

# New Mexico Junior College 2008-2009 Catalog

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New Mexico Junior College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools to award associate degrees and certificates. Additionally, NMJC meets all guidelines and standards as set forth by the New Mexico Higher Education Department. 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
- Graphic Arts Education and Research Foundation
- 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)
- New Mexico Association of Collegiate Registrars & Admission Officers
- New Mexico Association of Independent 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

Documentation may be viewed in the Office of Institutional Effectiveness.

This institution is in compliance with the Title VII, Civil Rights Act of 1964.

**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 Schedule of Classes; and handbooks published by instructional departments and other offices. Students are responsible for complying with the provisions of these documents. Since programs, courses, 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. Please check the NMJC website for periodic updates and most current information at <http://www.nmjc.edu>. Not all courses listed in the NMJC Catalog are offered every term. If the minimum number of students required for a course is 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.

Published at New Mexico Junior College, September, 2008.



Welcome to New Mexico Junior College!

As the first junior college established in the state of New Mexico, NMJC takes pride in its high academic standards, comprehensive offerings, excellent programs and services, talented faculty, and personal approach to promoting success through learning.

At NMJC, you will find a wide array of classes along with innovative course delivery methods ranging from traditional classroom instruction to our distance-learning program offering courses via television, video-based learning, or the Internet.

Dependent upon your goals, courses can lead to an Associate in Arts degree or an Associate in Science degree, both of which are foundational if you're interested in transferring to a four-year college or university to pursue a higher degree. Or, if your main interest lies in entering or advancing in the workplace, our career and technology programs, which can lead to a certificate or to an Associate of Applied Science degree, may be right for you. These allow you to gain the confidence and abilities necessary for success in a variety of high-salary, high-demand careers or to acquire skills in management, emerging technology, and more.

Our flexible scheduling options, coupled with our extremely affordable tuition rate, make NMJC a great choice for high school juniors and seniors seeking dual credit classes, recent high school graduates, non-traditional and returning students, as well as working adults. Senior citizens will also be pleased to know that NMJC waives institutional fees for students 55 and older.

As you read through this catalog, you will also find complete information about NMJC's programs, courses, requirements, and policies, as well as information about the college's services for students including counseling, financial aid, library and media services, tutorial services, health services, and special services for students with disabilities, to name just a few.

If you choose to commute or to live on campus in one of our residence halls or student apartments, NMJC provides extensive opportunities in areas such as student clubs and organizations, men's and women's athletic and intramural teams, performance groups, an Honors program, student life activities and events, and a host of activities in which students learn leadership skills, expand their academic horizons, and celebrate cultural diversity.

Whatever your educational goals, we also hope you use your time at NMJC to explore all of your interests, including your hobbies. Whether it's an art class for expressing yourself, a dance class for fun and exercise, a rock-climbing course for adventure, or a language class for preparing you for future world travels, be sure to add it to your schedule. I promise you'll be glad you did.

Once again, welcome to New Mexico Junior College. Whether you are enrolling in just one class or an entire academic program, we look forward to helping you achieve your educational goals. Dedicated to promoting your success through learning, we hope to make your NMJC collegiate experience a memorable and rewarding one.

Sincerely,

A handwritten signature in black ink that reads "Steve McCleery". The signature is written in a cursive, flowing style.

Dr. Steve McCleery

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# General Information

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## Mission, Vision, 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; and
  - 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.

## History

New Mexico Junior College enjoys the distinction of being the first junior college built in the state. Today, NMJC occupies 243 total acres, with approximately 500,000 square ft. of building space. The campus has a student population of approximately 3,000 students and 265 full-time employees, as well as a faculty count of 24 buildings, including the newly constructed student apartments, the Western Heritage Museum & Lea County Cowboy Hall of Fame, and the new Training & Outreach Center.

NMJC offers Associate of Arts, Associate of Science, and Associate of Applied Science degrees, along with certificates in the business and industry trades, and is comprised of five divisions including Arts & Humanities, Careers & Technology, Math & Sciences, Public Safety, and Training & Outreach. In addition, the college offers nationally renowned NJCAA athletic programs in baseball, men's and women's basketball, golf, and men's and women's rodeo. Through its outstanding programs, staff, and services, New Mexico Junior College fills an important educational need for Lea County and the surrounding area by actively promoting success through learning.

## Campus

**Ben Alexander Student Learning Center** – Completed in Fall 2005 at a cost of \$6.9 million, the Ben Alexander Student Learning Center was designed to offer a convenient “one-stop shopping” experience for students by providing recruiting, registration, counseling, and financial aid services, as well as a bookstore, classrooms, and labs. The previously existing area was remodeled to provide additional student space, including an Internet café, theater, game room, and outdoor seating. The Security Office, which houses campus security officers available for 24-hour response to campus situations, is also located here.

**Bob Moran Hall** – This facility houses instructional classrooms and laboratories for a variety of disciplines such as computer science, office technology, public safety, and agriculture. It also houses the Small Business Development Center (SBDC) and a variety of meeting areas and offices, including the offices of the Dean of Careers and Technology and the Dean of Public Safety.

**C. M. Burke Hall**—C. M. Burke Hall provides comfortable, convenient dormitory living for NMJC students and is the primary on-campus residence for men.

**Carroll Leavell Student Apartments**—A second student apartment complex, nearly identical to the John Watson Student Apartments, will be available for occupancy for the Fall 2008 semester.

**Caster Activity Center** – This structure houses recreational / athletic facilities for students as well as members of the general public. The CAC also houses the Athletic Department offices. The activity complex combines some of the finest equipment and conveniences with an active calendar of intercollegiate and other athletic events. Users may access basketball courts, racquetball courts, dry saunas, an aerobic dance studio, a fully equipped weight room, a fitness room, and an indoor golf driving range, as well as office, locker, and shower facilities. Just west of the CAC are outdoor tennis courts and an all-weather track facility.

**Central Mechanical** – This building houses the central plant, which contains the main mechanical infrastructure for the entire campus.

**Concession Stand for Baseball Field**

**Distance Learning Center**—The Division of Training & Outreach includes the offices of Distance Learning. The Distance Learning staff works with students and faculty in a support role for online and ITV classes.

**Don Whitaker Automotive Technology Center** - Located in this building are NMJC's state-of-the-art automotive and welding laboratories and classrooms.

**Driving Range**—Students enrolled in a golf class and / or the members of the NMJC Golf team have access to the on-campus driving range. (The driving range is not open to the public.)

**Greenhouse** – This area is utilized by grounds personnel to grow in-house plants for campus landscapes.

**Harold Runnels Hall**—Harold Runnels Hall provides comfortable, convenient dormitory living for NMJC students and is the primary on-campus residence for women.

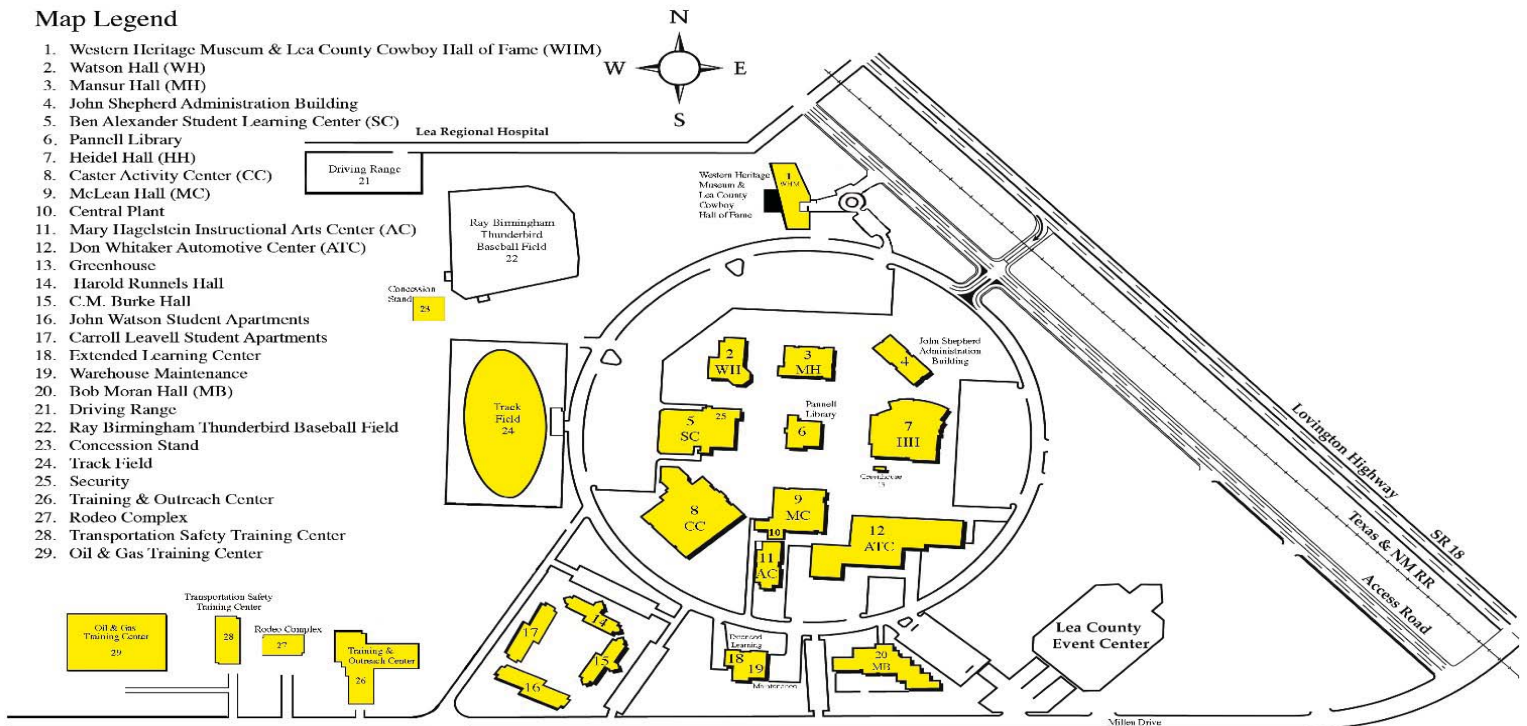
**Heidel Hall** – Heidel Hall houses most of the science and mathematics faculty, as well as the Office of the Dean of Math and Sciences.

**John Shepherd Administrative Center** – The Administrative Center houses the Offices of the NMJC President, the Vice President for Finance, the Vice President for Instruction, the Vice President for Student Services, and the Vice President for Training & Outreach, as well as the Business Office, the Human Resources Office, the NMJC Foundation Office, and the Office of Institutional Effectiveness.

**John Watson Student Apartments**—The John Watson Student Apartments provide furnished apartment living for NMJC students. A student apartment includes a kitchen, living room, four bedrooms, and two full bathrooms. Each bedroom has Internet access, cable TV connections, and local phone service. Also available 24/7 is a laundry facility located on the second floor. The complete area comprising the dorms and apartments is known as Thunderbird Village.

