, product liability, Defamation, defenses and the drafting of various documents. Prerequisite: LS 113 or permission of program director/coordinator. Meets 3 hours per week.

**LS 123B. Property ..... 3 hrs.**  
 The study of the legal aspects of personal and real property ownership. To include bailments and the basics of probate. Analysis of common real estate transactions such as: deeds, leases, mortgages, foreclosure, title search, encroachment surveys, easements, liens and landlord/tenant relations.

Prerequisite: LS 113 or permission of program director or coordinator. Meets 3 hours per week.

**LS 123C. Family Law .....3 hrs.**  
Topics include divorce, separation, custody, adoption, guardianship, support and settlement agreements in compliance with statutes; and drafting documents. Also included will be aspects of the administrative agencies that affect the modern family; to spousal abuse and juvenile justice. Prerequisite: LS 113 or permission of dean/program director.

**LS 213. Law Office Operations and Management ....3 hrs.**  
Law office operation and theories of management, time keeping and billing, law office equipment, budgeting, key players, preparation of forms and checklists; docket control, personnel problems, self-management. Prerequisite: LS 113 or permission of dean/program director.

**LS 213A. Civil Procedure.....3 hrs.**  
Analysis of civil procedure, instruction in preparation of documentation in lawsuits, covering pre and post trial matters; jurisdictional, evidentiary and admissibility problems. Prerequisite: LS 113 or permission of dean/program director.

**LS 213B. Practicum/Internship .....3 hrs.**  
Supervised on-the-job training experience in law office, governmental agencies, or legal department of business or industry. Prerequisite: Permission of dean/program director.

**LS 223A. Trial Preparation and Procedures.....3 hrs.**  
A summary course of methods of pre-trial procedures, interviewing, investigation, discovery, rules of civil procedure for state and federal courts, methods and organization for effective trial presentations. Prerequisite: LS 113 or permission of dean/program director.

**LS 223B. Torts/Negligence .....3 hrs.**  
The study of negligence and gross negligence including the requisites for recovery: Duty, breach, causation and damages; product liability and drafting appropriate documents. Prerequisite: LS 113 or permission of dean/program director.

**LS 223C. Estate Planning and Probate .....3 hrs.**  
Introduction to estate and probate terminology; wills and trusts, New Mexico/Texas probate law and procedures; required orders and notices estate sales, estate taxes, joint tenancy; judicial determination of death, and disposition of judicial finding; documentation and forms. Prerequisite: LS 113 or permission of dean/program director.

**LS 223D. Bankruptcy and Creditors Rights .....3 hrs.**  
Study of Uniform Commercial Code in secured transaction matters including: garnishment and replevins; study of the bankruptcy code and rules of procedure; the study and preparation of appropriate pleadings and schedules; creditors rights. Prerequisite: LS 113 or permission of dean/program director.

**LS 223E. Oil and Gas Law .....3 hrs.**  
Study of oil and gas leases, mineral deeds, royalty deeds, reserving of rights to oil and gas, transfers of working interests, utilization agreements, unit operating agreements, drilling contracts, operating agreements, output sales agreements, pipeline easements, and division orders. Prerequisite: LS 113 or permission of dean/program director.

**LS 223F. Environmental Law ..... 3 hrs.**  
Introduces the current federal laws that regulate the assessment, use, handling, storage and disposal of hazardous materials. It includes the Clean Air Act, Clean Water Act, RCRA, Toxic Substance Control Act, Federal Pesticide Act, OSHA and CERCLA/SARA.

**LS 231A-234A. Special Topics in Paralegalism.. (1-4 hrs.)**  
Study of varying legal topics (substantive, procedural or skill oriented) of current interest to legal assistants. Prerequisite: LS 113 or permission of dean/program director.

**LS 233. Advanced Research Techniques ..... 3 hrs.**  
A continuation of LS 113A, this course is designed to provide training in more advanced legal research problems with a focus on analysis and writing. It requires preparation of sophisticated legal memoranda and documents. Prerequisite: LS 113 or permission of dean/ program director.

## **Mathematics (MA) – 27.0101**

**MA 113. College Algebra..... 3 hrs.**  
A college course in algebra designed for pre-engineering, mathematics, and science majors. Includes a brief review of Elementary and Intermediate Algebra topics, followed by a more extensive study of graphics of functions, complex numbers, theory of equations, matrices, determinants, conics, inverse functions, exponential functions and logarithmic functions. Prerequisite: MA 113A or appropriate placement test score. Three lecture hours per week.

**MA 113A. Intermediate Algebra ..... 3 hrs.**  
A college course in algebra for students in general education and technical fields. A review of fundamental operations of algebra, linear equations, exponents, radicals, rational expressions, quadratic equations, and inequalities. Additional topics include graphing linear equations and quadratic functions solving systems of linear equations. Not open to students who have credit for MA 113 or its equivalent. Three lecture hours per week. Prerequisite: TS 113F or appropriate placement test score.

**MA 113B. Statistics ..... 3 hrs.**  
Measures of central tendency, variation, correlation, probability, sampling, sampling distributions, estimation, and test of statistical hypotheses. Prerequisite: MA 113A or MA 113. Three lecture hours per week.

**MA 113D. Mathematical Analysis with Business Applications I ..... 3 hrs.**  
Designed strictly for business and economics majors. This course is a review of algebra followed by the study of functions, mathematics of finance, matrix theory, linear systems, linear programming, exponential, and logarithmic functions. Prerequisite: MA 113A or appropriate placement test score. Three lecture hours per week.

**MA 113E. Mathematics for Elementary Teachers .. 3 hrs.**  
This is a mathematics course for prospective or current elementary teachers. Topics covered will be problem solving, set theory, number theory, number systems, and operations. This course will be taught using lecture, cooperative learning, demonstration, supervised problem solving, and student generated lessons. Pre- and/or Co-

requisites: MA 113A or appropriate placement test score. This is a three credit hour course.

**MA 114B. Technical Mathematics I ..... 4 hrs.**  
For the student majoring in Electronics, Drafting, Welding, Automotive, and Machine Tool. Includes a brief review of fractions followed by fundamental operations of algebra, linear equations, quadratic equations, exponents and radicals, ratio, proportion and variation, and logarithms. Prerequisite: One year of high school mathematics. Five lecture hours per week.

**MA 123. Plane Trigonometry ..... 3 hrs.**  
This course will cover trigonometric functions, solution of right triangles, properties and relationships between trigonometric functions, radian measure of the angles, and graphs of trigonometric functions. As well, students will be exposed to addition formulas, double-angle formulas, half-angle formulas, solution of the general triangle, inverse trigonometric functions, and solutions of trigonometric equations. Pre- and/or co-requisites: MA 113 or appropriate placement test score. This is a three credit hour course...

**MA 123D. Mathematical Analysis with Business Applications II ..... 3 hrs.**  
Continuation of MA 113D. Probability, decision theory, statistics, differential calculus, integral calculus applications. Prerequisite: MA 113D. Three lecture hours per week.

**MA 144. Calculus and Analytic Geometry I ..... 4 hrs.**  
Introductory concepts in analytic geometry, limits, continuity, differentiation of algebraic and transcendental functions, the mean value theorem, curve sketching, maximum problems, the definite and indefinite integral, and applications of integration, area, and the Fundamental Theorem of Calculus. Prerequisites: MA 113, MA 123, or appropriate placement test score. Four lecture hours per week.

**MA 154. Calculus and Analytic Geometry II ..... 4 hrs.**  
Techniques of integration, L'Hospital's rule, polar coordinates, arc lengths, work, liquid force centroids, improper integrals and hyperbolic function, introduction to differential equations, sequences, infinite series, and convergence tests. Prerequisite: MA 144. Four lecture hours per week.

**MA 223. Differential Equations ..... 3 hrs.**  
Solutions of ordinary differential equations. Includes solutions by series, Laplace transforms, numerical techniques. Geometric and physical applications. Prerequisite: MA 233. Three lecture hours per week.

**MA 233. Calculus and Analytic Geometry III ..... 3 hrs.**  
This course covers polar coordinates, improper integrals, infinite series, vectors and curves in two dimensions. Prerequisite: MA 153. Three lecture hours per week.

**MA 243. Calculus and Analytic Geometry IV ..... 3 hrs.**  
This course covers three dimensional geometry, vectors, and curves, functions of several variables and multiple integration. Prerequisite: MA 233. Three lecture hours per week.

## **Medical Terminology (ME) – 51.0799**

**ME 111. Medical Terminology ..... 1 hr.**  
An introduction to medical terminology with emphasis on elements of medical terms, standard medical abbreviations, spelling, and an appreciation of the logical method found in medical terminology. Meets one lecture hour per week.

**ME 121. Medical Terminology ..... 1 hr.**  
A continuation of ME 111. Meets one lecture hour per week.

## **Music (MU) – 50.0901**

**MU 111K. Introduction to Singing ..... 1 hr.**  
This course is designed for individuals who have little or no vocal experience. Basic techniques of voice production, diction, breathing, and intonation will be explored in a group setting. The course is open to all students and may be repeated for credit upon consent of the instructor. Two hours per week.

**MU 111P. Private Piano ..... 1 hr.**  
This course is designed for non-music and music majors who are not piano majors. The student's proficiency level will be assessed by the piano instructor and an individual program will be developed. May be repeated for credit for a total of 4 credit hours. One half hour lesson per week.

**MU 111V. Private Voice ..... 1 hr.**  
This course is designed for non-music and music majors who are not voice majors. The student's proficiency level will be assessed by the voice instructor and an individual program will be developed. May be repeated for credit for a total of four credit hours. One half hour lesson per week.

**MU 112A. Piano I ..... 2 hrs.**  
This course is for music majors whose concentration of study is piano. Once the student has successfully completed the audition/interview with the Music Department, an individual program will be designed to accommodate the student's needs. Technique and repertoire is the central focus in the student's development. Please note that this is a performance based course. May be repeated for credit for a total of 4 credit hours. One private hour lesson per week.

**MU 112B. Voice I ..... 2 hrs.**  
This course is for music majors whose concentration of study is voice. Once the student has successfully completed the audition/interview with the Music Department, an individual program will be designed to accommodate the student's needs. Technique and repertoire is the central focus in the student's development. Please note that this is a performance based course. May be repeated for credit for a total of 4 credit hours. One private hour lesson per week.

**MU 112C. Elementary Harmony I ..... 2 hrs.**  
Basic tertian harmonic principles, counterpoint, voice leading, and form will be explored in this course. Co-requisite: MU 112E. Two hours per week.

**MU 112E. Aural Skills I ..... 2 hrs.**  
The program is intended to develop the musician's ear to detect music patterns. Exercises aid the students to focus on the configuration, groupings, and characteristics of music that help generate continuity and organization. Co-requisite: MU 112C. Two hours per week.



**MU 112S. Show Choir .....2 hrs.**  
A performance based course which covers many styles of music with emphasis in popular and jazz idioms. Various ensemble opportunities in the Show Choir style of live performance will exist. Singing and movement are combined with other theatre idioms. Registration for this course is through audition only. May be repeated for credit for a total of 4 credit hours. Five hours per week.

**MU 122A. Piano II .....2 hrs.**  
A continuation of MU 112A for music majors. May be repeated for credit for a total of 4 credit hours. One hour private lesson per week.

**MU 122B. Elementary Harmony II .....2 hrs.**  
A continuation of MU 112C. Co-requisite: MU 122E. Two hours per week.

**MU 122D. Voice II .....2 hrs.**  
A continuation of MU 112B. May be repeated for credit for a total of 4 credit hours. One hour private lesson per week.

**MU 122E. Aural Skills II .....2 hrs.**  
A continuation of MU 112E. Co-requisite: MU 122B. Two hours per week.

**MU 131. College and Community Chorale ..... 1 hr.**  
The NMJC Chorale is an ensemble for both college members and members of the community. The Chorale prepares various styles of repertoire for public performance. May be repeated for credit for a total of 4 credit hours. The Chorale meets one evening per week for two hours.

**MU 132A. Choral Conducting Techniques .....2 hrs.**  
Designed for musicians and teachers. Basic conducting techniques, rehearsal organization, care of the choral voice, and basic instrumental conducting techniques will be explored. Prerequisite: Equivalence of MU 142 or consent of the instructor. Two hours per week.

**MU 142. Music Rudiments .....2 hrs.**  
This course is an introduction to music theory designed for non-music majors, especially classroom teachers, church musicians, choir members, and incoming music majors who seek to enhance their knowledge and skills in the area of music theory. Topics will address notation, tonality, rhythm, and form. Two hours per week.

**MU 212. Piano III ..... 2 hrs.**  
A continuation of MU 122A for music majors. May be repeated for credit for a total of 4 credit hours. One hour private lesson per week.

**MU 212A. Voice III .....2 hrs.**  
A continuation of MU 122D. May be repeated for credit for a total of 4 credit hours. One-hour private lesson per week.

**MU 212B. Advanced Harmony I .....2 hrs.**  
This course explores harmonic principles of the late 19th and early 20th century with emphasis on chromaticism and the non-tonal techniques. Prerequisite: MU 122B. Co-requisite: MU 212E. Two hours per week.

**MU 212E. Aural Skills III .....2 hrs.**  
A continuation of MU 122E. Co-requisite: MU 212B. Two hours per week.

**MU 213. Music Appreciation .....3 hrs.**  
This course explores the ideas of music in society and its cultural relevance. The course fulfills the Humanities requirement for non-music majors in an associate degree program. The students will discuss the elements of sound

and music, and stylistically explore four major periods in Western art and music. Three lecture hours per week.

**MU 213A. Introduction to Music Literature I ..... 3 hrs.**  
This course is a general survey of western music for music majors. Music from antiquity to the Classical Period will be studied. Style, trends, composers, and literature will be discussed. Three hours per week.

**MU 222. Piano IV ..... 2 hrs.**  
A continuation of MU 212. May be repeated for credit for a total of 4 credit hours. One-hour private lesson per week.

**MU 222A. Voice IV ..... 2 hrs.**  
A continuation of MU 212A for music majors. May be repeated for credit for a total of 4 credit hours. One hour private lesson per week.

**MU 222B. Advanced Harmony II ..... 2 hrs.**  
A continuation of MU 212B. Co-requisite: MU 222E. Two hours per week.

**MU 222E. Aural Skills IV ..... 2 hrs.**  
A continuation of MU 212E. Co-requisite: MU 222B. Two hours per week.

**MU 223A. Introduction to Music Literature II ..... 3 hrs.**  
A continuation of MU 213A. Music from the Classical Period to the 20th century will be studied. Style, trends, composers, and literature will be discussed. Prerequisite: MU 213A. Three hours per week.

## **Nursing (NU)**

### **Certified Nursing Assistant (CNA) – 51.1614**

**NU 115. Nursing Assistant ..... 3 hrs.**  
This course is 150 clock hours and is approved by New Mexico Department of Health, Health Facility Licensing and Certification Bureau. The course is designed to teach the student the necessary knowledge and skills to deliver responsible and safe health care for residents in nursing and long-term care facilities under qualified supervision of a nurse. Close personal care requires a sensitive and knowledgeable care giver, who has a good understanding of patient needs; as well as, personal interaction with other health care team members. This course includes: an introduction to health care and the role of the nurse aide; understanding the body structure, function and needs; safety in the provision of care; and satisfactory performance of basic care skills. The classroom and nursing skills laboratory portion of the course is taught at a NMJC facility. The course has specific requirements: CPR, TB screening, malpractice insurance, Rubella titer, physical exam and a criminal background check. The background check will identify a felony conviction which will render the applicant ineligible for admission to the course. A felony conviction disqualifies an applicant from participating in the clinical portion of this course and other nursing courses. The clinical portion of the course is conducted in a licensed, certified area health care agency. The student must satisfactorily meet the objectives of the course's computerized exams, laboratory skills performance and clinical practice to be eligible for course completion. Successful completion of this course entitles the student to take the New Mexico Nurse Aide Skills and Written Exam

(computerized). This is a five credit hour course with a lab component.

### **Licensed Practical Nurse (LPN) -51.1613**

**NU 112. PN Role .....2 hrs.**  
This course will address professional practice issues that will assist learners in preparing for the transition from practical nursing student to Licensed Practical Nurse. Discussion of the role of the practical nurse in relation to other members of the health care team will foster an understanding of the independent and interdependent functions of the practical nurse. Collaboration, advocacy, and partnership are concepts critical to the role of the practical nurse; caring for persons and focusing on the legal, ethical, and philosophical bases for practice. The PN role, interdisciplinary team, principles of nursing management, delegation, reporting and documenting are discussed. Also included in this course is content and experiences designed to help students prepare for the NCLEX-PN. Content and application opportunities based on group NCLEX-PN preparation needs (identified by group performance on ATI NCLEX-PN Predictor Assessment) will be provided. Students will also be directed to develop and implement with guidance individual plans for NCLEX-PN preparation. This is a two credit hour course. Pre-requisite requirements are completion of clinical requirements and NU119, NU119L, PC112. Co-requisite courses are NU 122, NU122L, NU132, NU132L, NU142, NU142L, NU152, NU152L and PC121.

**NU 119. Fundamentals of Nursing and Medical Surgical Nursing Practice I .....9 hrs.**  
This course uses a body systems approach to teach the fundamentals of nursing and of medical-surgical nursing of clients with alterations or health promotion needs related to their musculoskeletal, integumentary, gastrointestinal, genitourinary, and respiratory systems. This course instructs students in the use of the nursing process in educating, supporting, and caring for persons. This course integrates concepts of a person's culture, skills of physical assessment, foundational principles of nutrition and pharmacology, medication administration principles, and laboratory/diagnostic data as applicable to medical surgical nursing. Clinical practicum and laboratory experiences will provide the opportunity to interact with persons with health promotion, prevention and illness needs. The student will develop skills in documenting/reporting nursing assessments and interventions, as well as in evaluating clients' responses to health care. This is a nine credit hour course with a lab component. Pre-requisite requirements are admission to program and completion of clinical requirements. Co-requisite courses are PC112 Pharmacology I and TS111 Nursing Calculations.

**NU122. Maternal Newborn Nursing .....2hrs.**  
Utilize the nursing process in the assessment and nursing management of the childbearing family with emphasis on the bio-psycho-social needs of the family during the phases of pregnancy, childbirth and neonatal period, including abnormal conditions. Clinical practicum and laboratory experience will provide the opportunity to apply and evaluate the concepts of maternal newborn nursing. This is a

two credit hour course with lab component. Pre-requisite requirements are completion of clinical requirements and NU119, NU119L, PC112, TS111. Co-requisite courses are PC121, NU132, NU132L, NU142, NU142L, NU152 and NU152L

**NU 125L. PN Practicum .....5 hrs.**  
This clinical course will provide students with the opportunity for transition to the licensed practical nurse role through an internship experience. Selected area health care agencies provide "on the job" training with experienced staff. In this course, the student looks at the period of transition into practice and demonstrates knowledge of organizational principles and time-management techniques for client care. The course provides the student the opportunity to function in a variety of nursing roles: provider and manager of client care, communicator, and teacher. Pre-requisite requirements are completion of clinical requirements and NU119, NU119L, PC112, NU 122, NU122L, NU132, NU132L. This is a five credit hour lab course.

**NU 132. Pediatric Nursing .....2 hrs.**  
This course utilizes the concept of family-centered nursing care to teach basic nursing strategies that enable children and their families to prevent illness and disability and to promote, protect, and restore health. Addressed in this course are the unique bio-psychosocial and health educational needs of the growing child, from infancy through adolescence. This course also provides students opportunities to study families in community, ambulatory care, and hospital settings. A variety of clinical practicum and laboratory experiences will provide the opportunity to apply and evaluate the concepts of pediatric nursing. This is a two credit hour course with lab component. Pre-requisite requirements are completion of clinical requirements and NU119, NU119L, PC112, TS111. Co-requisite courses are PC121, NU 122, NU122L, NU142, NU142, NU152, and NU152L.

**NU 142. Mental Health Nursing .....2 hrs.**  
This course introduces the student to the basic concepts of mental health, mental illness, and the role of the nurse in caring for clients with mental health needs. The concepts of nursing process, therapeutic communication, and legal/ethical/ professional standards of care will be explored as they influence mental health nursing practice. Students will develop skills in differentiating among various mental disorders in terms of symptoms, nursing diagnoses, treatment modalities and in the formulation of intervention strategies. Students will also have the opportunity to develop skills in assessment and intervention for clients experiencing abuse, grief, or psychotic manifestations of medical illness. Clinical practicum and laboratory experience will provide the opportunity to apply and evaluate the concepts of mental health nursing. This is a two credit hour course. Pre-requisite requirements are completion of clinical requirements and NU119, NU119L, PC112, TS111. Co-requisite courses are PC121, NU 122, NU122L, NU132, NU132L, NU152, and NU152L

**NU 152. Fundamentals of Medical Surgical Nursing Practice II .....2 hrs.**  
This course builds on foundational principles and basic medical surgical concepts while utilizing the body systems

approach and the nursing process to assist the student in acquiring the knowledge to educate, support and provide holistic care for persons. The focus is on the fundamental principles of medical-surgical nursing of clients with alterations or health promotion needs related to their circulatory, cardiovascular, neurosensory, endocrine, hematological, immunological and reproductive systems. The student will develop skills in documenting/reporting nursing assessments and interventions, as well as in evaluating clients' responses to health care. Clinical practicum and laboratory experiences will provide students with the opportunity to interact with persons with health promotion, prevention and illness needs. This is a two credit hour course with a lab component. Pre-requisite requirements are completion of clinical requirements and NU119, NU119L, PC112, TS111. Co-requisite courses are PC121, NU 122, NU122L, NU132, NU132L, NU142, and NU142L

### **Registered Nurse (ADN) – 51.1601**

**NU 201. Nursing Articulation ..... 1 hr.**  
**(This course is being taught for the last semester in 2005-06 as part of the old Nursing curriculum.)**

An introduction to Orem's self-care theory and application of the nursing process to individuals with selected health deviations. Various levels of practice within nursing and the process of role change will be included. Required for LPN, transfer, and readmitted students entering the sophomore year of nursing. Sixteen lecture hours.