## Map Legend

1. Western Heritage Museum & Lea County Cowboy Hall of Fame (WHIM)
2. Watson Hall (WH)
3. Mansur Hall (MH)
4. John Shepherd Administration Building
5. Ben Alexander Student Learning Center (SC)
6. Pannell Library
7. Heidel Hall (HH)
8. Caster Activity Center (CC)
9. McLean Hall (MC)
10. Central Plant
11. Mary Hagelstein Instructional Arts Center (AC)
12. Don Whitaker Automotive Center (ATC)
13. Greenhouse
14. Harold Runnels Hall
15. C.M. Burke Hall
16. John Watson Student Apartments
17. Carroll Leavell Student Apartments
18. Extended Learning Center
19. Warehouse Maintenance
20. Bob Moran Hall (MB)
21. Driving Range
22. Ray Birmingham Thunderbird Baseball Field
23. Concession Stand
24. Track Field
25. Security
26. Training & Outreach Center
27. Rodeo Complex
28. Transportation Safety Training Center
29. Oil & Gas Training Center





**Mansur Hall** – This serves as the primary liberal arts building on campus. English, history, government, psychology, sociology, speech, and many other academic courses are taught in Mansur. The office of the Dean of Arts and Humanities is also located in this building.

**Mary Hagelstein Instructional Arts Center** – This facility contains the Fine Arts and drafting / architectural design classrooms as well as the Document Center and the Public Relations & Marketing Office.

**McLean Hall** – This building complex houses facilities for the Computer, Office Technology, and Allied Health programs. It also contains the Campus Computer Center.

**Oil & Gas Training Center**— The Oil and Gas Training Center is an innovative partnership with the oil and gas industry to meet the needs of both oil and gas producers and potential workers in the Permian basin. It houses both corporate and traditional classrooms and outdoor labs.

**Pannell Library** – NMJC’s research collections, microforms, media materials, and active serials (periodicals, newspapers, indexes, and abstracts) are housed in this centrally located facility on campus. Other library resources include current university and college catalogs, career materials, telephone directories, annual corporation reports, indexes, pamphlets, an extensive business library, and access to FirstSearch databases. Inter-library loan service is also available. Other services include reference and research assistance, library instruction, bibliographic instructions / information literacy, library tours, reserve reading, photocopying, and bibliography preparation.

**Ray Birmingham Thunderbird Baseball Field** – NMJC’s collegiate baseball field for practice and games was named for the legendary coach who, among other honors, led the T-Birds to a national championship in 2005. The facility has a seating capacity of 700.

**Rodeo Complex**— NMJC’s intercollegiate rodeo practice facilities are located here.

**Security Office**—This office is next to the switchboard in the Ben Alexander Student Learning Center and is utilized by on-duty security officers.

**Track Field**—This facility is primarily utilized by Cross Country / Track & Field teams but is open to the public year round.

**Training & Outreach Facility**—The Training and Outreach Facility is a full-service training and education conference center uniquely designed to facilitate training seminars, continuing education programs, conferences, business meetings, sales meetings, marketing presentations, and networking meetings. The Division of Training & Outreach includes the following departments which are housed in this facility: Workforce Training, Professional Development, Continuing Education, Events, and the Small Business Development Center (SBDC). This division provides credit and non-credit courses for professional development and life-long learning.

**Transportation Safety Training Center**—This houses the Transportation Safety staff and registration services for CDL programs, Defensive Driving, DWI, and Drivers Education. It also contains the classrooms for CDL training.

**Warehouse / Maintenance** – This building is utilized by the Maintenance Department and houses the motor vehicles utilized for company travel.

# Reasons for Attending NMJC

## Cost

New Mexico Junior College’s low tuition and fee charges generally offer 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 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.

## 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 that 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; or
- Students who elect to take these courses for life enrichment.

## Vocational and Technical Preparation

The majority of technical vocations do not require more than two years of college. The NMJC Careers and Technology Division offers an array of vocational / technical programs designed to meet individual needs. Students with vocational / technical 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.

## Extended Learning

The mission of New Mexico Junior College Division of Training & Outreach 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.

## University Center: Upper Division and Graduate Classes

NMJC provides facilities for classes offered by several regionally accredited senior institutions 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. Many of these institutions are housed on the second floor of the Pannell Library in the University Center.

**Watson Hall** – Watson Hall houses the Music and Drama programs at NMJC. Featuring a theatre facility and music and voice labs, the facility also houses the Cosmetology lab and classrooms.

**Western Heritage Museum & Lea County Cowboy Hall of Fame** – Completed in late fall of 2005, this new structure opened in January 2006. In addition to offering world-class exhibits throughout the year that exemplify the diversity, beauty, and rich cultural traditions that have shaped the American Southwest, the Museum also serves as home to the renowned Lea County Cowboy Hall of Fame.

## Degrees and Certificates

NMJC is comprised of five academic divisions offering a number of high-demand programs or courses. Arts & Humanities covers adult basic education, career center/job placement, college success prep classes, communications, learning lab/testing center, technical resource center, English, theatre, Spanish, music, art, transitional studies, tutoring, elementary and secondary education, and early childhood development.

Careers & Technology offers applied science degrees and certificates in Architectural/Drafting, Ford-ASEET, GM-ASEP, and Independent Automotive Technology, Barbering/Cosmetology, Business (w/ emphasis areas in Accounting, Bus. Information Systems, Executive Assistant/Office Manager/ Mgmt), Computer Information Systems (w/ emphasis areas in Programming & Database Support, Networking/ Computer Tech, and General CIS), Construction Technology (w/ emphasis in Carpentry, Electrical, Masonry, Plumbing, and Project Management), Legal Secretary, EMT, Nursing, and Welding.

Math & Sciences offers coursework in athletic training, biology, chemistry, geology, government, history, physical education, physics, psychology, math, and sociology, as well as courses in pre-engineering, and pre-medical/dental.

The Division of Public Safety, which focuses on community services and support, includes the corrections academy, criminal justice, paralegal studies, and the law enforcement academy.

The fifth division, Training & Outreach, consists of the New Mexico Small Business Development Center, continuing education, distance and video-based learning, professional development and customized workforce training, and transportation training opportunities that meet the broader community needs which cannot be met within the framework of NMJC's more traditional academic offerings.

New Mexico Junior College fills an important educational need that actively provides and promotes success through learning.

The NMJC Board is authorized by the State of New Mexico to confer the Associate of Arts (AA), Associate of Science (AS), and Associate of Applied Science (AAS) degrees. Requirements for the degrees are outlined in the section on degree requirements. One and two-year certificates and skill set certificates 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.

### Associate of Arts (A.A.) or Associate of Science (A.S.) University Transfer Program

Accounting  
Agriculture  
Anthropology  
Art  
Athletic Training  
Business (All Concentrations)  
Communication / Speech  
Computer Science  
Criminal Justice  
Drama / Theatre  
Early Childhood  
Education  
Economics  
Education  
English  
General Studies  
Geography  
Government  
History  
Music  
Philosophy  
Physical Education  
Pre-Professional  
Psychology  
Sociology  
Spanish

### Associate of Applied Science (A.A.S.)

Architectural / Drafting Technology  
Architectural Drafting  
Interior Design  
Automotive Technology  
    Ford ASEET  
    General Motors ASEP  
Business  
    Accounting  
    Business Information Systems  
    Executive Assistant / Office Manager  
    Management  
Computer Information Systems  
    Programming & Data Base Support  
    Networking / Computer Technician  
    CISCO Network Specialist  
    Generalist  
Construction Technology  
Cosmetology  
    Cosmetology  
    Barbering  
Criminal Justice  
Industrial Technology (ET-US)  
Legal Secretary  
Nursing – RN  
Paralegal  
Welding

### Certificate Program

Accounting  
Administrative Assistant  
Architectural / Drafting Technology  
Architectural Drafting  
Interior Design  
Automotive Technology  
Certified Nursing Assistant (CNA)  
Computer Information Systems  
Cosmetology  
Barbering  
Cosmetology  
Esthetician  
Instructor  
Manicurist / Facialist  
Manicurist / Pedicurist  
Construction Technology  
Early Childhood Education  
General Management / Supervision  
Law Enforcement  
Correction Academy  
Law Enforcement Technology  
Nuclear Technician  
Nursing – LPN  
Transportation  
CDL  
CDL / Petroleum Safety  
Welding  
Welding Inspection & Testing



# 2008 - 2009 Academic Calendar

## FALL 2008

August 11 .....	Monday .....	Faculty Report
August 11-14 .....	M-Th .....	Registration
August 13 .....	Wednesday .....	Student Housing Opens
August 15 .....	Friday .....	Welcome Activities
August 15 .....	Friday .....	Non-paid Disenrollment
August 18 .....	Monday .....	Classes Begin ( <b>Full term &amp; 1<sup>st</sup> eight week sessions</b> )
August 18-22 .....	M-F .....	Late Registration ( <b>\$25 Fee</b> )
August 22 .....	Friday .....	Last Day to Add/Enroll for Credit ( <b>Full term &amp; 1<sup>st</sup> eight week sessions</b> )
<b>September 1 .....</b>	<b>Monday .....</b>	<b>Labor Day (Campus closed)</b>
September 5 .....	Friday .....	Last Day to Add/Enroll for Audit
September 16 .....	Tuesday .....	Constitution Day ( <b>Classes will meet</b> )
September 26 .....	Friday .....	Last Day to Withdraw ( <b>1<sup>st</sup> eight week session</b> )
October 9 .....	Thursday .....	Last Day of Classes ( <b>1<sup>st</sup> eight week session</b> )
October 10 .....	Friday .....	Final Exams ( <b>1<sup>st</sup> eight week session</b> )
October 10 .....	Friday .....	Non-paid Disenrollment ( <b>2<sup>nd</sup> eight week session</b> )
October 13 .....	Monday (8 am) .....	Mid-term Grades Due ( <b>Full term session</b> )
October 13 .....	Monday (8 am) .....	Final Grades Due ( <b>1<sup>st</sup> eight week session</b> )
October 13 .....	Monday .....	Classes Begin ( <b>2<sup>nd</sup> eight week session</b> )
October 13-15 .....	M-W .....	Late Registration ( <b>\$25 Fee</b> ) ( <b>2<sup>nd</sup> eight week session</b> )
October 15 .....	Wednesday .....	Last Day to Add/Enroll/Pay for Credit/Audit ( <b>2<sup>nd</sup> eight week session</b> )
October 16 .....	Thursday .....	2 <sup>nd</sup> Non-paid Disenrollment ( <b>2<sup>nd</sup> eight week session</b> )
October 17 .....	Friday .....	In-service ( <b>Classes will not meet</b> )
November 6 .....	Thursday .....	County-wide In-service ( <b>Evening classes will meet</b> )
November 21 .....	Friday .....	Last Day to Withdraw ( <b>Full term &amp; 2<sup>nd</sup> eight week sessions</b> )
<b>November 26-28 .....</b>	<b>W-F .....</b>	<b>Thanksgiving Holiday (Campus closed)</b>
December 5 .....	Friday .....	Last Day of Classes ( <b>Full term &amp; 2<sup>nd</sup> eight week sessions</b> )
December 8-10 .....	M-W .....	Final Exams ( <b>Full term &amp; 2<sup>nd</sup> eight week sessions</b> )
December 11 .....	Thursday .....	Student Housing Closes
December 12 .....	Friday (5 pm) .....	Faculty Break
December 15 .....	Monday (8 am) .....	Final Grades Due ( <b>Full term &amp; 2<sup>nd</sup> eight week sessions</b> )
<b>December 19 .....</b>	<b>Friday (5 pm) .....</b>	<b>Staff Break (Campus closed)</b>

## WINTER BREAK TERM 2008

December 10 .....	Wednesday .....	Non-paid Disenrollment
December 11 .....	Thursday .....	Classes Begin
December 11-12 .....	Th-F .....	Late Registration ( <b>\$25 Fee</b> )
December 12 .....	Friday .....	Last Day to Add/Enroll/Pay for Credit/Audit
December 15 .....	Monday .....	2 <sup>nd</sup> Non-paid Disenrollment
January 5 .....	Monday .....	Last Day to Withdraw
January 7 .....	Wednesday .....	Last Day of Classes
January 8 .....	Thursday .....	Final Exams
January 12 .....	Monday (8 am) .....	Final Grades Due

## 2008 - 2009 Academic Calendar Spring & Summer Semesters

### SPRING 2009


January 5 .....	Monday .....	Staff Report
January 5-9 .....	M-Th .....	Registration
January 6 .....	Tuesday .....	Faculty Report
January 7 .....	Wednesday .....	Student Housing Opens
January 9 .....	Friday .....	Welcome Activities ( <b>Student Orientation</b> )
January 9 .....	Friday .....	Non-paid Disenrollment
January 12 .....	Monday .....	Classes Begin ( <b>Full term &amp; 1<sup>st</sup> eight week sessions</b> )
January 12-16 .....	M-F .....	Late Registration ( <b>\$25 Fee</b> )
January 16 .....	Friday .....	Last Day to Add/Enroll for Credit ( <b>Full term 1<sup>st</sup> eight week sessions</b> )
<b>January 19 .....</b>	<b>Monday .....</b>	<b>Martin Luther King Day (Campus closed)</b>
January 30 .....	Friday .....	Last Day to Add/Enroll for Audit
February 16 .....	Monday .....	In-service ( <b>Evening classes will meet</b> )
February 20 .....	Friday .....	Last Day to Withdraw ( <b>1<sup>st</sup> eight week session</b> )
March 6 .....	Friday .....	Non-paid Disenrollment ( <b>2<sup>nd</sup> eight week session</b> )
March 9 .....	Monday (8 am) .....	Mid-term Grades Due ( <b>Full term session</b> )
March 9 .....	Monday (8 am) .....	Final Grades Due ( <b>1<sup>st</sup> eight week session</b> )
March 9 .....	Monday .....	Classes Begin ( <b>2<sup>nd</sup> eight week session</b> )
March 9-11 .....	M-W .....	Late Registration ( <b>\$25 Fee</b> ) ( <b>2<sup>nd</sup> eight week session</b> )
March 11 .....	Wednesday .....	Last Day to Add/Enroll/Pay for Credit/Audit ( <b>2<sup>nd</sup> eight week session</b> )
March 12 .....	Thursday .....	2 <sup>nd</sup> Non-paid Disenrollment ( <b>2<sup>nd</sup> eight week session</b> )
<b>March 23-27 .....</b>	<b>M-F .....</b>	<b>Spring Break (Campus closed)</b>
<b>April 10 .....</b>	<b>Friday .....</b>	<b>Good Friday (Campus closed)</b>
April 17 .....	Friday .....	Last Day to Withdraw ( <b>Full term &amp; 2<sup>nd</sup> eight week sessions</b> )
April 21 .....	Tuesday (4:30 pm) .....	Student Awards Ceremony ( <b>Evening classes will begin @ 7:00 pm</b> )
May 1 .....	Friday .....	Last Day of Classes ( <b>Full term &amp; 2<sup>nd</sup> eight week sessions</b> )
May 4-6 .....	M-W .....	Final Exams ( <b>Full term &amp; 2<sup>nd</sup> eight week sessions</b> )
May 7 .....	Thursday .....	Student Housing Closes
May 8 .....	Friday .....	Commencement
May 11 .....	Monday (8 am) .....	Final Grades Due ( <b>Full term &amp; 2<sup>nd</sup> eight week sessions</b> )

### SUMMER 2009 (May Semester)

May 7 .....	Thursday .....	Last Day of Pre-registration
May 8 .....	Friday .....	Non-paid Disenrollment
May 11 .....	Monday .....	Faculty Report
May 11 .....	Monday .....	Classes Begin
May 11-12 .....	M-Tu .....	Late Registration ( <b>\$25 Fee</b> )
May 12 .....	Tuesday .....	Last Day to Add/Enroll/Pay for Credit/Audit
May 13 .....	Wednesday .....	2 <sup>nd</sup> Non-paid Disenrollment
May 29 .....	Friday .....	Last Day to Withdraw
June 3 .....	Wednesday .....	Last Day of Classes/Final Exams
June 8 .....	Monday (8 am) .....	Final Grades Due/May Semester Ends

# Admission Information

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New Mexico Junior College serves the postsecondary educational needs of the community. NMJC has an open admission policy that provides individuals the opportunity to enroll in the college's certificate or degree programs as well as individual courses. Students are considered for admission to NMJC without regard to gender, race, color, national origin, religion, age, disability, sexual orientation, or marital status. An online application is available on the NMJC home page: [www.nmjc.edu](http://www.nmjc.edu). Admission to NMJC does not guarantee admission to all programs. Certain programs may have restricted enrollments, additional enrollment processes, and / or early enrollment dates. Applicants should consult with an Academic Counselor or Division Dean for details concerning admission to these programs. 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.

NMJC's academic year is divided into three semesters that usually begin in August, January, and May. Within each semester (Fall, Spring, Summer), there may be several parts of term (short semesters). Please check the *Schedule of Classes* for start dates. Students are urged to apply for admission at least one month before registration begins. Most full-time students attend school year-round until they finish their programs. Students may decide to take a semester off; however, students who interrupt their programs may not be able to resume their studies at the time they want because classes they need may not be offered every semester. An interruption in enrollment may also mean a change in program and graduation requirements upon the student's return.

Prospective students are encouraged to visit the campus. Arrangements for visits that will include a full exploration of college life can be made by contacting the Admissions Office.

The Dean of Enrollment Management directs all functions of the Admissions & Records Office and is responsible for administering the admissions policies and procedures of the College. Correspondence concerning admission to NMJC should be addressed to Admissions, New Mexico Junior College, 5317 Lovington Highway, Hobbs, NM 88240. The Office of Admissions is located in the Ben Alexander Student Learning Center.



## General Admission Requirements

Students seeking admission to NMJC must meet one of the following criteria:

- Be at least 18 years of age or older and not currently enrolled in high school. Students under 18 should contact the Admissions Office for special admissions programs and requirements.
- Have a high school diploma from a U.S. high school.
- Have a General Educational Development (GED) diploma.
- Complete the international application and be accepted.

Degree (AA / AS / AAS) or certificate seeking students should follow these steps:

1. Apply for Admission.
2. New and transfer students must submit an Application for Admission which may be obtained from the Admissions and Records Office or online at [www.nmjc.edu](http://www.nmjc.edu).
3. Submit official transcripts.  
An official transcript of the student's academic record in high school and the record at each college attended since leaving high school must be filed with the Admissions and Records Office. The applicant is responsible for having these records forwarded to the Admissions and Records office. Transcripts should be sent immediately following the close of the last semester of attendance in high school and / or other colleges.

Students applying for financial aid must be admitted to degree status by Friday of the third week of classes. Students permitted to enroll for classes prior to receipt of official transcripts may be returned to non-degree status if their transcripts do not reach the Admissions Office within three weeks following the beginning of classes.

Applications for admission may be submitted at any time during the year but should be on file at least two weeks prior to the beginning of the semester you wish to attend. Applications may be submitted in person, by mail, or online.

## Basis of Admission

### High School Graduate

An applicant who is a graduate of an accredited high school will be admitted upon the presentation of a properly authenticated high school transcript.

### Non-High School Graduates

An applicant who is not a graduate of an accredited high school or who has graduated from private, non-accredited educational programs may be admitted as follows:

- Successful completion of the High School Level General Education Development (GED) Test; or
- If the applicant is not a high school graduate and chooses not to take the GED, he / she may be admitted under the following conditions:
  - \* If his /her class has graduated, he / she may be admitted for up to twelve semester hours.
  - \* If the applicant's high school class has not graduated and the applicant is not currently enrolled in high school, the applicant can be admitted provisionally upon recommendation of the high school principal.

After completion of at least twelve semester credit hours with a 2.0 grade point average ("C" average) or better, the student is allowed to take a regular load.

### Transfer Students

A student who has begun work at another accredited college or university may be admitted. A college transfer student must present official transcripts of all college work. All transcripts should be sent directly to the Registrar's Office and should be on file at the time of enrollment. A transfer evaluation, reflecting those transfer credits acceptable at NMJC, will be generated only after the student makes an official request with the Admissions & Records Office. NMJC does not accept remedial or developmental coursework for transfer.

### Readmission

Former students of NMJC not on suspension, provided they have not attended another college since they were last enrolled at NMJC, will be readmitted during any scheduled registration period. Students who stop attending for two or more regular semesters must file an application for readmission. Former students who have attended another college or university since leaving NMJC will be considered transfer students.

### High School-Aged Student Enrollment Programs

NMJC provides qualified high school-aged students the opportunity to enroll in college classes at NMJC. Credits earned may be applied toward a NMJC certificate and / or degree and most are transferable to other colleges. Students enrolled in any of these programs are subject to all NMJC policies and regulations. Information on the requirements and enrollment process for these programs is available from the Dean of Enrollment Management.

- **Dual Credit**  
Dual Credit provides high school juniors and seniors who attend a public high school (with whom NMJC has a Dual Credit agreement) and who qualify for New Mexico in-state tuition status the opportunity to take college courses for which they will simultaneously earn both college credit and high school elective credit. Students should see their high school counselor for Dual Credit information.
- **ACT Academy (Advanced Career Training Academy)**  
The career training received at NMJC provides students with skills and knowledge geared toward an entry-level position in the chosen occupation. Students receive technical information in a classroom situation and the technical knowledge and skills are developed through practical applications in a laboratory/shop. The training facilities and equipment are state-of-the-art for optimal student learning.
- **Concurrent Enrollment**
  - \* Concurrent Enrollment provides high school juniors and seniors who attend a private school or a public high school, or are currently home-schooled students and at least 17 years of age, the opportunity to take college courses. Students seeking concurrent enrollment must see the Dean of Enrollment Management.
  - \* An application must be completed and clearly marked "concurrent enrollment."
  - \* The student must have a letter signed by the high school principal or counselor endorsing enrollment.
  - \* The student's parent or guardian must sign a letter endorsing enrollment.

Students younger than 17 years of age who seek admission to credit classes must obtain a waiver from the Vice President for Instruction. If the Vice President for Instruction denies admission, appeals are made to the President, and his decision is final.