**NU 211. Care of the Client with Complex Health Care Needs .....11 hrs.**

The course will enable the student to apply theoretical knowledge of nursing for clients with multiple, complex, and specific health care needs/problems. The nursing content focuses on promoting the critically ill client's holistic health through the utilization of evidenced based nursing care. Emphasis is placed on integration of roles of the health care provider, client teacher, communicator, manager of client care (utilizing the nursing process), and member of the discipline of nursing. A variety of community-based and acute care clinical experiences to facilitate transition from student to professional nurse will be utilized in this course. Pre-requisite requirements are completion of clinical requirements and NU119, NU119L, PC112, NU122, NU122L, NU132, NU132L, NU142, NU142L, NU152, NU152L, and PC121 or a LPN/LVN (with successful completion of PN Transition course). This is an eleven credit hour course with lab component.

**NU 211. Nursing Law & Ethics ..... 1 hr.**  
**(This course is being taught for the last semester in 2005-06 as part of the old Nursing curriculum.)**

Introduces law and ethical considerations to the nursing student. Topics addressed include: laws that directly govern nursing, patient's rights, legal risks and responsibilities of the job, off-duty legal risks, malpractice liability, documentation, employee rights, and principles of ethics, major areas of ethical conflict in nursing practice, and the ethical obligations of professional practice. This is a one credit class.

**NU 214. Practical Nursing ..... 4 hrs.**  
 Presents concepts of practical nursing related to the care of individuals with health deviations throughout the life span. Concepts related to nutrition, microbiology, nursing ethics, and the role of the practical nurse are included. Two lecture hours and six laboratory hours per week. (Required for those students who plan to take licensure examination for practical nurse.) Prerequisites: NU 127 and PC 122.

**NU 219. Nursing in Health Deviations II ..... 9 hrs.**  
 A continuation of NU 127 with focus on utilizing the nursing process to assist the individual of any age to cope with health deviations. Laboratory experiences in health care agencies will provide students with the opportunity to identify specific nursing problems and plan nursing actions.

**NU 222. Nursing Seminar ..... 2 hrs.**  
**(This course is being taught for the last semester in 2005-06 as part of the old Nursing curriculum.)**

A seminar to assist the student in correlating various aspects interwoven through out the nursing curriculum into a unified concept of the role of the registered nurse. A problem-solving approach will be used to study modern nursing trends, leadership and management concepts, professional relationships, and the privileges and obligations of nursing practice. In addition, this course utilizes the strands of culture, communication, behavioral science and management to promote professional growth and accountability as the student prepares for the role of registered nurse.

**NU 222, Community Nursing .....2 hrs.**

This course explores the patterns of a community and the nurse's role in promoting and preserving the health of the population as a whole. The course will focus on promotion of community health with emphasis on community health nursing roles, epidemiological standards of community health nursing practice, political processes, environmental health, and health care delivery systems. This is a two credit hour course with lab component. Pre-requisite requirements are completion of clinical requirements and NU211 and NU211L. Co-requisite courses are NU225, NU225L, NU223L, and NU232.

**NU 223L Preceptor Practicum .....3 hrs.**

This clinical course will provide students with the opportunity for transition to the professional nursing role through an internship experience. Selected area health care agencies provide "on the job" training with experienced staff. In this course, the student looks at the period of transition into practice and demonstrates knowledge of organizational principles and time-management techniques for client care. The course provides the student the opportunity to function in a variety of nursing roles: provider and manager of client care, communicator, and teacher. This is a three credit hour lab course. Pre-requisite requirements are completion of clinical requirements and NU211, and NU211L. Co-requisite courses are NU222, NU22L, NU225, NU225L, and NU232.

**NU 225. RN Role/Leadership .....5 hrs.**

The course focuses on students' development as leaders, designers/managers/coordinators of health care, and as members of the nursing profession in an RN role. Professional growth and development in communication, critical thinking, and problem solving skills and transition to

role of professional nurse will be emphasized. Current issues in health care and in the nursing profession will be discussed. In NU225L, students will team lead and coordinate the multidisciplinary care for an assigned caseload of clients in various acute care settings. This is a five credit hour course with lab component. Pre-requisite requirements are completion of clinical requirements and NU211 and NU211L. Co-requisite courses are NU222, NU22L, NU223L, and NU232.

**NU 232 NCLEX Prep .....2 hrs.**

This course is designed to help students prepare for the NCLEX-RN. It provides content and application opportunities based on group NCLEX-RN preparation needs (identified by group performance on ATI NCLEX-RN Predictor Assessment). Content review will reinforce and complement prior knowledge gained in the nursing curriculum of all major nursing content from the perspective of the nursing process. Students will assess their strengths and weaknesses of nursing knowledge through diagnostic tools and formulate a plan for areas of needed growth. Course content regarding time management, goal setting and test taking skills sessions will facilitate students' individual preparation for NCLEX-RN. This is a two credit hour course. Pre-requisite requirements are completion of clinical requirements and NU211 and NU211L. Co-requisite courses are NU222, NU22L, NU223L, NU225, and NU225L.

**NU 250. Nursing in Multiple Health Deviations .... 10 hrs. (This course is being taught for the last semester in 2005-06 as part of the old Nursing curriculum.)**

Focuses on the complex problems of individuals with multiple health deviations at various stages of the life cycle. In the laboratory setting students will have the opportunity to collaborate their nursing activities with the patient, the patient's family, and other members of the health team.

## **Office Technology (SC) – 52.0401**

Competency in office technology requires diverse knowledge and skills. The core curriculum for both the certificate and the associate degree programs in office technology is designed to give a student entry-level clerical skills. Students are encouraged to further their studies in any particular area of interest, such as the legal, financial or the medical field by enrolling in additional courses.

**SC 111A. Keyboarding on Microcomputers (same as CS 111A)..... 1 hr.**

This is a five-week course that utilizes a computerized keyboarding program, which presents a few new keys in each lesson.

**SC 112A. Professional Development ..... 2 hrs.**

This course will emphasize guided self-improvement, self-esteem, and interpersonal relationships. Class meets two hours per week.

**SC 113. Keyboarding and Document Processing I .. 3 hrs.**

This is an introductory keyboarding course taught primarily on a computer. A computerized teaching program utilizing WordPerfect will be used. This course is designed to help the student learn the alphabetic and numeric keys; to build keyboarding speed and accuracy and to implement basic

word processing commands to format business documents including letters, memoranda, reports, and tables.

**SC 113B. Business Calculating Machines ..... 3 hrs.**

Training and practice on both the computer 10-key pad and an electronic 10-key calculator. Emphasis on 10-key touch control and business related calculations. Class meets three hours per week.

**SC 113C. Business Mathematics ..... 3 hrs.**

A review of the fundamental arithmetic skills needed in the business world, with particular emphasis on decimals, percentages, interest, discounts, commissions, tax rates, insurance, inventories, and depreciation. Class meets three hours per week.

**SC 113D. Legal Secretary I ..... 3 hrs.**

This course presents concentrated training needed to enter the legal field as a legal secretary and provides information necessary to pass the NALS certification test. It is the first of two capstone courses for the legal secretary. Class meets three hours a week.

**SC 113E. Business English ..... 3 hrs.**

This course will focus on an intensive study of grammar, punctuation, and word usage. Class meets three lecture hours per week.

**SC 123. Keyboarding and Document Processing II 3 hrs.**

This course is taught on computers and utilizes a popular word-processing software. It promotes the further development of basic keyboarding skills and emphasizes the production of a wide range of typical business correspondence, tables, reports, and forms. Emphasis is also placed on improving typing speed and accuracy. Prerequisites: SC 113 or equivalent. Class meets five hours per week.

**SC 123B. Introduction to Accounting ..... 3 hrs.**

This course introduces basic accounting records relating to both merchandising and personal service enterprises. Topics include procedures for handling purchases, sales, cash payments, cash receipts, payroll, petty cash, and the preparation of financial statements. Basic computerized accounting procedures are also introduced. This course is not a substitute for AC 114 - Principles of Accounting and may not transfer for accounting majors. Class meets five hours per week.

**SC 133. Records Management ..... 3 hrs.**

A beginning course designed to cover the principles and procedures used in the selection and operation of both physical and computer filing systems. Class meets three hours per week.

**SC 213B. Legal Secretary II ..... 3 hrs.**

This course is an advanced training course to prepare an experienced legal secretary for the NALS certification test or for the student who has successfully completed the Legal Secretary I course. Professionalism is the emphasis in this course. It is assumed that a student taking this course has already acquired necessary office skills. Prerequisite: SC 113D. Class meets three hours per week.

**SC 222A. Medical Transcription ..... 2 hrs.**

Training and practice in transcription of medical terms and reports from recorded dictation cassettes. Prerequisite: SC 123. Class meets two hours per week.

**SC 223B. Office Procedures .....3 hrs.**

One of the last courses to be taken in office technology training. It is a culmination of the skills learned throughout the program with additional training and procedures. Prerequisite: SC 113E and SC 123 or equivalent. Class meets three hours per week.

**SC 223D. Microsoft Word .....3 hrs.**

Extensive hands-on training in Microsoft Word. Basic through advanced features will be taught utilizing a current version of the software. Prerequisite: SC113 or equivalent. Class meets five hours per week.

**SC 223H. Legal Word Processing .....3 hrs.**

Applying Word Processing features to documents created in the law office such as assembling contracts, standard legal forms, writing and assembling the brief. Prerequisite: SC 223A or equivalent. Class meets five hours per week.

**Pharmacology (PC) – 26.1001**

**PC 112. Pharmacology I .....2 hrs.**

This course provides students with opportunities to learn and apply the principles of pharmacotherapeutics and pharmacokinetics in the administration of medications to clients of diverse ages and varying levels of physical health. This course also introduces students to specific pharmacological preparations used in treatment/health promotion of musculoskeletal, integumentary, gastrointestinal, genitourinary and respiratory systems. Content regarding these pharmacological preparations includes drug classification, mechanism of action, therapeutic uses, therapeutic dosages and effects, untoward effects, nursing implications, and evidence of drug effectiveness. This is a two credit hour course. Pre-requisite requirement is admission to program. Co-requisite courses are NU119 and TS111.

**PC 121 Pharmacology II .....1 hr.**

This course provides students with additional opportunities to apply the principles of pharmacotherapeutics and pharmacokinetics in the administration of medications to clients of diverse ages and varying levels of physical health. This course also introduces students to specific pharmacological preparations used in treatment/health promotion of circulatory, cardiovascular, neurosensory, endocrine, hematological, immunological and reproductive systems. Content regarding these pharmacological preparations includes drug classification, mechanism of action, therapeutic uses, therapeutic dosages and effects, untoward effects, nursing implications, and evidence of drug effectiveness. This is a one credit hour course. Pre-requisite requirements are completion of clinical requirements and NU119, NU119L, PC112, TS111. Co-requisite courses are NU 122, NU122L, NU132, NU132L, NU142, NU142L, NU152, and NU152L.