### International Student Admissions

A person who is a citizen or a permanent resident of a country other than the United States is classified as an international applicant. In addition to submitting an International Student Application, international applicants must comply with the following:

English Proficiency: Proof of proficiency in the English language is required for enrollment into academic programs. The following may be used as proof of proficiency:

- Official transcripts reflecting graduation from a US high school.
- Official transcripts from an accredited US college or university showing completion of 12 semester-credit hours with a cumulative GPA of at least 2.0 on a 4.0 scale.
- Official report on the Test of English as a Foreign Language (TOEFL) with a minimum score of 500 (paper-based), or 173 (computerized), or 72 (Internet) with a minimum score of 18 on each section on the International version. To receive information about the TOEFL, contact them by telephone (609-771-7100), or write: Educational Testing Services, P.O. Box 6151, Princeton, NJ 08541-6151 USA

Academic Records: New Mexico Junior College requires official copies of high school, secondary, and university transcripts. Notarized, faxed copies, or photocopies of these documents are not acceptable. Certified copies must contain the original signature(s), stamp(s) or seal(s) of the issuing institution's designated official. Students who have no prior college or university credit must submit evidence of graduation from an acceptable secondary school and must be eligible for admission to a recognized university in their home country. Start by having your transcripts evaluated by a credentials evaluation agency, such as the World Education Service ([www.wes.org](http://www.wes.org)). We will waive the WES requirement if your official transcripts are in English from an accredited school and on a four-point scale.

Financial Documents: Complete and return the NMJC Certification of Financial Responsibility Form along with required supporting documentation. The applicant must provide proof of adequate financial support for at least one full year of study at NMJC. Budget guidelines established by the student financial aid officer will be used to determine the adequacy of support. Since NMJC cannot guarantee that international students will be allowed to work, the support must be exclusive of funds from employment.

Physician's Statement: A physician's statement showing proof of immunization against diphtheria and tetanus within the last ten (10) years, a negative result on a tuberculosis test, and evidence of good physical and mental health are required.

Health Insurance: International students who attend NMJC and any dependents who may accompany them are required to have medical insurance.

### Application Deadlines for International Students

- May 1: Fall Semester (August)
- September 1: Spring Semester (January)
- February 1: Summer Session (June)

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.

## Enrollment Options

### Enrollment Status

A student's enrollment status is determined by the student's primary goal for taking courses at NMJC.

#### Degree Seeking Status

- Students who have declared a major and plan to earn a degree (AA /AS / AAS) from NMJC or who plan to transfer to a four-year university are considered degree seeking.
- Students who plan to earn a certificate at NMJC are considered degree seeking.

#### Non-Degree Status

- Students who do not want to earn a degree or certificate or have not yet chosen a major (degree or certificate program) are considered "special students" or non-degree seeking. Non-degree students may request to change to certificate / degree status and apply credits earned in non-degree status by meeting with an academic advisor and completing a degree form.
- Students who are taking courses for pleasure are considered non-degree students.
- Students who possess a bachelor's degree or higher and are not seeking a certificate are considered non-degree seeking students.

Note: Non-degree status may not satisfy eligibility requirements for financial aid, veterans' educational benefits or other assistance. Please see an academic advisor or a financial aid counselor for information.

### Applying for Admission

1. Complete the application to NMJC. An application is available online at [www.nmjc.edu](http://www.nmjc.edu), or one can be obtained from Admissions. There is no application fee.
2. Submit an official high school transcript(s), showing date of graduation. GED graduates must submit proof of successful GED test completion.
3. Submit college transcript(s). (Transfer students must submit current, official transcripts of all previous college attendance. Transfer students must also submit high school transcripts.)
4. Provide placement / assessment exam scores. Submit ACT or SAT scores and / or placement scores if available.

High School students, who took dual credit classes at NMJC, must complete a "new" application after high school graduation before taking classes as a freshman.

### Admission Classification

New Mexico Junior College classifies students by the following categories:

**Freshman** – a student who has earned fewer than 30 academic semester credit hours

**Sophomore** – a student who has earned 30 or more academic semester credit hours

**Full-time student** – a student registered for 12 or more credit hours of college work per semester

**Part-time student** – a student registered for under 12 credit hours of college work per semester

## Residency

### Residency Classification for Tuition Purposes

A student is classified as a resident or non-resident for tuition purposes based on information supplied at the time of admission or re-admission. All residency requirements must be met before the first day of the term. The New Mexico Higher Education department establishes residence requirements for tuition purposes. These requirements apply to U.S. citizens, those with Permanent Resident immigration status, or those who have applied for Permanent Resident status. Residency requirements and information are available in the Admissions & Records Office and from the New Mexico Higher Education department's Web page at [www.hed.state.nm.us](http://www.hed.state.nm.us).

Minimally, four basic requirements must be met (additional requirements may apply):

1. The 12-Month Consecutive Residence Requirement: A student must physically reside in New Mexico for the 12 consecutive months immediately preceding the term for which the petition is submitted. Note: Students whose parents or guardians reside out of state cannot begin to complete the 12-month requirement until their 19th birthday.
2. The Financial Independence Requirement: Students cannot be approved for residency if they are financially dependent on their parents or legal guardians who are non-residents of New Mexico. At the time the student applies for residency (if under 23 years of age), a copy of his or her parents' or guardians' 1040 or 1040A U.S. income tax form for the previous year may be required.
3. The Written Declaration of Intent Requirement: The student must sign a written declaration of intent to relinquish residency in any other state and establish it in New Mexico.
4. The Overt Act Requirement: Residency regulations require the completion of overt acts that support the student's declaration of intent to reside in New Mexico. Information on the number and type of required overt acts is available in the Admissions and Records Offices.

Note: Any act considered inconsistent with being a New Mexico resident—such as voting, securing and / or maintaining a driver's license and any vehicle registration in another state—will cause in-state residency status to be denied or revoked. Nondisclosure or misrepresentation in filling out the Admission Form is grounds for denial of admission, cancellation of registration, or suspension.

### Additional Residency Information

- An individual married to a legal resident of New Mexico and providing appropriate evidence shall not be required to complete the 12-month durational requirement but must satisfy all other requirements.
- Any person, their spouse and dependents who move to New Mexico or who now live in New Mexico and who provide appropriate evidence that they work in a permanent full-time position or practice a profession or conduct a business full-time in New Mexico, shall not be required to complete the 12-month durational requirement but must satisfy all other requirements.
- Any person entering the active service of the United States while a resident of New Mexico and who enters a state institution of postsecondary education in New Mexico after separation from such service may be classified as having been a legal resident in New Mexico during the time spent in the service, provided they:
  - Have not while in the service done anything (such as voting in another state) to show abandonment of their New Mexico residency;
  - Have not established residence in some other state subsequent to being separated from service;
  - Return to New Mexico within one year after separation from service with the intention of maintaining this state as their legal residence;
  - Are not a dependent minor with parent(s) or guardian(s) whose place of residence classifies him or her as a nonresident of New Mexico.
- Any person who is at least 65 years of age, their spouse and dependents, who move to New Mexico for retirement purposes, or who provide appropriate evidence of retirement, shall not be required to complete the 12-month durational requirement but must satisfy all other requirements.



- American Indian nations, tribes and pueblos. All out of state members of an American Indian nation, tribe and pueblo, located wholly or partially in New Mexico, regardless of the residence of the member prior to acceptance at a post-secondary educational institution shall be eligible to pay the in-state tuition rate. These include members of the following tribes or pueblos: Jicarilla Apache, Mescalero Apache, Taos Pueblo, Picuris Pueblo, Ohkay Owingeh, Santa Clara Pueblo, Nambé Pueblo, San Ildefonso Pueblo, Pojoaque Pueblo, Tesuque Pueblo, Cochiti Pueblo, Jemez Pueblo, Santo Domingo Pueblo, San Felipe Pueblo, Zia Pueblo, Santa Ana Pueblo, Sandia Pueblo, Isleta Pueblo, Laguna Pueblo, Acoma Pueblo, Zuni Pueblo, and the Ute Mountain Tribe.
- Navajo Nation. All out-of-state members of the Navajo Nation who reside on the Navajo reservation, as certified by the Navajo Department of Higher Education, will be assessed in-state tuition rates.
- Armed Forces. Any person, their spouse or dependent child, not otherwise entitled to claim residence, who is a member of the armed forces of the United States or armed forces of a foreign country assigned to active duty in the state of New Mexico, will be assessed in-state tuition rates.
- Assignment to active duty within New Mexico must be certified by the military person's commanding officer upon the student's initial enrollment. Such students may continue paying resident rates for as long as they attend consecutive semesters at the same institution.
- A spouse or child of an active member of the armed forces who dies or is killed becomes a resident of New Mexico within sixty (60) days of the date of death.
- If an active member of the armed forces is stationed outside New Mexico following assignment to duty in New Mexico and the member's spouse or child established residence in New Mexico and registers a letter of intent to establish and continue residing in New Mexico, the spouse or child shall be assessed in-state tuition rates.
- National Guard. An active member of the National Guard and the member's spouse and children shall be deemed in-state residents for purposes of determining tuition and fees.
- New Mexico High School / GED Graduates. All persons, regardless of immigration status, who have attended a secondary educational institution in New Mexico for at least one year and who have either graduated from a New Mexico high school or received a general educational development certificate (GED) in New Mexico will be assessed in-state tuition rates.

#### Petitions for New Mexico Residency for Tuition Purposes

A non-resident student who believes he / she has satisfied the residency requirements may obtain a "Petition for Resident Tuition Classification" and the checklist of required supporting documentation online at [www.nmjc.edu](http://www.nmjc.edu) or from the Registrar's Office. All residency requirements must be met before the first day of the term in which the student petitions. Petitions must be submitted no later than the 15th day of the term for which the petition is being filed. A petition received after that date will not be considered.

The completed petition and required supporting documentation must be submitted to the Registrar's Office. A student may be requested to supply additional information or to explain apparent inconsistencies before a final decision is reached. The student is notified of the decision and, if denied, may amend his /her petition with additional information and / or appeal to the Vice President for Student Services, who is the student's last recourse. If the student satisfies the residency requirements for a future term, he / she may re-petition for residency for that term.

## Registration

Registration is the process of formally selecting and paying for classes. To register for classes, students must have completed the application process and be admitted or be a continuing student. Registration and payment of fees must be made in accordance with the instructions and deadlines published in the Schedule of Classes. Individuals may not participate or "sit in" on classes for which they are not registered. Students may register for credit or audit.

Students should note that registration is not complete until tuition and fees have been paid. It is the student's responsibility to withdraw from courses prior to the payment due date if the student does not intend to attend class.

### The Registration Process

#### 1. Receive information on registration.

Registration information is published in local newspapers prior to the start of classes. Also, registration dates are posted online at [www.nmjc.edu](http://www.nmjc.edu) and in the Schedule of Classes.

#### 2. Obtain a Schedule of Classes.

The Schedule of Classes lists courses, registration instructions, and dates. The Schedule of Classes is available online at [www.nmjc.edu](http://www.nmjc.edu), in the registration office, counseling offices, academic buildings, and Pannell Library. New class sections added since the schedule was printed are available online.

**3. Meet with an academic counselor / advisor.** Academic advisement is strongly recommended before registering for classes. Academic counselors / advisors can provide assistance with course selection and placement.

Prior to registering for classes, degree-seeking students must provide test scores indicating that they have met the prerequisite standards. Prerequisites are requirements that must be met prior to registering for many courses. They may be met with approved scores on placement exams—Compass, Accuplacer, ACT, SAT, by transfer of credit from another institution, or by successful completion of a specific NMJC course.