**PC 213. Pharmacology .....3 hrs.**

This course provides an introduction to pharmacology including terminology, legal aspects, calculations of dosages and solutions, dynamics of drug actions and interactions, side effects, toxic effects, and nursing implications of drug therapy (including patient education). **(This course is being taught for the last semester in 2005-06 as part of the old Nursing curriculum.)**

**Philosophy (PI) – 38.0101**

**PI 213. Introduction to Philosophy ..... 3 hrs.**

A survey of the philosophical problems posed by the great thinkers from antiquity through modern times. Introduces the student to the adventure of philosophizing and the art of reflective thinking, pointing toward formulating a philosophy of life. Typically taught as a telecollege course. Three lecture hours per week.

**Physical Education Theory (PY) – 31.0501**

**PY 113. Introduction to Physical Education ..... 3 hrs.**

Foundations of physical education, aims, objectives, scope, and general significance of physical education involving all ages. Three lecture hours per week.

**PY 113B. Introduction to Athletic Training ..... 3 hrs.**

Designed for the student who has not had sports health, athletic training and/or sports medicine education previously. Involves prevention, care of, and rehabilitation of athletic injuries. Three lecture hours per week.

**PY 131T. Athletic Training Practicum 1A ..... 1 hr.**

Designed for the entry level Athletic Training student. Hands on education in the training room and athletic fields with emphasis on athletic training room procedures, practices, and basic taping. The course has two components: the clinical assignments as well as mandatory weekly seminars in which educational modules will be discussed, demonstrated, and practiced.

**PY 132T. Athletic Training Practicum 1B ..... 2 hrs.**

A continuation of PY 131T in which the first year student progresses with emphasis on medical services and advanced taping and wrapping techniques. The clinical assignment commitment is also expanded. This course also has the clinical and mandatory weekly seminar components. Prerequisite: PY 131T or consent of instructor.

**PY 213. Health Education ..... 3 hrs.**

Health Education is a basic course concerned with the physical, mental, and social health of the individual in our modern society. It examines critical issues involving personal, family, community, nation, and world health problems. Three lecture hours per week.

**PY 213B. First Aid and CPR ..... 3 hrs.**

Standard first aid and prevention of accidents and first aid for injuries and disorders, and CPR skill/techniques for adults, children, and infants. National Safety Council. Three lecture hours per week.

**PY 223. Theory of Basketball ..... 3 hrs.**

Designed to give the student a knowledge of the theory, organization, and planning of practice in the coaching of basketball. Three lecture hours per week.

**PY 223C. Officiating in Sports ..... 3 hrs.**

Discussion and practice in officiating techniques in soccer, volleyball, baseball, basketball, etc. Three lecture hours per week.

**PY 231T. Athletic Training Practicum 2A ..... 1 hr.**

Designed for the second year Athletic Training student. Emphasis of educational modules is placed on therapeutic techniques and procedures. Clinical assignment requirements are expanded past the requirements of first year athletic training students. The course requires the clinical and mandatory weekly seminar components, in

which educational modules are discussed, demonstrated, and practiced

**PY 232T. Athletic Training Practicum 2B ..... 2 hrs.**  
A continuation of PY 231T, in which second year athletic training students progress with educational modules that emphasize therapeutic exercise techniques. This course requires both a clinical assignment and mandatory weekly seminar components in which educational modules will be discussed, demonstrated and practiced. Prerequisite: PY 231T or consent of instructor.

### **Physical Education Activity (PY) – 31.0501**

Two semester hours of physical education activity courses are required for graduation in most suggested curricula leading to an Associate in Arts or Science Degree from NMJC. PY 111H is required of most degree seeking students. PY 111F does not apply as physical education credit for graduation requirement.

**PY 101. Introduction to Exercise ..... 1 hr.**  
Designed to give the student flexibility in their personal fitness program. Conducted at the NMJC Del Norte Center, the student is given the opportunity to utilize different areas for fitness such as cardiovascular training, multi-gym weight training, free-weight training, aerobic dance training, racquetball, or swimming.

**PY 111. Techniques of Volleyball**

**PY 111A. Nautilus Conditioning**

**PY 111B. Techniques of Beginning Golf\***

**PY 111F. Fitness for Life II** (does not apply as physical education credit for graduation requirement)

**PY 111H. Fitness for Life** (required of most degree seeking students)

**PY 111I. Jazzercise**

**PY 111J. Moderate Aerobics** (Low Impact)

**PY 111K. Beginning Soccer**

**PY 111L. Circuit Weight Training**

**PY 111N. Techniques of Beginning Racquetball**

**PY 111R. Beginning Racquet Sports** (Tennis, Badminton, Racquetball)

**PY 111S. Body Shaping/Fitness**

**PY 111U. People With Arthritis Can Exercise (PACE)**

**PY 111X. Physical Training and Wellness for Corrections Officers**

**PY 112. Physical Training and Wellness for Law Enforcement Officers ..... 2 hrs.**

This course is designed to enhance the basic police officer's level of fitness, as well as develop an understanding of wellness as it relates to police work and to develop an appreciation for a conditioned state of well being. The class will use lecture, demonstration, discussion and participation to accomplish the objectives of the class. This class will incorporate fitness testing, strength training, aerobic training, anaerobic training, flexibility training, agility training, muscular endurance training and teamwork. Additionally, concepts in nutrition, safety, stress management, smoking cessation and cancer prevention will be covered. The basic trainee will be expected to perform satisfactorily on the final fitness tests and obstacle courses for certification.

**PY 121A. Conditioning/Aerobics Rhythmic Activities**

**PY 121D. Conditioning Step/Aerobics**

**PY 121F Physical Training and Wellness for Fire**

**Officers ..... 1 hrs.**

This course is designed to enhance the basic fire officer's level of fitness, as well as develop an understanding of wellness as it relates to firemen and to develop an appreciation for a conditioned state of well being. The class will use lecture, demonstration, discussion and participation to accomplish the objectives of the class. This class will incorporate fitness testing, strength training, aerobic training, anaerobic training, flexibility training, agility training, muscular endurance training and teamwork. Additionally, concepts in nutrition, safety, stress management, smoking cessation and cancer prevention will be covered. The basic trainee will be expected to perform satisfactorily on the final fitness tests and obstacle courses for certification.

**PY 121G. Competitive Golf Spring (Freshmen)**

**PY 121H. Techniques of Women's Spring Basketball (Freshmen)**

**PY 121J. Jazzy Joints**

**PY 121K. Beginning Karate**

**PY 121L. Kick Boxing Aerobics**

**PY 121N. Techniques of Intermediate Racquetball**

**PY 121R. Walk, Jog, and Run**

**PY 121U. Techniques of Men's Spring Basketball (Freshmen)**

**PY 131A. Techniques of Men's Basketball**

**PY 131B. Techniques of Women's Basketball**

**PY 131C. Techniques of Men's Baseball**

**PY 131D. Techniques of Golf**

**PY 131E. Techniques of Rodeo**

**PY 131F. Techniques of Cheerleading**

**PY 131G. Weight Training**

**PY 131H. Power Walking**

**PY 131J. Aqua Fitness**

**PY 131M. Lifeguard Training**

**PY 131N. Advanced Racquetball**

**PY 131P. Indoor Fitness Biking**

**PY 141. Arthritis Foundation Aquatic Program**

**PY 141A. Basketball/Softball**

**PY 141T. Techniques of Women's Indoor/Outdoor Track & Field (Freshmen)**

**PY 211. Techniques of Badminton/Tennis**

**PY 211E. Techniques of Intermediate Golf\***

**PY 211G. Advanced Golf\***

**PY 211H. Backpacking and Camping**

**PY 211K. Conditioning/Free Weights**

**PY 221D. Flag Football/Basketball**

**PY 221G. Competitive Golf Spring (Sophomore)**

**PY 221H. Techniques of Women's Spring Basketball (Sophomore)**

**PY 221U. Techniques of Men's Spring Basketball (Sophomore)**

**PY 241T. Techniques of Women's Indoor/Outdoor Track & Field (Sophomore)**

## **Physics (PH) – 40.0801**

### **Astronomy (PH) – 40.0201**

**PH 113. Technical Physics .....3 hrs.**  
Principles of mechanics, heat, and electricity as applied to automotive technology. Open only to students in the GM ASE(P(GM), Ford ASSET(FM) and Automotive Technology(AT) training programs. Four lecture hours and four laboratory hours per week for eight weeks.

**PH 114. General Physics .....4 hrs.**  
Principles of mechanics and heat. Planned to meet the requirements of pre-medical, pre-dental, and technician majors. Prerequisite: MA 113 and MA 123 or consent of instructor. Three lecture hours and three laboratory hours per week.

**PH 114A. Astronomy .....4 hrs.**  
The observations, theories, and methods of astronomy will be studied in relation to the major areas of astronomy (Planetary, Solar, Stellar, and Galactic). For non-science majors. Lecture and laboratory.

**PH 114C. Introduction to Physics .....4 hrs.**  
This course includes a survey of mechanics, electricity/magnetism, and modern physics. This course is designed for the non-science major. The conceptual aspects of physics will be explored, as well as the famous scientist and their theories. A minimum amount of mathematics will be used in the course. Real world experiment and simple experiments will make the concepts clearer to the student. Pre and/or co-requisites: None. This is a four credit course.

**PH 124. General Physics .....4 hrs.**  
A continuation of PH 114 with a study of magnetism, electricity, sound, and light. Prerequisite: PH 114. Three lecture hours and three laboratory hours per week.

**PH 124A. Conceptual Physics .....4 hrs.**  
A survey of mechanics, electricity/magnetism, and modern physics. This course is focused for the non-science student. The conceptual aspects of physics will be explored, as well as the famous scientists and their theories. A minimum amount of mathematics will be used in the course. Real world experiments and simple experiments will make the concepts clearer to the student. For non-science majors. Prerequisites: None. Three lecture hours per week and three laboratory hours per week.

**PH 214. Engineering Physics .....4 hrs.**  
The principles of applications of mechanics and wave motion are covered in this course. It is for majors in physics, chemistry, mathematics, and pre-engineering. Prerequisite: Concurrent registration in MA 233. Three lecture hours and three laboratory hours per week.

**PH 224. Engineering Physics .....4 hrs.**  
A continuation of PH 214, with a study of the principles and applications of heat, electricity, and magnetism. Prerequisite: PH 214 and concurrent registration in MA 243. Three lecture hours and three laboratory hours per week.

## **Psychology (PS) – 42.0101**

**PS 110. College Orientation .....0 hrs.**  
An introduction to college living, library usage, study hints, course selection, catalog requirements, preparing papers, adjustment to college life, and instruction. Presented during freshman week activities. Required of all students enrolled

in twelve or more semester hours and/or seeking a degree. Recommended for all beginning students.

**PS 113. Introduction to Psychology ..... 3 hrs.**  
Introduction to the science of human behavior, including learning, motivation, and comparative physiological psychology. Basic to all succeeding courses in psychology. Prerequisites: None. Three lecture hours a week.

**PS 113A. Freshman Seminar ..... 3 hrs.**  
This class covers college life from policies and procedures to career exploration. The seminar outlines strategies the student can use to achieve a successful college experience. The emphasis is on the attainment of superior personal and academic skills. Prerequisites: None. Meets three hours per week.

**PS 113E. Ethics for Substance Abuse Counselors...3 hrs. (Available only at GEO Correctional Facility)**  
An introduction to ethical concerns associated with the field of alcohol and substance abuse counseling. Instruction in the appropriate application of ethical principles and professional Code of Ethics [NASW; ACA]. The course will address participant counseling concerns regarding ethical dilemmas. Prerequisites: None. Three lecture hours per week.

**PS 113H. Introduction to Human Services .....3 hrs. (Available only at GEO Correctional Facility)**  
This is an introductory course and serves as an overview to the field of human services. The student will be exposed to a survey of discipline specific fields of human care provider services. Emphasis is given to skill set identification, communication ability and agency orientation. Prerequisite: PS 113. This is a three credit hour course.

**PS 113T. Basic Counseling Techniques .....3 hrs. (Available only at GEO Correctional Facility)**  
The course acquaints the student with the basic skills associated with counseling, which include active listening techniques such as attending behaviors, paraphrasing and summarization. As well, emphasis will be given to procedural skill sets including focusing, confrontation, and goal setting. The emphasis of the course is on the rehearsal of techniques associated with counseling. Prerequisite: PS 113 This is a three credit hour course.

**PS 123A. Abnormal Psychology .....3 hrs. (Available only at GEO Correctional Facility)**  
This course is a review of the historic, scientific, and ethical issues in the field of psychopathology. Theories of abnormal behavior development, systems of therapy, and relevant research will be introduced. Prerequisite: PS 113 Introduction to Psychology or other general introductory psychology course. Three lecture hours per week.

**PS 123E. Effects of Alcohol and Substance Abuse ..3 hrs. (Available only at GEO Correctional Facility)**  
This course is an introduction to the physiological and behavioral effect of alcohol and other substances. The major categories of illicit drugs and their physiological effects are emphasized. Pre- and/or co-requisites: None. This is a three credit hour course.

**PS 213. Child Psychology ..... 3 hrs.**  
A study of the mental, emotional, and social development of the child; including practical applications of parenting, schooling, and behavioral problems common to child-hood.

Prerequisite: PS 113 or consent of instructor. Three lecture hours per week.

**PS 213A. Psychology of Adjustment ..... 3 hrs.**

This course analyzes the responses people have to conflict, emotional stress, and frustration. Emphasis will be given to introduction of methods of adaptation to problems solving in these areas, with a focused examination of sociologically documented responses, ranging from the normal to the neurotic. Pre- and/or Co-requisites: None. This is a three credit hour course.

**PS 213B. Human Relations ..... 3 hrs.**

The behavioral sciences as they apply to management. Includes a study of individual behavior as it relates to leadership traits; also a study of individual behavior in organizations and related subjects of motivation and leadership. Consideration of perceptions, attitudes, and values as they affect management decisions and actions. Prerequisite: None. Three lecture hours per week.

**PS 213E. Alcohol and Substance Abuse Evaluation and Assessment .....3 hrs.  
(Available only at GEO Correctional Facility)**

This course introduces the student to five of the twelve core functions and global criteria associated with alcohol and other substance abuse evaluation and assessment. Coverage will include processes of screening, intake, orientation, assessment and crisis intervention. Pre and/or co-requisites: PS 113. This is a three credit hour course..

**PS 213F. Educational Psychology .....3 hrs.**

(Same as ED 213F) This psychology course will provide the student with useful concepts and principles of educational psychology that can be used for upcoming or practicing teachers. Throughout the book, the author offers students practical perspectives for meeting the complex challenges of teaching and ways to apply various educational psychology concepts and principles for working with students in a classroom setting. Prerequisites: None. Three lecture hours per week.

**PS 213G. Group Process .....3 hrs.  
(Available only at GEO Correctional Facility)**

This course is an introduction to basic issues and stages of development in the group counseling process. Coverage will include an overview of types of counseling groups, group theory, leadership ethics guidelines, group formation and termination. Prerequisite: PS 113T. This is a three credit hour course.

**PS 213I. Crisis Intervention .....3 hrs.  
(Available only at GEO Correctional Facility)**

A study of advanced techniques for intervention in crisis situations, including skills of assessment, active listening, focused exploration, action planning, treatment and termination of treatment planning; reviews major situations that create crisis. Emphasis will be given to the introduction of the constructs of major sociological situations that cause crisis and how intervention practice is applied. Prerequisite: PS 113T. This is a three credit hour course.

**PS 213P. Theories of Personality and Counseling Applications .....3 hrs.  
(Available only at GEO Correctional Facility)**

This course is a survey of theory and application of both classical and contemporary approaches to the study of personality; emphasis on application of theory to

counseling. The student will be exposed to legal and ethical issues within the profession of counseling. A variety of contrasting theoretical models of individual and group counseling processes will be introduced. Prerequisite: PS 113. This is a three credit hour course.

**PS 213T. Advanced Counseling Techniques .....3 hrs.  
(Available only at GEO Correctional Facility)**

This course is a continuation of PS 113T Basic Counseling Techniques. Coverage will emphasize the advanced counseling techniques of therapeutic interventions, conceptualization of problems, setting treatment goals, selecting strategies for treatment, and treatment planning. Prerequisite: PS 113T. This is a three credit course.

**PS 223. Adolescent Psychology ..... 3 hrs.**

Psychological, physical, and social development of the adolescent with application to parenting, teaching, and other youth related fields. Prerequisite: PS 113 or consent of instructor. Three lecture hours per week.

**PS 223A. Psychology of Lifespan ..... 3 hrs.**

Begins with the influence of genetics on human development and progresses through the life span. Includes physical, motor, emotional, cognitive, and personality development. Prerequisite: PS 113 or consent of instructor. Three lecture hours per week.

**PS 223B. Human Growth and Development for Allied Health ..... 3 hrs.**

Encompasses the socio-cultural, environmental, spiritual, and religious influences on the person and the family. Introduces the student to the concept of family and provides an overview of the theories of human development. Focuses on family development and relationships, physiologic concepts, psychological concepts and nursing implications from conception to death. Enrollment restricted to Allied Health students only. Prerequisite: PS 113. Three lecture hours per week.

**PS 223F. Family Systems Theory and Counseling Applications .....3 hrs.  
(Available only at GEO Correctional Facility)**

The course is a study of the major theories associated with family systems. Emphasis is given to counseling applications in the various settings, as well as intervention practices used within dysfunctional family structures. Pre- and/or co-requisite: PS 213E. This is a three credit hour course.

**PS 223R. Alcohol and Substance Abuse Treatment and Referral .....3 hrs.  
(Available only at GEO Correctional Facility)**

This course is a continuation of PS 213E Alcohol and Substance Abuse Evaluation and Assessment. The course introduces seven of the twelve core functions and global criteria associated with alcohol and other substance abuse evaluation and assessment. Coverage will include treatment planning, counseling, case management, client education, referral, report and record keeping, and professional consultation procedures. Client treatment and service provision is emphasized. Pre- and/or co-requisite: PS 213E. This is a three credit hour course.

**PS 233. Sport Psychology.....3 hrs.**

Sport psychology is the study of the psychological factors that influence and are influenced by participation in sport, exercise, and physical activity and the application of this



knowledge in everyday settings. The course will cover the history of sport, behavioral principles and applications, social psychological dimensions, personality assessment, special populations, coaching, group dynamics/team building, and exercise. Pre- and/or co-requisite: PS 113 recommended but not required. This is a three credit hour course.

**PS 233A. Abnormal Psychology for Substance Abuse Counseling .....3 hrs.  
(Available only at GEO Correctional Facility)**

This course serves as a survey of the historic, scientific, and ethical issues associated with the field of psychopathology. Contemporary theories of abnormal behavior development, systems of therapy, and relevant research will be introduced. Pre- and/or Co-requisites: PS 113. This is a three credit hour course.

**PS 243P. Practicum for Substance Abuse Counselors .....3 hrs.  
(Available only at GEO Correctional Facility)**

This course provides field or practical experience for individuals in the Substance Abuse Counselor degree program. The student will be under the supervision of faculty member and a licensed professional assigned to the location/facility at which the student will be conducting the experience. The student will, with the faculty member's guidance, apply knowledge in a supervised setting of no less than 150 clock hours at an institutionally approved facility/location. Pre and/or co-requisites: Instructor permission. This is a three credit hour course.

## **Radiological Control & Waste Handling – 15.0599**

**RW 113. Introduction to Radiological Control and Waste Handling.....3 hrs.**

In this course students will be introduced to Radiological Control and Waste Handling. This course offers study of the fundamentals that are required by many employers in the nuclear industry. Coverage will include foundations in basic mathematics, physics, biology, chemistry, and studies of sources of radiation. Three lecture hours per week. Prerequisites: None

**RW 123. Fundamentals of Radiation Control.....3 hrs.**

In this course students will be introduced to fundamentals of radiological control and waste handling. Coverage includes the fundamentals of radioactivity and radioactive decay. Characteristics of alpha, beta and gamma radiation are introduced, using equations of radioactive decay; identifying alpha, beta, positron decay, and electron capture. Differences between natural and artificial radioactivity and unstable fission products will also be taught. The elements of the Chart of Nuclides, half life, specific activity, and units are also introduced. Three lecture hours per week. Prerequisites: RW 113.

**RW 133. Standards & Theory of Radiological Control.....3 hrs.**

In this course students will be introduced to standards and theory of radiological control. Coverage will include radiological protection standards, the ALARA Principle, external and internal exposure control, and radiation

detector theory. Standards and principles of protection and the proper detecting and handling of radioactive matter is taught. Calculations of internal and external exposure are covered extensively. Basic theory, identifying how to measure radioactivity, together with practical tasks including instrumentation, is also taught. Three lecture hours per week. Prerequisites: RW 113.

**RW 213. Radiological Control Systems.....3 hrs.**

In this course students will be introduced to systems used to control radiological events. Coverage will include the documentation process, communication systems, counting errors and statistics, and dosimetry. The understanding of the requirements of documentation and communication systems as defined by the Department of Energy is emphasized. Reporting this data in a correct manner is a core element of the course. The ways of calculating exposure limit through dosimetry practices are also taught. Three lecture hours per week. Prerequisites: RW 113.

**RW 214. Radiological Monitoring & Protection.....4 hrs.**

In this course students will be introduced to contamination control and monitoring in a radiological work setting. This course covers contamination control, airborne sampling, respiratory protection, radioactive source control, environmental monitoring, access control, work area setup, and radiological work coverage. The proper handling of radioactive materials is a key element of the course. Three lecture hours and three lab hours per week. Prerequisites: RW 113, and RW 213 or consent of instructor.

**RW 223. Radiological Transportation & Emergencies.....3 hrs.**

In this course students will be introduced to the proper procedures for shipping and receiving radioactive material. Department of Energy and Department of Transportation guidelines will be taught. Processes related to radiological incidents and emergencies, personnel decontamination, and radiological considerations for first aid will also be covered. Training in instrumentation used in monitoring radioactivity is an important component of the course. Three lecture hours per week. Prerequisites: RW 113 or consent of instructor.

**RW 224. Radiological Instrumentation.....4 hrs.**

In this course students learn to use the most common types of radiation monitoring and sampling equipment, through hands on training. Contamination monitoring instrumentation, and air sampling and counting room equipment are emphasized. Three lecture hours and three lab hours per week. Prerequisites: RW 113 and RW 214.