New Mexico Junior College uses the Compass exam to assess skills in reading, English, and mathematics. This test is used to help students plan an appropriate schedule of coursework and meet course prerequisites. The Compass exam is available on campus, and students should contact the Counseling Office in the Ben Alexander Student Learning Center for more information.

#### Students may be exempt from testing if they

- hold an associate degree or higher from an institution in the United States; or
- are non-degree students registering for less than six credit hours per term and not enrolling in English courses, reading-intensive courses, or math courses; or
- can provide proof of successful completion of previous college-level math and / or English courses.

#### 4. Register for classes.

Students can register in person in the Ben Alexander Learning Center or online using Banner Self Serve.





## How to Get Started at NMJC in 8 Simple Steps

### 1. Apply!

- ✍ **Apply for Admissions!** New Mexico Junior College has an open admissions policy. Fill out our free online application at [www.nmjc.edu](http://www.nmjc.edu). If seeking a degree, please request that all transcripts from high school and/or college, or GED scores be sent to the Registrar's Office at NMJC, 5317 Lovington Highway, Hobbs, NM 88240. We will accept hand-delivered sealed transcripts.
- ✍ **Apply for Scholarships!** Complete our scholarship application at [www.nmjc.edu](http://www.nmjc.edu). Our scholarships range from general to specific. Check our website for application due dates.
- ✍ **Apply for Financial Aid!** Fill out the FAFSA (Free Application for Federal Student Aid) as soon as possible to see if you are eligible for Federal Aid [www.fafsa.edu.gov](http://www.fafsa.edu.gov). To have your FAFSA report sent to NMJC, be sure to use code 002655. This document is also necessary for NMJC scholarships and work study positions on campus. For more information, call our Financial Aid Office at 575.392.5172.

### 2. Take Your Course Placement Test(s)

- ✍ Without current ACT or SAT scores, first-time degree-seeking or certificate-seeking students are required to take an English, reading, and math assessment prior to enrollment. Students who wish to take the assessment tests should begin the process in the Counseling Office in the Ben Alexander Student Center. To talk to an academic counselor, you can call 575.392.5081.

### 3. Visit our Counseling Office

- ✍ First-time students should meet with an academic counselor before registering to ensure that they choose the correct classes. Counselors are available from 8:00 a.m. - 6:00 p.m. Monday through Thursday and 8:00 a.m. - 5:00 p.m. on Friday. Students are seen on a "first-come, first-served" basis.

### 4. Register for Courses

- ✍ Returning students from may register by web registration or in person. Former or new students must complete the Application before registering. When registering in person, the completed class schedule form and the completed Application for Admission is then taken to the Registrar's Office.

### 5. Apply for Housing

- ✍ If you are interested in living on campus, housing is available. For information, call 575.392.5366.

### 6. Pay Your Tuition and Fees

- ✍ **Full payment is required to complete registration.** We accept most major credit cards, checks, and cash. We even offer a convenient payment plan (FACTS) through the e-Cashier at [www.nmjc.edu](http://www.nmjc.edu).

### 7. Get Your Student ID

- ✍ Have your photograph taken for your student ID card. Student ID pictures can generally be taken during normal working hours by staff in the Student Life Office in the Ben Alexander Student Center. You must have a copy of your current course schedule in order to be issued an ID. Be prepared to show an acceptable form of ID.

### 8. Purchase Your Books

- ✍ Visit our bookstore located in the Ben Alexander Student Learning Center. Regular store hours are Monday-Thursday 8:00 a.m. - 5:00 p.m, Fridays 8:00 a.m. - 3:00 p.m., closed Saturday and Sunday. You can also order your books from our Online Bookstore, [www.nmjc.edu](http://www.nmjc.edu).



## Transfer

### Transfer Credit

Any applicant for admission who has attended another college or university must submit his / her previous collegiate record. Credits earned at other postsecondary institutions may be transferred and applied toward program requirements in accordance with the following guidelines:

- An official transcript from each institution attended must be sent directly to the NMJC Records Office for evaluation.
- Remedial and upper-division courses are not generally transferable.

### Transfer Among New Mexico Higher Education Institutions

To facilitate the 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.

New Mexico's colleges and universities have developed transfer guides, consistent with requirements of state law (21-1B, NMSA 1978), to assist students who plan to transfer. Guides for most four-year New Mexico colleges and universities are available from the Academic Advisement and Counseling Office.

### Transferable Lower-Division General Education Common Core

Students 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. A Core Matrix of approved courses guaranteed to transfer and meet general education requirements at any New Mexico college or university can be found on the New Mexico Higher Education Department website at [www.hed.state.nm.us](http://www.hed.state.nm.us). Courses are listed by institution.

The course prefix and number that appear in parenthesis next to many of the institutions' internal course prefixes and numbers is the New Mexico Common Course Number. It serves as a single reference point for courses taught throughout the state that share substantially equivalent content. Courses bearing this designation are part of a statewide equivalency table that cross references the institutional course and number with the universal "common course number," creating an easy one-to-one match.

Students may find the New Mexico Common Course Number listed in crosswalks, degree outlines, transfer guides, and in course descriptions in college catalogs and websites. The common course number "connects" equivalent courses at multiple institutions ensuring students that the course will transfer to the receiving institution and meet degree requirements as if it were taken on that campus. The New Mexico Common Course Number has an alpha prefix that identifies readily to the subject area.

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.

### The Lower Division General Education Common Core (NMGECC)

#### Area I: Communications

##### Select nine semester hours

NMJC Course	NMCCNS	Cr. Hrs.
EN 113	ENGL 1113	3
EN 123	ENGL 1123	3
EN 123A	ENGL 2123	3
SE 123	COMM 1113	3
SE 113	COMM 1213	3

#### Area II: Mathematics

##### Select three semester hours

NMJC Course	NMCCNS	Cr. Hrs.
MA 113	MATH 1113	3
MA 144	MATH 1614	4
MA 113B	MATH 2313	3

#### Area III: Laboratory Science

##### Select eight semester hours

NMJC Course	NMCCNS	Cr. Hrs.
BI 114/114L	BIOL 1113/111	4
BI 124/124L	BIOL 1123/1121	4
BI 134/134L	BIOL 1114	4
BI 144/144L	BIOL 1124	4
CH 114/114L	CHEM 1114	4
CH 114A/114AL	CHEM 1214	4
CH 124A/124AL	CHEM 1224	4
GE 114/114L	GEOL 1114	4
GE 124/124L	GEOL 1214	4
PH 114/114L	PHYS 1114	4
PH 214/214L	PHYS 1214	4
PH 224/224L	PHYS 1224	4
PH 114A/114AL	ASTR 1114	4

#### Area IV: Social and Behavioral Sciences

##### Select six to nine semester hours\*

NMJC Course	NMCCNS	Cr. Hrs.
EC 213	ECON 2113	3
EC 223	ECON 2123	3
GO 213	POLS 1123	3
PS 113	PSYC 1113	3
SO 213	SOCI 1113	3
SO 223	SOCI 2113	3
SO 223W	SOCI 2213	3
AN 123	ANTH 2113	3

#### Area V: Humanities and Fine Arts

##### Select six to nine semester hours\*

NMJC Course	NMCCNS	Cr. Hrs.
HI 113	HIST 1113	3
HI 123	HIST 1123	3
HI 213	HIST 1053	3
PI 213	PHIL 1113	3
AR 113	ARTS 1113	3
MU 213	MUSI 1113	3
MU 213A / 223A	MUSI 1013	3
DR 113	THTR 1013	3
EN 213 / 213G / 223	ENGL 2213	3
EN 213A	ENGL 2413	3
EN 223A	ENGL 2423	3
EN 213C	ENGL 2513	3
EN 223C	ENGL 2523	3
EN 213D	ENGL 2613	3
EN 223D	ENGL 2623	3
EN 213F	ENGL 2713	3

Students should consult with an academic advisor about 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.

Lower division transfer modules presently exist for: business, criminal justice, and early childhood education. Copies of these transfer modules may be obtained from the Counseling Office or from the New Mexico Higher Education Department website at [www.hed.state.nm.us](http://www.hed.state.nm.us).

Because not all NMJC courses are designed to transfer to other colleges and universities, students planning to transfer from NMJC to a two- or four-year college or university in New Mexico should meet with an academic advisor. Advisors can assist students in choosing which NMJC classes will best meet their educational plans. 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.

Students who have decided on a major and / or an institution at which to complete their studies should obtain a transfer guide or catalog and consult with an academic advisor at that particular institution to determine the most appropriate course selections. Students enrolling for the first year of study at a New Mexico college or university and considering possible transfer into a certificate and / or degree program at another institution are encouraged to take the courses approved for transfer during their freshman and sophomore years of study.

### Transfer Credit Appeal

In accordance with New Mexico state regulations, NMJC has established the following procedure for receiving and resolving complaints from students or from other complainants regarding the transfer of course work from other public institutions in the state:

1. File a written appeal with the Registrar's Office providing the prefix / number of the course(s) in question, semester and year the course was taken, the name of the course, and the course description from sending institution's catalog.
2. If the request is denied, the student may continue the appeal process to the Academic Standards Committee and must do so no later than 30 days following the notification of denial.
3. The Academic Standards Committee, in concert with the appropriate college division and / or content area, will review applicable materials and render a final decision.

If the course or courses in question are part of a state-approved transfer module, the student may make further appeal to the Higher Education Department in Santa Fe by contacting:

Deputy Secretary for Academic Affairs  
Higher Education Department  
New Mexico School for the Deaf Campus  
1068 Cerrillos Road  
Santa Fe, NM 87505-1650

If a student's articulation complaint is upheld at that level and the student was required to repeat the course, the receiving institution shall reimburse the student the complete cost, including tuition, books, and fees of each course the student was required to repeat at the receiving institution. Students who have been admitted to NMJC as degree students in transfer from a regionally accredited college, university, or other post-secondary institution may request the transfer of credit earned at other institutions. Students must request that each previously attended college or university send an official transcript directly to the New Mexico Junior College Registrar's Office. Under no circumstances will NMJC accept college transcripts directly from students. Credits may be transferred in accordance with the following guidelines:

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 Admissions & Records Office;
- New Mexico Junior College offers an equivalent course or if there is not an equivalent course in the master NMJC Catalog, a course may be accepted for elective hours in a student's degree program if all other requirements listed above are met;
- 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;
- credit will not be given for upper division courses from another institution unless there is an articulation agreement in place;
- courses that are accepted in transfer to New Mexico Junior College will be listed on the NMJC transcript with the letter grade and 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; and
- the transfer hours accepted can 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.



# Financial Information

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## Tuition & Fees

### 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; and
  - 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 last day of late registration for the semester or session . . . . . 100%
- After the last day of late registration for the semester or session . . . . . NO REFUND

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:

1. Contact the Dean of Enrollment Management for instructions.
2. Complete the appropriate withdrawal or drop forms and obtain approval from the appropriate college officials, as instructed by the Dean of Enrollment Management.
3. Present the form to the Business Office as application for refund.

(Note: The first instructional day for each session will be the day noted “classes begin” 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. 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 and Fees

Tuition and fees are payable as indicated in the NMJC calendar published in the NMJC Catalog and NMJC Schedule of Classes. Tuition and fees are subject to change without notice by the NMJC Board.