## **Religion (RE) – 45.1101**

**RE 113. World Religion.....3 hrs.**

This is a survey course of the historical origins, beliefs, and current trends of major, contemporary, and world religions. Hinduism, Buddhism, Confucianism, Taoism, Judaism, Islam, and Christianity will be included in this introductory course. Pre and/or co-requisites: None. This is a three credit hour class.

## **Sign Language (SL) – 45.1101**

### **SL 113. American Sign Language I .....3 hrs.**

This course is an introduction to communication methods used by the deaf that includes non-verbal communication development of 700 basic signs and beginning American Sign Language (ASL). The course is designed to introduce ASL, a visual-gestural language, used by the deaf community in the United States and Canada. The focus will be on the development of grammar vocabulary, and culturally-appropriate uses of ASL through natural everyday conversational situations. Communicative competence in ASL ultimately depends upon one's ability to satisfactorily progress through structured activities. This course is intended for students who have not previously studied ASL or want to maintain proficiency in their sign language skills. Pre and/or co-requisites: None. This is a three credit hour class.

### **SL 123. American Sign Language II .....3 hrs.**

This course is a continuation of SL 113 and focuses on advanced development of skills learned in the introductory course. Pre and/or co-requisites: SL 113 or approval of instructor. This is a three credit hour course.

## **Sociology (SO) – 45.1101**

### **SO 113A. Sociology of Alcohol and Substance**

#### **Abuse .....3 hrs.**

**(This course is for GEO Correctional Facility only.)**

This course is a survey of the history, law, economics, and social problems regarding alcohol and substance abuse. Emphasis will be given to an analysis of contemporary prevention and treatments. Pre- and/or co-requisites: None. This is a three credit hour course.

### **SO 123A. Effects of Alcohol and Substance**

#### **Abuse .....3 hrs.**

**(This course is for GEO Correctional Facility only.)**

This course is an introduction to the physiological and behavioral effects of alcohol and other substances. Major categories of drugs (stimulants, depressants, hallucinogenics, etc.) and their physiological effects are emphasized. Prerequisite: None. Three lecture hours per week.

### **SO 213. General Sociology ..... 3 hrs.**

An introductory review of the major principles of sociology with emphasis on personality and human behavior as a product of group life. Organization of society, population, the community, cultural life, and other factors of social life are all studied in this course. Three lecture hours per week.

### **SO 213D. Deviant Behavior .....3 hrs.**

**(This course is for GEO Correctional Facility only.)**

This course focuses upon the analysis of deviation from societal norms as related to history, theory, and research on individual and group norm violations and societal responses to those violations. Pre and/or co-requisite: SO 213. This is a three credit hour course.

### **SO 223. Social Problems ..... 3 hrs.**

A continuation of SO 213. Includes social problems with analysis of the social principles in group living. Individual problems arising from social class, social disorganization, and maladjustment to society analyses. Includes causes,

effects, and remedial measures. Three lecture hours per week.

### **SO 223B. Introduction to Women's Studies ..... 3 hrs.**

This course is an introduction to the study of the female in society, with emphasis on gender construction and its relational intersection with race, ethnicity, class, and sexuality. Students will be provided with an overview of the lives and experiences of diverse societal groups of women, with specific attention paid to women's status in society; the myths of this existence, as well as primary supporting data that contradicts these and establishes factual realities of women and their existence in society. Pre- and/or Co-requisites: None. This is a three credit hour course.

### **SO 223W. Marriage and the Family ..... 3 hrs.**

A study of the social context of the modern family. Emphasis is placed on parenting techniques, as well as the psychological traits of a healthy family. Care is given to ascertain the social factors that influence mate selection and compatibility of relationships. Three lecture hours per week.

### **SO 233. Cultural Diversity ..... 3 hrs.**

This course will provide a sociological analysis of the status of the major racial and ethnic groups in the United States from the viewpoint of the major sociological perspectives.

## **Spanish (SP) – 16.0905**

### **SP 103. Introduction to Spanish ..... 3 hrs.**

This is a course for beginners who wish to become familiar with the sound system and how Spanish verbs are conjugated. Basic vocabulary will be presented. This course is recommended as a prerequisite for students who have never had Spanish before and wish to enter the regular Spanish program. Three lecture hours per week with one hour of lab.

### **SP 113. Beginning Spanish I ..... 3 hrs.**

This course uses a conversational approach to language acquisition using the popular "Telenovela" to teach vocabulary and comprehension. This course allows beginning language learners to hear Spanish and experience its cultural diversity by means of weekly videos. This course provides development of speaking, reading, writing and comprehension in Spanish with careful attention given to grammar and pronunciation. Prerequisite: SP 103 or 2 semesters of high school Spanish or consent of the instructor. Three lecture hours per week with one hour of lab. This course is also offered in Telecollege.

### **SP 123. Beginning Spanish II ..... 3 hrs.**

This course is a continuation of SP 113. The conversation approach to language is used by means of the popular "Telenovela" to teach vocabulary and comprehension. The course allows language learners to hear Spanish and experience its cultural diversity by means of weekly videos. It provides development of vocabulary, conversation, reading, and grammar with careful attention given to pronunciation. Prerequisite: SP 113 or 3 years of high school Spanish. Three lecture hours per week with one hour of lab. This course is also offered in Telecollege.

### **SP 213. Intermediate Spanish I ..... 3 hrs.**

This course is a continuation of SP 123. The "Telenovela" is used to encourage conversation and teach vocabulary and comprehension. This class is taught in Spanish and is

reserved for those who have mastered the indicative and are ready to cover the subjunctive verbs. Emphasis is on grammar, oral expression, and understanding spoken Spanish. Considerable knowledge of the Spanish language is required. Prerequisite: SP 123 or 2 semesters of college Spanish. Three lecture hours per week with one hour of lab. This course is also offered in Telecollege.

**SP 223. Intermediate Spanish II .....3 hrs.**  
This course is a continuation of SP 213. This is an advanced level class. This course uses a conversational approach to language acquisition using the popular “Telenovela” to teach vocabulary and comprehension. Proficiency in speaking and writing is required. Knowledge of all the verb tenses is required upon entering this class. This course includes intensive grammar review and practice in Spanish conversation. Emphasis is given to written composition. Prerequisite: SP 213. Three lecture hours per week with one hour of lab. This course is also offered in Telecollege.

## **Theatre (DR) – 50.0501**

**DR 113. Introduction to Theatre .....3 hrs.**  
This class is a general introduction to the art of theatre. The aesthetic, practical, and historical dimensions in the unified work of theatre production are explored. Various aspects of study include: acting, directing, theatre architecture, set design, dramatic theory, and theatre history. Students will have the opportunity to study this art form from its known origins to modern day. Three lecture hours per week.

**DR 113A. Theatrical Make-up..... 3 hrs.**  
Theory and practice of make-up design and application for the stage. May be repeated two times toward degree requirements. Three hours per week.

**DR 123. Rehearsal and Performance .....3 hrs.**  
Through participation the student is introduced to the various aspects of play production. Experience can include performance, design, and management. Lecture and laboratory requirements are assigned by the instructor. May be repeated two times toward degree requirements.

**DR 123A. Theatre Practicum .....3 hrs.**  
Designed with application of basics of rehearsal and performance study in mind. A substantial increase in participation in theatre productions through practical experience in performance and/or technical assignments. May be repeated two times toward degree requirements. Prerequisite: DR 123. Production hours as assigned.

**DR 123W. Stage Craft .....3 hrs.**  
Theoretical introduction to basic aspects of technical theatre production and scene shop procedures. In-shop practicum hours toward fulfillment of the course credit is required. May be repeated two times toward degree requirements. Three hours per week.

**DR 133W. Beginning Acting .....3 hrs.**  
Acting is designed to enhance the student’s ability for performance appreciation and to create a foundation for utility of the craft. Both novices and more advanced practitioners will have the opportunity to benefit from the course. Through involvement in the study and application of the form, students will be better prepared to continue their interest in performance or to focus their ability to appreciate

a wider range of performance art. Artistic growth in performance is a main consideration. Three lecture and laboratory hours per week. May be repeated two times toward degree requirements.

**DR 143A. Technical Production ..... 3 hrs.**  
Practical experience and training in activities involved with the technical production of theatre. Assignment of technical position for theatre production is required. May be repeated two times toward degree requirements. Prerequisite: DR 123W. Three hours per week.

**DR 233W. Intermediate Acting ..... 3 hrs.**  
This class is designed to build on the basics of beginning actor training, with particular emphasis placed upon the principles of Constantin Stanislavski; including artistic and creative development, theatre discipline and ethics, and professional standards. Prerequisite: DR 133W or instructor permission. May be repeated two times toward degree requirements. Three hours per week.

## **Transitional Studies (TS)**

Please note that effective with the 1995 Fall semester, transitional study courses cannot be used to satisfy graduation requirements; however, transitional study courses required for some students will become a part of their degree plans. Students having enrolled under previous catalogs may be able to apply certain transitional study courses toward satisfying associate degree graduation requirements provided the previous catalog is the official catalog of record (see General Policies, Procedures and Fees in this catalog for additional information).

### **English as a Second Language – 32.0109**

**TS 196. English As a Second Language I ..... 6 hrs.**  
English for the non-native speaker based on the development of oral language skills and interaction strategies. English pronunciation, grammar, and intonation, and idiomatic English expression. Six lecture hours with six hours of lab with individual tutor.

**TS 296. English As a Second Language II ..... 6 hrs.**  
Continuation of TS 196 with emphasis on academic writing skills and grammar of written English. Prerequisite: TS 196

### **Math – 32.0104**

**TS 111. Nursing Calculations ..... 1 hr.**  
This course is designed for the student majoring in nursing. Course content includes a brief review of roman numerals, fractions, decimals, ratio and proportion; an introduction to metric, apothecary, and household measurements as they apply to drug administration; and computation of drug dosages for adult and child, including intravenous infusion rates. This is a one credit hour course. Pre-requisite requirement is admission to the Nursing Program. Co-requisite courses are NU119 and PC112.

**TS 112N. Mathematics for Allied Health ..... 2 hrs.**  
This course is designed for pre-service nursing students to help develop the arithmetic skills needed for nursing calculations. The course includes computations, involving whole numbers, fractions, decimals, percents, and conversions of measurements. This course will be taught using lecture, cooperative learning, demonstration, and

supervised problem solving. Pre- and/or Co-requisites: None. This is a two credit hour course.

**TS 113E. Basic Mathematics ..... 3 hrs.**

This course develops the skills and concepts of arithmetic for students needing to strengthen their mathematical background. The course includes problem solving using whole numbers, fractions, decimals, percents, and variables. Coverage will also emphasize equations solving, finding areas and volumes, and the converting of measurements. This course will be taught using lecture, cooperative learning, demonstrations, supervised problem solving, and computer problem sets. Pre- and/or co-requisites: None. This is a three credit hour course.

**TS 113F. Elementary Algebra ..... 3 hrs.**

Skills and concepts of basic algebra for students with no background in algebra. Does not fulfill the mathematics requirements for any of the associate degrees. Three lecture hours per week.

### **Reading and Writing – 32.0108**

**TS 103. Basic Reading ..... 3 hrs.**

Designed for the non-native speaker based on the development of oral language skills and interaction strategies. Vocabulary and reading skills will be emphasized followed by class discussions. Recommended to precede TS 203 (however may be taken after TS 203). Three lecture hours and a lab.

**TS 113. Developmental Reading ..... 3 hrs**

This course is designed to help students improve their reading skills. The goals of Developmental Reading include increased comprehension, vocabulary, and the student's ability to remember what they have read. These skills and strategies provide a foundation needed to succeed in other college classes which require college-level textbook reading. Prerequisite: TS 203 or Compass Test score of 33-56. Three lecture hours and one lab hour per week.

**TS 113A. Review of English I ..... 3 hrs.**

Placement in this course is based on assessment scores. Recommended for those students who need additional practice and background in English. Provides a review of grammar as well as practice in the development, support and organization of ideas. This course cannot be substituted for any of the English requirements that lead to an associate degree. The grade for the class is recorded as an "S" or "U," depending upon the performance on the Exit Essay. Computer usage in some classes. Three lecture hours per week.

**TS 113C. Review of English II ..... 3 hrs.**

Placement in this course is based on assessment scores. It is also recommended for those students who need additional practice and background in English. The course provides a review of usage, sentence skills, paragraph composition, and the five paragraph essay. The course cannot be substituted for any of the English requirements that lead to an associate degree. The grade for the class is recorded as an "S" or "U," depending upon the performance on the Exit Essay. Computers are used in most of these classes. Three lecture hours per week.

**TS 123. Reading Improvement ..... 3 hrs.**

This course is designed to help students improve their reading skills. The goals of Developmental Reading include

increased comprehension, vocabulary, and the student's ability to remember what they have read. These skills and strategies provide a foundation needed to succeed in other college classes which require college-level textbook reading. Prerequisite: TS 113 or Compass Test score of 57 to 70. For information regarding which Reading class would be best for you, contact the counseling department.

**TS 133. College Preparatory Reading ..... 3 hrs.**

This course is designed to help students improve their reading skills. The goals of Developmental Reading include increased comprehension, vocabulary, and the student's ability to remember what they have read. These skills and strategies provide a foundation needed to succeed in other college classes which require college-level textbook reading. Prerequisite: TS 123 or Compass Test score of 71 to 83. For information regarding which Reading class would be best for you, contact the counseling department.

**TS 203. Basic Reading ..... 3 hrs.**

Designed for the non-native speaker based on the development of oral language skills and interaction strategies. Vocabulary and reading skills will be emphasized followed by class discussions. Recommended to follow TS 103 (however may be taken prior to TS 103). Three lecture hours and a lab.

### **Welding (WE) – 48.0508**

The work of the welding technician requires knowledge of joining metals with either gas or electric welding. The study of metallurgy, types of joints, and positions for fabrication of various materials will be included in various welding courses.

**WE 112B. Blueprint and Shop Equipment**

**Identification ..... 2 hrs.**

Includes current welding machinery, tools, and equipment. Design and construction fundamentals for shop layout of structural steel and pipe. Examine the uses of symbols, blueprints, and written specifications in the layout and fabrication of welded structures. Meets four hours per week.

**WE 113D. Destructive Testing ..... 3 hrs.**

This course is designed to develop an understanding of the nomenclature of testing processes, equipment and materials. Techniques, positions and trade terms are stressed. Material testing on the ferrous, carbon alloy steel and nonferrous material testing. Tests will meet the National board, ASME, AWS, and API standards. Prerequisites: WE 114, WE 124, WE 113M. Meets six hours per week.

**WE 113M. Basic Metallurgy and Welding ..... 3 hrs.**

A study of ferrous and nonferrous metals from ore to the finished products. Emphasis on metal alloys, heat-treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability, and ductility. Technical terms used in the various phases of metallurgy, from early history to classification of steel. Prerequisite: WE 114. Meets six hours per week.

**WE 114. Introduction to Welding ..... 4 hrs.**

This course is designed to develop an understanding of the nomenclature of welding processes, equipment, and materials used in the various types of gas and electric welds. Techniques, positions, and trade terms are stressed. Fusion

welds on different types of metals using gas and electric arc are introduced as well as cutting of ferrous metals with the oxyacetylene torch. Meets six hours per week.

**WE 123S. Estimating, Safety and Symbols .....3 hrs.**

A study of industrial blueprints with an emphasis placed on terminology, symbols, graphic description, and welding processes, including systems of measurement and industry standards. Identify, explain and interpret weld symbols, identify structure shapes, demonstrate the proper use of measuring devices, read and interpret blueprints, read welding detail drawings, and calculate dimensions and materials. Prerequisite: WE 114. Meets six hours per week.

**WE 124. Advanced Welding .....4 hrs.**

This course is a continuation of WE 114. It includes shielded metal-arc welding in the horizontal, vertical and overhead positions. Pipe welding layout procedures and arc welding of basic pipe joints used in oil and gas in welding and farm and ranch construction using pipe. Prerequisite: WE 114 or consent of instructor. Meets six hours per week.

**WE 214. Inert Gas Welding .....4 hrs.**

This course offers instruction and practice in welding aluminum, mild steel, and stainless. Instruction is offered in the operation and maintenance and use of inert equipment, MIG and TIG. Inspection and testing will also be included. Meets six hours per week. Prerequisite: WE 124 or consent of instructor.

**WE 223N. Non-Destructive Testing .....3 hrs.**

This course is designed to develop an understanding of the nomenclature of testing processes, equipment and materials. Techniques, positions, and trade terms are stressed. Includes material testing on the ferrous, carbon alloy steel and nonferrous material testing. Prerequisites: WE 114, WE 124, WE 123S, WE 113D. Meets six hours per week.

**WE 223P. Pipe Welding .....3 hrs.**

This course is a continuation of WE 124, including shielded metal-arc welding in the horizontal, vertical and overhead positions. Pipe welding procedures and arc welding of basic pipe joints used in oil and gas line welding and farm and ranch construction using irrigation pipe and stainless steel plates using the STIG welding system. Cutting with a plasma cutting torch. Weld in different positions from 1G through 4G with the capacity of heat transfer or heat resistance and treatment. Prerequisites: WE 114, WE 124. Meets six hours per week.

**WE 224. Advanced Theory and Practice .....4 hrs.**

This course concentrates on advanced study of materials and methods in their application to industry. Welding different metals in various positions and the study of welding codes, metallurgy of rods, electrodes, and materials will be covered. In addition, the practice of joint work, fabrication of equipment for industry (oil and gas) and farm building construction will be studied. Meets six hours per week.

**WE 224A. Advanced Welding .....4 hrs.**

This course is designed to give advanced practice in pattern, development, and layout. Individual projects that the class can work on are encouraged. This course may be repeated for credit, but may only be counted once by degree seeking students. Prerequisites: WE 114, WE 124, WE 214, and WE 224, if the student is degree seeking.

**WE 224Q. Advanced Theory and Application .....4 hrs.**

This course is a technical course studying the materials and methods of applying welding knowledge in industry. Includes welding different metals in various positions, study of welding codes, metallurgy of rods, electrodes and materials. Additional practice in all areas of the department, fabrication of individual projects, discussion of farm building construction. Prerequisites: WE 114, WE 124, and WE 214. Meets six hours per week.

**WE 243C. Industrial Codes and Standards .....3 hrs.**

This course includes various codes and standards that are used in welding and fabrication. Major codes and standards are API, ASME, and AWS. API is the standard for all pipe used by companies in the oil industry; ASME coding includes the use of vessels, pressure, and structural needs for the power plants, nuclear plants, and water power dams; and AWS includes D-11, the study of structural welding. Covers the building of oil platforms, offshore platforms and rigs, railroads, automobiles, and welding in the agriculture industry. Prerequisites: WE 114. Meets six hours per week.

**WE 244. Welding Co-operative Work Experience ..4 hrs.**

The welding co-operative work experience is designed to offer an internship within the industry setting for welding. Students will work under the supervision of an approved professional/specialists in the welding field. A member of the New Mexico Junior College faculty will act as coordinator between the student and the company, and will monitor the internship. A minimum of 180 work hours on the jobsite is required for successful completion of the course for four credit hours during the semester or work period. Prerequisite: WE 124 and the consent of the instructor and the company.

## **Woodworking (WW) – 48.0701**

**WW 113. Woodworking I .....3 hrs.**

This course will cover fundamental techniques involved in the wood industry with emphasis on cabinet making, wood frame construction, and practical applications of the building trades. Meets four lecture and laboratory hours per week.

**WW 123. Woodworking II .....3 hrs.**

Continuation of WW 113. This course includes theory and practice in designing, planning, and constructing comprehensive wood projects. Meets four lecture and laboratory hours per week. Prerequisite: WW 113, Woodworking I.

# APPLICATION FOR ADMISSION

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SOC.SEC. # \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

NAME: \_\_\_\_\_  
LAST FIRST MIDDLE

TERM:  Fall  Spring  Sum I  Sum II \_\_\_\_\_ Year

OTHER NAMES USED AT NMJC: \_\_\_\_\_ GENDER:  Female  Male Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
M M DD YYYY

ETHNICITY: 1[  White 2[  African-American 3[  Hispanic 4[  Asian/Pacific Islander 5[  Native American 6[  Other  
 (Providing ethnicity information is voluntary.)

ARE YOU A U.S. CITIZEN?  Yes  No If not a U.S. citizen, what is country of citizenship? \_\_\_\_\_

### WHAT IS YOUR PROGRAM OF STUDY?

#### ASSOCIATE IN ARTS

- Accounting
- Anthropology
- Art
- Athletic Training
- Business Administration
- Computer Information Sys.
- Criminal Justice
- Drama/Theatre
- Early Childhood Education
- Economics
- Education
- English
- General Studies
- Geography
- Government
- History
- Management
- Marketing
- Music
- Philosophy
- Physical Education
- Psychology
- Sociology
- Spanish
- Speech
- Undeclared

#### ASSOCIATE IN SCIENCE

- Agriculture
- Biology
- Chemistry
- Computer Science
- General Studies
- Geology
- Math
- Physics
- Physical Education
- Pre-Chiropractic
- Pre-Dental
- Pre-Engineering
- Pre-Medical
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Veterinarian

#### APPLIED SCIENCE – 2 YEAR

- Administrative Assistant
- Automotive Technology
- Business
- Computer Information
- Computer Assisted Drafting
- Construction Technology
- Cosmetology
- Cosmetology, Barbering
- Criminal Justice
- Design Communication
- Animation
- Graphic Design
- Web-page Design
- Ford Motor ASSET
- Fire Science
- General Motors ASEP
- Legal Assistant
- Nursing - RN
- Paralegal
- Paraprofessional Education
- Radiological Control
- Substance Abuse
- Welding

#### CERTIFICATE – 1 YEAR or LESS

- Accounting
- Administrative Assistant
- Animation
- Automotive Technology
- Barbering
- Certified Nursing Assistant
- Computer Information
- Correction Officer
- Cosmetology
- Barbering
- Cosmetology
- Cosmetology Instructor
- Esthetician
- Manicurist/Facial
- Manicurist/Pedicurist
- Construction Technology
- Computer Assisted Drafting
- Early Childhood Education
- Fire Science
- Graphic Design
- Health Care Technician
- Law Enforcement
- Nursing - LPN
- Radiological Control
- Web Page Design
- Welding
- Welding Inspection