Tuition is charged according to a student's residency status (tuition classification) and the number of hours enrolled. Some courses may require additional fees. Courses taken through distance learning require an additional fee.

### Tuition Per Semester

NMJC in-district resident	
Maximum cost for twelve (12) hours or more	\$348.00
Cost per hour for one through eleven hours	29.00

New Mexico out-of-district resident	
Maximum cost for twelve (12) hours or more	\$564.00
Cost per hour for one through eleven hours	47.00

Out-of-state resident	
Maximum cost for twelve (12) hours or more	\$624.00
Cost per hour for one through eleven hours	52.00

### 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 waiving the 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
Dishonored check Charge	25.00
General Usage Fee	15.00 per credit hour
Graduation	25.00
Housing and Meal Plans	Contact the Student Life Office
Internet Course	40.00
Interactive Television Course	40.00
Late Registration	25.00
Transcript Fee (first one free)	2.00

### 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.

### Auditors and Senior Citizens

Students who audit courses (those who enroll in classes for no credit) pay the same tuition and fees as those students taking the classes for credit.

Institutional fees are waived for students who are 55 years of age and older. However, tuition is charged at the prevailing rate. Students must request the senior citizen discount at the time of registration or before by completing the Senior Citizen Discount Request Form, which is available online or at the Registrar's Office.

### Western Undergraduate Exchange (WUE)

Students attending NMJC from states participating in the WUE program will be charged a reduced out-of-state tuition rate of 150% of in-state tuition. Only students from the following states may qualify: Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming. For more information, please contact the Office of Admissions and Records.

### Payment Policy

All amounts owed to the college are payable in full to the NMJC Business Office no later than the last day of registration. The following payment policy applies to all amounts owed, including but not limited to

- student account balances,
- bookstore charges, and
- amounts invoiced for other charges incurred.

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.

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 will 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 will 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 & Scholarships

### Financial Aid

The philosophy of financial aid is that the educational opportunities of capable students should not be limited by their financial resources. Although the primary responsibility for financing a college education rests with the student and his or her family, NMJC, the federal government, the state of New Mexico, and the NMJC Foundation all contribute to assist students in pursuing a higher education. 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. The most recent financial aid information is also available on the web at [www.nmjc.edu](http://www.nmjc.edu).

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.

## Awards

All financial aid awards are based on information provided by the student, availability of funds, and general eligibility requirements. Any award may be revised based on changes in enrollment, cost of attendance, family contribution, or failure to meet satisfactory academic progress. Withdrawals or changes in enrollment may affect an award or any future awards.

## Enrollment Requirements for Financial Aid

To receive financial aid, students must generally be enrolled at least half-time as a regular student in an eligible program. Scholarships generally require full-time enrollment. Courses taken as audit are not included toward financial aid enrollment requirements. Award amounts are generally pro-rated according to enrollment status.

Full-time	12+ credit hours
Three-quarter time	9-11 credit hours
Half-time	6-8 credit hours

The student is responsible for meeting minimum enrollment requirements. Students knowingly receiving aid to which they are not entitled may be in violation of college policy and state or federal laws. Questions should be addressed to 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. In addition, students must meet the following requirements:

- 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; and
- 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). For a complete list of eligibility requirements, click on the Funding tab at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

All students are encouraged to apply for federal financial aid programs.

## Grants

Any kind of grant is an outright gift and does not have to be repaid unless a student stops attending or participating in all classes or withdraws from school prior to the 60% completion point of the semester in which the grant was awarded or the student is found to be ineligible for the grant aid. Any repayment due would be calculated in accordance with appropriate regulations governing the particular grant program.

- **Federal Pell Grant** is 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. Award amounts are based on the cost of attendance, the student's EFC, and enrollment status.
- **Federal Supplemental Education Opportunity Grant (FSEOG)** is given to undergraduates with exceptional financial need (the lowest EFC) who are also Pell Grant recipients.
- **New Mexico Student Incentive Grant (NMSIG)** is 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.
- **The New Mexico College Affordability Grant (NMCAG)** is designed to encourage New Mexico students with financial need who do not qualify for other state grants or scholarships to attend and complete educational programs at a public New Mexico college or university.

Students cannot receive an SSIG, SEOG, or NMCAG simultaneously. The FAFSA is the only application needed to apply for these grants.

## Loans

Federal Subsidized and Unsubsidized Stafford Loans, Nursing Student Loans for Service, and Federal PLUS loans all require separate applications. Before applying for a loan, a student must first complete the Free Application for Federal Student Aid (FAFSA). Students receiving a loan must be enrolled for six (6) credit hours. Congress also establishes loan limits that may be prorated depending on a student's classification. All first-time borrowers must attend an entrance interview before loans are processed.

- **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.
- **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 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.
- **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.

## Scholarships

NMJC offers a wide variety of federal, state, and institutional 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. Award amounts vary with each individual scholarship. For more information concerning specific scholarships, contact the Financial Aid Office.

- **The Bridge to Success** is offered to students who are graduates from a New Mexico high school or GED program. The Bridge to Success Scholarship pays for tuition and registration fees for the first fall term if students enroll in 12 credit hours, declare an eligible major, and complete the Free Application for Federal Student Aid (FAFSA) by August 1.
- **NMJC Foundation** offers a variety of scholarships. The application and complete listing is available on the main website, [www.nmjc.edu](http://www.nmjc.edu).
- **New Mexico Legislative Endowment Scholarship** is 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 Lottery Scholarship** is 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 semesters, 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.



- **New Mexico 3% Scholarship Program** (also referred to as the NMJC Honors Scholarship) is available to incoming freshman students, provides a tuition and required fee waiver for eligible students, and is based on a student's high school grade point average.
- **Vietnam Veterans Scholarship** is available to students who qualify as Vietnam veterans. Eligible students must be a New Mexico resident, attend 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.

### 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. For information on the hiring process, requirements, and responsibilities, please visit the Financial Aid Office located in the Ben Alexander Learning Center.

- **Federal College Work Study** 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.
- **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** is 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.

### Veterans' Benefits

NMJC is fully certified by the state of New Mexico for VA Education Benefits (G.I. Bill). 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 Ben Alexander Student Learning Center. Veterans should contact that office for information concerning Veterans' 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.

For further information, visit or call the veterans assistance personnel in the Registrar's Office. Information about VA Education benefits in general can be found at the VA website, [www.gibill.va.gov](http://www.gibill.va.gov) or by calling 8-888-GI-BILL-1.

### Check Release

Students who receive financial aid are generally notified of disbursement dates by letter. Schedules are also posted on campus bulletin boards for the major disbursement of such funds as Federal Pell Grants, student loans, and scholarships following each regular registration. These funds are credited to the student's account and any remaining balance is disbursed to the student by check. Checks are released to the student in the next regularly scheduled payout date.

It is important for students to note that first-time borrowers are subject to a 30-day wait prior to release of any disbursement.

### 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 meet the following requirements:

- **Grade Point Average:** Students are required to maintain a minimum of 2.00 cumulative GPA.
- **Completion Rate:** Students must successfully complete at least 70% of the total credit hours they attempt. Classes in which grades of A, B, C, D, or CR are earned will be considered completed. Repeated courses were already counted as completed, and will not be counted twice. All attempted credit hours from any college, including nondegree hours, are counted whether or not financial aid was received. This calculation includes all hours in which a student is registered at the time of withdrawal. Remedial classes and English as a Second Language (ESL) classes are also counted as attempted credit hours. Courses taken for Audit are not counted in the student's total course load for purposes of financial aid eligibility.

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.

### Additional Information

For additional information on financial aid policies or types of aid available, please visit the Financial Aid Office, located in the Ben Alexander Student Learning Center.

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## Student Resources & Support

New Mexico Junior College provides a variety of resources to students to ensure that their college experience is rewarding. If students are in need of services pertaining to academics, social activities, physical needs, or psychological needs, they should contact a counselor in the Counseling Office for referral. Do not be afraid to ask. College personnel are available to help students receive the services needed to succeed.

### Academic Advisement & Career Development

Academic Advisement and Career Development provides a variety of services to support the academic goals and career plans of each NMJC student. Counselors are available Monday through Friday to help students prepare for an enjoyable and successful academic experience at NMJC. The Counseling Office is located in the Ben Alexander Student Learning Center. Office hours are Monday through Thursday 8 a.m. to 6 p.m. and Friday 8 a.m. to 5 p.m.

### Counselors provide assistance with the following:

- **Academic Planning:** Students can get help in selecting courses to ensure that they meet program requirements and register for courses they need.
- **Career Development:** Counselors assist students in exploring career interests and career field choices through advisement sessions that utilize online career information and resource material available in the Career Resource Center.
- **College Policies and Procedures:** Students can get answers to questions about course requirements, transferability of classes, and many other issues.
- **Job Placement:** The Counseling Office serves as the Job Placement Office for the college. Some of the services that are available to students, alumni, and community members include listings of part-time and full-time jobs located on or off the campus, help in developing a resume and a cover letter, preparation for job interviews, and access to computer job banks. The Job Placement Office is located in the Ben Alexander Student Learning Center.
- **Student Services:** Counselors will assist students in getting information about campus resources and student support services available to help students meet their academic and career goals.
- **Transfer:** Students can get information on transferring to a four-year college or university.

### Assessment (Testing)

Through the Counseling Office, NMJC offers a variety of tests. 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. Among the examinations administered at NMJC are Compass math, reading, and English tests. NMJC accepts ACT and SAT scores from all students for placement. NMJC also honors SAT, AP, and CLEP scores but administers only the CLEP. Testing accommodations for individuals with disabilities are available upon request; documentation and prior notice are required.

### Contact Information

Dr. Pat Gorman  
[pgorman@nmjc.edu](mailto:pgorman@nmjc.edu)  
Office hours are Monday through Thursday 8 a.m. to 6 p.m. and Friday 8 a.m. to 5 p.m.  
575.492.2577

### Bookstore

The New Mexico Junior College Bookstore has a complete selection of items for your academic success. All of your textbooks are available, along with study aids, school supplies, computer supplies, NMJC clothing, and gift items. The Bookstore also carries Sony laptop computers and other electronic devices. Business hours are Monday-Thursday, 8:00 a.m. to 5:00 p.m. and 8:00 a.m. to 3:00 p.m. on Friday. The bookstore is closed Saturday and Sunday.

Bookstore purchases may be made with cash, check (for amount of purchase only), credit, or debit cards. Students with Financial Aid may be eligible to charge their books during the beginning of each semester with a proper picture ID. Check with the Financial Aid Office for availability of this option. Students utilizing the FACTS payment system can add their books / supplies to their contract.

Textbooks are identified by course number and CRN number. NMJC students should bring their class schedule to the Bookstore when purchasing books. This is to insure that students purchase the correct book.

Textbooks may be ordered online and shipped to the student through our website [www.nmjcbokstore.com](http://www.nmjcbokstore.com). The same methods of payment are accepted as in the store. Books usually ship in 1-2 business days.

A receipt is required for ALL returns. Books are refunded ONLY during the add / drop period of each semester with a drop slip. There will be a \$10 per book restocking fee for books returned without a drop slip. Books must be unopened to be returned.