#### STUDENT TYPE

- |   |  |
|---|--|
| 1[ <input type="checkbox"/> Still in HS or Home School<br>2[ <input type="checkbox"/> Enrolling for ACT Academy<br>3[ <input type="checkbox"/> Enrolling for Concurrent HS and college credit<br>4[ <input type="checkbox"/> 1 <sup>st</sup> Time Freshman<br>5[ <input type="checkbox"/> Attended NMJC last semester | 6[ <input type="checkbox"/> Returning to NMJC but did not attend last semester<br>7[ <input type="checkbox"/> Transfer from other NM College<br>8[ <input type="checkbox"/> Transfer from Out-state college<br>9[ <input type="checkbox"/> Other |
|---|--|

#### RESIDENCY

- Have you lived in New Mexico for the past 12 months?  Y  N
- Have you lived in Lea County for the past 90 days?  Y  N
- Are you registered to vote in New Mexico?  Y  N
- Is New Mexico income tax withheld from your paycheck?  Y  N
- Driver's license? # \_\_\_\_\_ State \_\_\_\_\_
- Do you own a vehicle? Lic.Plate # \_\_\_\_\_ State \_\_\_\_\_

#### EDUCATIONAL GOAL

- (JA)  Upgrade job skills
- (LL)  Learning for enjoyment
- (CD)  Obtain certificate
- (AD)  Degree or Transfer

#### WHAT IS THE HIGHEST LEVEL OF EDUCATION COMPLETED? (STVEDLV)

- |  |  |  |
|--|--|--|
| LHS <input type="checkbox"/> Less than high school | HS <input type="checkbox"/> Completed high school        | 4YR <input type="checkbox"/> Completed 4 yr. Degree    |
| CHS <input type="checkbox"/> Still in high school  | CER <input type="checkbox"/> Completed 1 yr. Certificate | CMD <input type="checkbox"/> Completed Master Degree   |
| GED <input type="checkbox"/> Completed GED         | 2YR <input type="checkbox"/> Completed 2 yr. Degree      | CDR <input type="checkbox"/> Completed Doctoral Degree |

#### ADDRESSES and PHONES

##### Mailing Address while attending NMJC

Street or Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Ext \_\_\_\_\_

##### Permanent Mailing Address (if different)

Street or Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Ext \_\_\_\_\_

#### ADMIT TYPE - OFFICE USE (STVADMT)

- |   |  |   |
|---|--|---|
| HH <input type="checkbox"/> HS Special HS Credit    | NG <input type="checkbox"/> Non HS Grad          | ST <input type="checkbox"/> Standard, HS Graduate   |
| HC <input type="checkbox"/> HS Special Coll. Credit | GD <input type="checkbox"/> GED Diploma          | CG <input type="checkbox"/> College Graduate        |
| AV <input type="checkbox"/> ACT Academy             | HO <input type="checkbox"/> Home School Graduate | TI <input type="checkbox"/> Transfer from In-state  |
|   |  | TO <input type="checkbox"/> Transfer from Out-state |

# APPLICATION FOR ADMISSION

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## EMAIL ADDRESSES

Email Address for Internet Courses: \_\_\_\_\_ @ \_\_\_\_\_  
 Permanent Email Address if different than above: \_\_\_\_\_ @ \_\_\_\_\_

Soc. Sec # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

HIGH SCHOOL \_\_\_\_\_ DATE GRADUATED \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

### OTHER COLLEGES ATTENDED

College	City	State	Date Attended	Degree Earned/Yr.

I attest that the information provided is true to the best of my knowledge. Misrepresentations may cause disciplinary action.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### ADDITIONAL INFORMATION FOR FEDERAL REPORTING (SGASADD) PARTICIPATION IS VOLUNTARY AND IS NOT REQUIRED IF YOU CHOOSE NOT TO PARTICIPATE.

The following information is required to complete reports for federally funded programs. Your answers do not influence your acceptance for admission. Providing this information is **VOLUNTARY**. This information may assist NMJC in securing and retaining funds for federal and other programs. It is the policy of NMJC not to discriminate on the basis of gender, race, color, national origin, religion, age, disability, sexual orientation, marital status, or ancestry in any of its practices or procedures, including admission procedures.

<p>1COL <input type="checkbox"/> Yes <input type="checkbox"/> No Is this your first time to attend college?</p> <p>ESL <input type="checkbox"/> Yes <input type="checkbox"/> No English is not my first language.</p> <p>DPWK <input type="checkbox"/> Yes <input type="checkbox"/> No Are you attending college to gain skills/training or retraining due to a change in personal or employment circumstances?</p> <p>LDIS <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have a learning disability?</p> <p>PDIS <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have a physical disability?</p> <p>SNGL <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a single parent?</p> <p>WFT <input type="checkbox"/> Yes <input type="checkbox"/> No Will you work full-time while attending college?</p> <p>WPT <input type="checkbox"/> Yes <input type="checkbox"/> No Will you work part-time while attending college?</p> <p>1GEN What is the highest school either parent completed?</p> <p><input type="checkbox"/> Less than high school</p> <p><input type="checkbox"/> High School or GED graduate</p> <p><input type="checkbox"/> Some college</p> <p><input type="checkbox"/> 4 year college degree or beyond</p> <p><input type="checkbox"/> Do not know</p>	<p>HSZ How many people including yourself live in your household? _____</p> <p>INC What is the annual income at that household?</p> <p>Check Answer</p> <p>1 <input type="checkbox"/> Less than \$14,355</p> <p>2 <input type="checkbox"/> \$14,356 to \$19,245</p> <p>3 <input type="checkbox"/> \$19,246 to \$24,135</p> <p>4 <input type="checkbox"/> \$24,136 to \$29,025</p> <p>5 <input type="checkbox"/> \$29,026 to \$33,915</p> <p>6 <input type="checkbox"/> \$33,916 to \$38,805</p> <p>7 <input type="checkbox"/> \$38,806 to \$43,695</p> <p>8 <input type="checkbox"/> \$43,696 to \$48,585</p> <p>9 <input type="checkbox"/> More than \$48,586</p>
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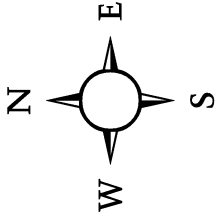
OFFICE USE: STUDENT'S NEW ID# \_\_\_\_\_

ENTERED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

GUAQELW - ADM

# New Mexico Junior College

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505-392-4510 • 1-800-657-6260

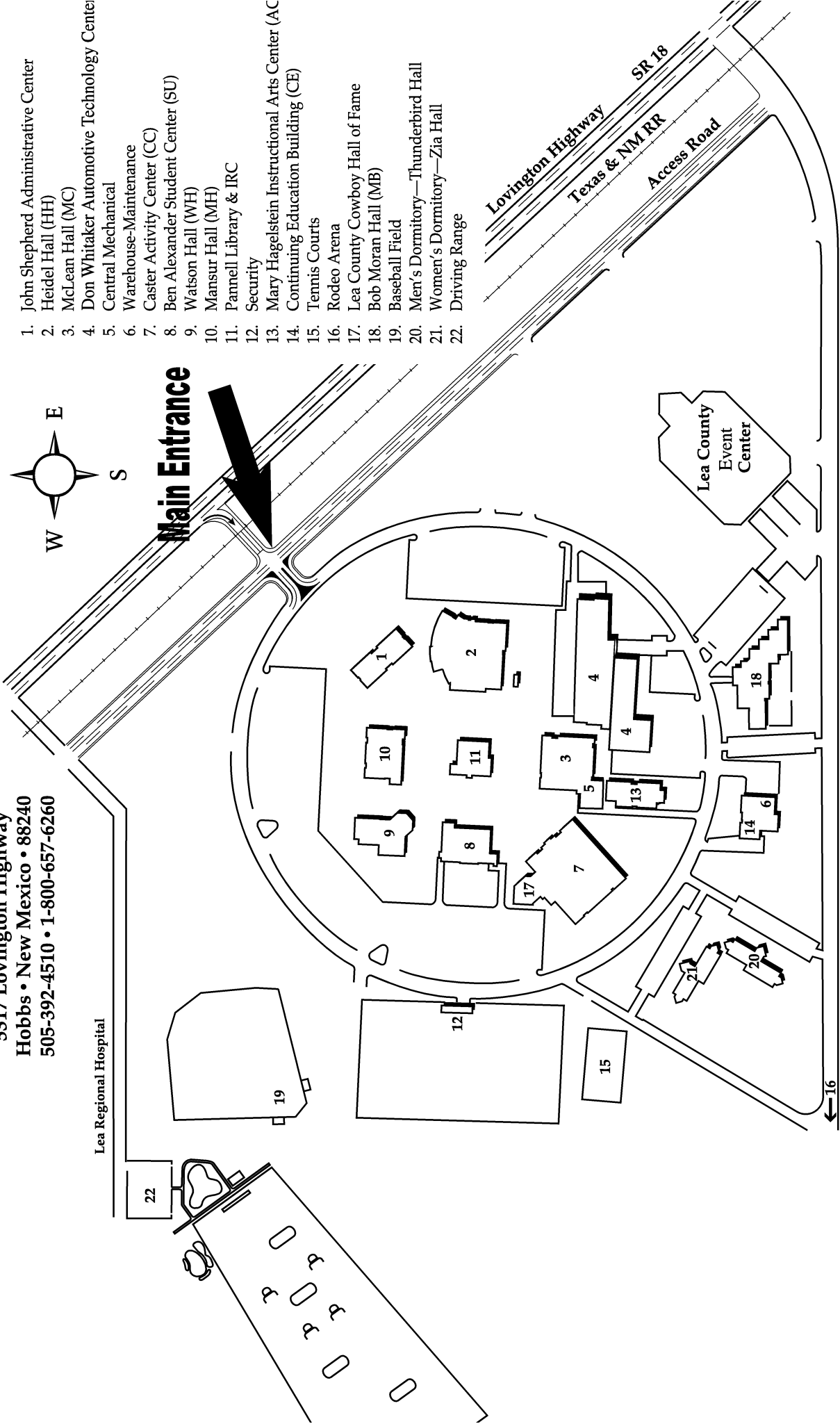


**Main Entrance**



## Map Legend

1. John Shepherd Administrative Center
2. Heidel Hall (HH)
3. McLean Hall (MC)
4. Don Whitaker Automotive Technology Center
5. Central Mechanical
6. Warehouse-Maintenance
7. Caster Activity Center (CC)
8. Ben Alexander Student Center (SU)
9. Watson Hall (WH)
10. Mansur Hall (MH)
11. Pannell Library & IRC
12. Security
13. Mary Hagelstein Instructional Arts Center (AC)
14. Continuing Education Building (CE)
15. Tennis Courts
16. Rodeo Arena
17. Lea County Cowboy Hall of Fame
18. Bob Moran Hall (MB)
19. Baseball Field
20. Men's Dormitory—Thunderbird Hall
21. Women's Dormitory—Zia Hall
22. Driving Range



Lovington Highway SR 18  
Texas & NM RR  
Access Road

Lea County  
Event  
Center

Lea Regional Hospital

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