The NMJC Bookstore offers three options for book buy back:

- Traditional, on-campus book buy back at the end of each semester  
The buy back is held in front of the bookstore in the hallway of the Ben Alexander Student Learning Center. **Please bring any CDs or materials that came with your textbook.**
- Online book buy back  
This option is available through the NMJC bookstore web site ([www.nmjcbokstore.com](http://www.nmjcbokstore.com)).
- Daily buyback in the bookstore  
This is only available on a limited basis.

Policies and procedures are subject to change; visit the Bookstore for current policies and procedures.

#### Contact Information

Pam Bickerton, Director of Bookstore Services  
[pbickerton@nmjc.edu](mailto:pbickerton@nmjc.edu)  
505.492.2599

#### GED Exam

Anyone at least 16 years old who is not a high school graduate may take the General Educational Development (GED) exam at NMJC to earn a high school diploma. The exam contains sections on writing, reading, science, social studies, and math.

A 16 or 17-year-old may take the exam only if released from state compulsory school attendance and granted a GED Underage Permission Form. No currently enrolled high school student and no one 15 years old or younger may take the exam.

#### Contact Information

Call 575.492.2630

#### Learning Assistance Center

The Learning Assistance Center, located on the second floor of the Ben Alexander Student Learning Center, is equipped with PCs and Macs for use in preparing assignments and for Internet access. There are volumes of audiovisual materials and software that may be used by the student to enhance the learning process. Assistance is available for the beginning to more advanced college student. For additional information, call 505.492.2623.

#### Library

**Pannell Library and Information Resource Center**  
Pannell Library provides a variety of resources designed to meet the information needs of NMJC students, faculty, staff, and community patrons. The library serves as the major information resource for NMJC and provides the library services necessary to support the College's mission.

#### Library Resources

- Subscriptions to 35 different databases containing hundreds of thousands of journals, all accessible from the library's web page 24/7
- Circulating book collection of approximately 92,011 titles
- Reference and reserve titles in the collection of just under 2,000 titles
- 2,756 current DVDs, VHS tapes, and audiocassettes are held by the library, with new titles added to the collection each year
- Current subscriptions to over 250 journals and newspapers

#### Services Offered by Pannell Library

- Public access computers are available for finding information both in print at the library and on the web.
- Staff are available during library hours to assist patrons in locating materials, searching the Internet, and answering questions.
- Library instruction workshops ranging from general orientation tours to specialized workshops for students, faculty, or staff are available.
- Staff collaboration with instructors on classroom assignments or research topics is available.
- Personalized reference and research consultation is available by appointment.
- Students can use this library to borrow books, videos, and obtain articles from other libraries around the world.
- From our website you may use the electronic version of many popular reference books.
- Find links to printable New Mexico legal forms on our webpage.
- As a member of 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 - all provided free to you by the State of New Mexico. This allows for the use of library resources by anyone with a valid library card from any of our member libraries: the Carlsbad Public Library, the Eunice Public Library, the Hobbs Public Library, the Lovington Public Library, New Mexico Junior College library, Southwest University, and the Woolworth Community Library in Jal.

#### Contact Information

Dr. Sharon Jenkins, Director of Library Services  
[sjenkins@nmjc.edu](mailto:sjenkins@nmjc.edu)  
575.492.2873

#### Special Needs Services (SNS)

Special Needs Services 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, textbooks in audio format, 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, psychologist, educational diagnostician, or other qualified provider). Eligibility for services is based on the effects / 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.

#### Contact Information

Kristine Saucer, Special Needs Services Coordinator  
[ksaucer@nmjc.edu](mailto:ksaucer@nmjc.edu)  
Counseling Office, Ben Alexander Student Learning Center  
575.492.2576

#### Student Support Services – TRiO

Student Support Services (SSS) is a federally funded TRiO program designed to help students attain success. Located on the second floor of the Ben Alexander Student Learning Center, the SSS program helps students identify majors, complete degree plans, develop goals, and explore transfer options and career choices. In the SSS computer lab, students can write papers, do Internet research, take career and interest inventories, improve reading, writing and math skills, or complete a study skills assessment. Special SSS workshops are designed around student requests and include such topics as test anxiety, stress management, conflict resolution, and learning styles. 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; in need of financial aid; or physically / academically challenged.

#### Contact Information

Dr. Gayle Abbott, Director of Student Support Services  
[gabbott@nmjc.edu](mailto:gabbott@nmjc.edu)  
Ben Alexander Student Learning Center  
575.492.2617

#### Tutoring

A tutorial program is available to NMJC students at no cost. The student should not expect tutoring to take the place of the course instructor. Rather, it is offered as a supplement to instruction. It is possible to receive one-on-one, online, and group tutoring. To be a tutor or to receive tutorial assistance, students may contact the Learning Assistance Center, located on the second floor of the Ben Alexander Student Learning Center.

#### Contact Information

Learning Assistance Center  
575.492.2623

## Student Life

### Intercollegiate Athletics

New Mexico Junior College's Intercollegiate Athletic program is rich in tradition and program success. NMJC currently fields teams in the following areas. Please contact the specific coach for more details.

<u>Team</u>	<u>Coach</u>	<u>Phone #</u>
Men's Basketball	Jimmy Voight	492.2749
Women's Basketball	Drew Sanders	492.2750
Men's Rodeo	Philip Berry	399.0640
Women's Rodeo	Philip Berry	399.0640
Men's Baseball	Josh Simpson	492.2752
Women's Track	Keith Blackwill	492.2747
Men's Golf	James Ross Black	492.2746

NMJC is a member of the Western Junior College Athletic Conference, which includes two-year colleges from Texas and southeastern New Mexico. The NMJC Rodeo program competes under the auspices of the Southwest Region of the National Intercollegiate Rodeo Association.

The Athletic Program at NMJC has produced individual and team conference, regional, and national champions throughout its rich history. Scholarships are available. Students endeavoring to become a part of a particular program are encouraged to contact the respective coach to discuss potential participation in the Intercollegiate Athletic Program, [www.nmjc.edu](http://www.nmjc.edu).

### Intramural Activities

The Department of Student Life provides opportunities for students to compete in a variety of intramural activities. A schedule will be published at the beginning of each semester and will be distributed to students. Typical events include, but are not limited to, volleyball, basketball, flag football, racquetball, pool, table tennis, track, golf, and other sports and activities as student demand dictates. NMJC strives to provide positive activities and programs to meet student needs. All students are encouraged to make program requests to the Activities Coordinator for consideration and possible subsequent action.

### Contact Information

DeMond Thomas, Student Services Coordinator  
Student Life Office  
Ben Alexander Student Learning Center  
575.492.2580

### Food Services

Great Western Dining provides food services on campus, which includes a snack bar, cafeteria dining, and catering services. The facilities are located in the Ben Alexander Student Learning Center. The catering service is available for both on and off campus activities. 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.

Other campuses and instructional sites offer vending machines for student use.

### Contact Information

Food Services  
Ben Alexander Student Learning Center  
575.492.2586

### Honor Society

Phi Theta Kappa is the official international honor society for junior and community colleges. NMJC's chapter of Phi Theta Kappa is the Sigma Kappa Delta chapter. Students who have a declared major in an associate's degree program, have completed 12 or more credit hours at NMJC and have a cumulative GPA of 3.5 or higher are invited to join Phi Theta Kappa.

### Contact Information

Dr. John Gratton, Vice President for Instruction  
John Shepherd Administrative Building  
575.492.2763

### Housing

#### Campus Housing Requirement

All full-time students are expected to live in student housing with the following exceptions:

- The student's permanent residence is in Lea County.
- The student is married.
- The student is a veteran.
- The student is 21 years of age or older or will turn 21 during that school term.
- Campus housing is at 100% occupancy.
- The student has permission from the Associate Dean of Students or the Vice President for Student Services to live off campus.

NMJC has two different building styles available. Each provides modern, comfortable living accommodations that offer convenience and independence. There are 392 beds on campus (200 in-residence halls and 192 apartment style).

C. M. Burke and Harold Runnels Halls offer traditional residence hall living. Each room consists of 2 beds, 2 desks, shelving, and closet space for storage, local phone service, wireless Internet service, and cable TV. Living in the residence halls does require that you select either the 15- or 19-meal plan option.

John Watson or Carroll Leavell Student Apartments offer a bit more privacy. Your private, carpeted bedroom (fully equipped with Internet, phone and cable TV access) will be furnished with an extra long twin bed, a desk, shelving, and closet space. Bathrooms are shared with one other person. The full kitchen and living area will be shared by four people.

(Fall 08)	Residence halls open at 9:00 a.m.		Aug. 13, 2008
(Fall 08)	Residence halls close at 5:00 p.m.	(Students must move out)	Dec. 11, 2008
(SpG 09)	Residence halls open at 9:00 a.m.		Jan. 7, 2009
(SpG 09)	Residence halls close at 5:00 p.m.	(Students must move out)	May 7, 2009
(Sum 09)	Residence halls open at 9:00 a.m.		May 23, 2009
(Sum 09)	Residence halls close at 5:00 p.m.	(Students must move out)	July 31, 2009

Schedule of Rates per Semester (Per Person) *Rates are for a 16-week semester.*

<u>Residence Halls (16 Weeks)</u>	<u>Meal Plan</u>	<u>Rate</u>
Double \$825.	15 meals per week (240 meals)	\$1,075.
Designated single \$1,200.	19 meals per week (304 meals)	\$1,150.

*Students in residence halls must select a meal plan from above.*

Programs / requests consisting of fewer or more weeks than the standard semester will be adjusted accordingly.

<u>Apartments</u>	<u>Meal Plan</u>	<u>Rate</u>
Single room \$1,700.	7 meals per week (112 meals)	\$525.

Students in apartments are not required to purchase a meal plan; however, the 7-meal-per-week plan is available to apartment residents only.

#### Application and Payment

- Residence halls and apartments require a \$25 non-refundable application fee prior to assignment.
- Students who cancel their room before June 1 (for fall) will receive no penalty.
- Students who cancel after the above date will be subject to our cancellation policy.

#### Cancellation Policy

The student may cancel the agreement without penalty on or before June 1 (**fall term**). Students who cancel their agreement after the above date will be charged according to the schedule below:

- For cancellation after the applicable deadline but before the beginning of the semester, the student will be charged a \$250 fee for breach of the agreement.
- Room cancellations made after the beginning of the semester will receive a refund based on the following schedule.
  - 70% during the first week of term
  - 60% during the second week of term
  - 50% during the third week of term
  - 40% during the fourth week of term
  - 30% during the fifth week of term
  - 0% during & after the sixth week of term

Students with extenuating circumstances that may justify canceling the lease must submit a written request for a waiver to the Student Life Office. Such requests may or may not result in waiver of the fee for breach of the agreement, at the discretion of the college.

#### Payment Policy

Payment in full may be made at the NMJC Business Office or at the cashier's window in the Ben Alexander Student Learning Center. A payment plan may be set up through the e-Cashier located on the NMJC webpage at [www.nmjc.edu](http://www.nmjc.edu).

The Campus Housing Handbook is available at [www.nmjc.edu](http://www.nmjc.edu), or you may contact the Student Life Office for additional information.

#### Contact Information

Student Life—Housing  
Ben Alexander Student Center  
575.392.5366

#### ID Cards

Students are required to have a NMJC ID. Many services on campus require the ID to access the service, and having an ID is the quickest and easiest way to verify your eligibility. Student ID pictures can generally be taken during normal working hours by staff in the Student Life Office in the Ben Alexander Student Center. Students must have a copy of their current course schedule in order to be issued an ID. Be prepared to show an acceptable form of ID.

#### Contact information

Student Life Office  
Ben Alexander Student Center  
575.392.5366

#### Parking & Traffic

Students are required to register the vehicle(s) they will be driving on campus. Permits will be issued in the Student Life Office. All state and college traffic and parking regulations governing the use of motor vehicles must be complied with on all parts of the college campus throughout all hours of the day or night. Anyone operating a motor vehicle on the NMJC campus found in violation of traffic and / or parking regulation(s) will be subject to various sanctions, which may include temporary vehicle immobilization, payment of fine / fees, vehicle towed from campus at owner / driver expense, and / or suspension of campus driving privileges. NMJC Campus Security, Hobbs Police Department, Lea County Sheriff's Department, and / or the New Mexico State Police have jurisdiction and authority to enforce any and all traffic violations.

#### Contact information

Student Life Office  
Ben Alexander Student Center  
575.392.5366

#### Security

The college strives to maintain a safe and secure environment in which to work and study. New Mexico Junior College is concerned about the protection of persons and property. The institution cannot, however, guarantee the absolute safety of any one individual. Personal safety must begin with the individual. NMJC provides a number of safety services and programs, including twenty-four hour coverage by Security employees. To reach Security, please call **575.399.2033 or 575.492.2589**.

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's request may result in serious student disciplinary action.

The Director of Security is located in the John Shepherd Administrative Building, and other security personnel are located in the Ben Alexander Student Learning Center.

NMJC 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.

In compliance with the Student Right to Know and Campus Security Act of 1990, NMJC publishes annual *Student Right to Know and Campus Safety Reports*. These reports include explanations of campus security support that exists, emergency procedures and phone numbers, procedures regarding access to campus, drug free and alcohol free campus, sexual harassment / sexual assault prevention / response program, and procedures for reporting unsafe incidents / situations of concern.



Campus crime and conduct violation statistics are provided. The reports are accessible on the campus web site ([www.nmjc.edu](http://www.nmjc.edu)). Hardcopy reports are available upon request from the Vice President of Student Services.

**Contact Information**

Security Office  
Ben Alexander Student Center  
575.399-2033 or 575.492.2589

**Student Life Activities**

NMJC offers its students a number of activities which are meant to enrich life on campus and to provide for a complete and holistic approach to your educational experience. Students can become a member of the Student Senate, join a club or organization, or take part in activities and events that are provided throughout the year. New clubs are encouraged and may be chartered through the NMJC Student Government. The Associate Dean of Student Life, located in the Ben Alexander Student Learning Center, is responsible for developing and coordinating student activities.

**Contact Information**

Chris Polson, Assistant Dean of Students  
[gpolson@nmjc.edu](mailto:gpolson@nmjc.edu)  
Student Life Office  
Ben Alexander Student Center  
575.392.5366

**Transportation**

Hobbs Express has routes that serve the campus. Schedules are available at <http://www.hobbsnm.org/transportation.html>. Bicycle racks are available on campus.

**Contact Information**

City of Hobbs  
505.397.9290  
<http://www.hobbsnm.org/transportation.html>





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NMJC has put specific policies and expectations in place that define acceptable behavior necessary to both protect individual freedoms and ensure responsible citizenship. As a member of the NMJC community, students have a responsibility to understand and adhere to the codes and policies that govern and prescribe acceptable student behavior. Essential components of these policies and codes are discussed briefly below. However, students should review and become familiar with the full content of each policy and code found in the *Student Handbook*.

## Code of Conduct

The college's primary function is to provide education for those persons who enroll within the system. The goal of the college is to provide an educational environment that will include the opportunity for academic, social, and personal growth. Enrollment in a state-supported educational institution of higher learning is not compulsory. It is optional and voluntary. By voluntary entrance into the academic community, the student assumes obligations of performance and behavior reasonably imposed by the institution of choice relevant to its lawful missions, processes, and functions.

Freedom of discussion, inquiry, and expression is protected and nurtured in the classroom as the safeguard of the freedom to learn. Students are expected to exercise their freedom to learn in a manner consistent with the maintenance of good order. Responsibility for good order in the classroom is vested in the instructor, and responsibility for maintaining order elsewhere is set forth in the "Code of Student Conduct and Discipline."

The college assumes that the student has earnest educational purpose and maturity of reasonable behavior. This assumption continues until the student demonstrates otherwise. Every student is subject to federal, state, and local laws and is expected to be familiar with the requirements of such laws. Any student who violates any provision of those laws is subject to disciplinary action, including expulsion, despite any action taken by civil authorities on account of the violation. The college strives to assure due process and to outline specific ways of appeal in case of disagreement with administered discipline. (For detailed information, please refer to the Student Handbook.)

## Policies / Regulations

### Americans with Disabilities Act

In accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 and other applicable law, NMJC takes appropriate action to ensure that its programs and services are readily accessible to qualified individuals with disabilities.

No qualified individual with a disability shall, on the basis of the disability, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination related to any of the institution's programs or activities. If a student wishes to discuss a possible accommodation or has concerns about NMJC's compliance, he or she should contact the Special Needs Services Coordinator at 575.492.2576, the Counseling Office at 575.392.5081, or e-mail [ksaucer@nmjc.edu](mailto:ksaucer@nmjc.edu).

### Equal Opportunity Policy

NMJC affirms that it will not discriminate on the basis of gender, race, color, national origin, ethnicity, religion, age, disability, sexual orientation, or marital status in any of its policies, practices, or procedures in accordance with applicable federal, state and local laws, nor will it condone any acts of illegal discrimination by its employees.

This provision includes, but is not limited to, employment, admissions, testing, financial aid, and educational services. The College confirms that the above provision by its reference to applicable federal, state and local laws prohibits and condemns any retaliation of any kind against any employee or student engaging in the exercise of free speech or in activities protected by federal, state, or local laws.

Any student who wants to file a complaint or who has questions about illegal discrimination, retaliation, or harassment based on these laws should contact the Vice President for Student Services at 575.492.2670.

### **FERPA**

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. NMJC complies with FERPA regulations and guidelines. The section on Academic Information in this catalog provides information on student records.

### **Information Technology Use Policy**

This policy establishes the guidelines by which NMJC's computer, network, and telecommunication systems can be used and defines what is acceptable. The prevailing concept is that technology use on campus should be for instruction, learning, academic research, and administrative purposes only. The complete policy can be found in the Student Handbook and at [www.nmjc.edu](http://www.nmjc.edu).

### **Substance Abuse Policy**

It is NMJC's belief that abuse of alcohol or drugs impairs functioning, disrupts the learning process, and poses a potential threat to the safety and well being of the NMJC community. This policy statement, found in the Student Handbook and online at [www.nmjc.edu](http://www.nmjc.edu) supports NMJC's commitment to maintaining a drug- and alcohol-free campus.

Information regarding the use / abuse of drugs and alcohol by employees and students is provided pursuant to public law 101-226, Section 22, The Drug Free Schools and Communities Act Amendments of 1989.

Although every effort is made to update and present current information in college publications, including this catalog, some information may be dated at the time of printing.

It is the intent of NMJC to provide students with pertinent information related to illicit drug use and / or alcohol abuse in an effort to prevent such abuse.

As a recipient of federal funds, the college is obligated to inform all students that the possession, use, or distribution of illicit drugs and alcohol on its property or as part of any of its activities is prohibited, and is a violation of policy. Students who violate this prohibition will be subject to appropriate disciplinary action. It is also a federal requirement and a College policy that, as a condition of employment on campus, any student will notify his or her immediate supervisor within five (5) days after conviction of a criminal drug offense occurring in the workplace.

NMJC is committed to promoting and maintaining a work and academic environment that is free from illegal alcohol and drug use and abuse, in accordance with all federal, state, and local laws.

### **Academic Honesty / Academic Integrity**

Each student is expected to maintain the highest

## **Rules Governing Classrooms**

standards of honesty and integrity. 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**

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.

### **Children on Campus**

Children (or other non-students) are not allowed to accompany adults to class. All children who are under age 15 and are on NMJC's campus must be accompanied by an adult at all times.

### **Classroom Conduct**

The professor is responsible for evaluating all classroom conduct and student behavior in the class. By registering for a 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.

### **Dress**

Students are expected to dress appropriately on campus at all times.

### **Electronic Devices**

When students are in class or a lab, all cellular telephones, pagers and beepers must be turned off or switched to silent or vibration mode. Electronic entertainment devices are to be turned off and headphones removed.

### **Food and Drink**

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

### **Inclement Weather**

From time to time inclement weather can pose

problems for students and others using the colleges 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 Public Relations & Marketing Office, who will in turn 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 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 (See Academic Integrity)**

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.

### **Smoking**

All interior spaces of the college are non-smoking areas in accordance with City of Hobbs' ordinance.

*Reminder: Each of these rules and policies is explained more fully in the Student Handbook.*

Occasionally, a student will encounter a problem on campus that he or she does not know how

## Student Complaint Process

to resolve. When this happens, students should always try to work out the problem by first discussing it with those most involved with the issue. Dealing with concerns in the most direct and honest fashion should always be the first step toward resolution. It is quite astounding how many issues are settled or problems resolved when a student makes an appointment with a faculty or staff member and calmly and honestly communicates their frustrations or concerns.

However, if an issue or problem still exists, there is a formal complaint process that students may initiate which is in compliance with federal regulations and the Commission on Institutions of Higher Education. All formal complaints must be put in writing using the official complaint form. The following procedure should be followed:

- All students who wish to make a formal written complaint are encouraged to complete the NMJC Student Complaint Form. Complaint forms are 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 appropriate Vice President for investigation and resolution.
- Instructional complaints will be forwarded to the Vice President for Instruction; fiscal complaints to the Vice President for Finance; workforce and training complaints to the Vice President for Training and Outreach, and student services complaints to the Vice President for Student Services.
- The Vice President will then follow-up with the student as to satisfaction with resolution of complaint.
- The complaint form will then be submitted to the Vice President for Student Services for logging purposes.



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## Catalog Limitations

The NMJC Catalog is a student’s official guide to programs, courses, and policies of New Mexico Junior College. The provisions of this catalog are not to be regarded as an irrevocable contract between the student and New Mexico Junior College. Other important information for students is published in the *NMJC Student Handbook and Planner*: fall, spring, and summer Schedule of Classes; and handbooks published by instructional departments and other offices. Students are responsible for complying with the provisions of these documents. Since programs, courses, 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 and governance procedures.

Curricular requirements are established by NMJC and include general education courses as well as specific discipline requirements. When a student begins a degree program, the requirements of the currently effective catalog determine all applicable degree requirements. NMJC will honor all degree plans and curricular requirements for a period of five years from the effective beginning date of the catalog if NMJC can reasonably continue to offer the course of study. However, current academic standards, regulations, and policies apply to all students. Students who do not enroll in degree-related courses for two consecutive terms (excluding summers) may be required to comply with different degree requirements if the degree plan requirements have changed since the last semester of enrollment. If succeeding catalogs change degree requirements in such a way as to be beneficial to the student, the most recent catalog policy may be applied.

All students enrolled for any course are responsible for knowledge of the information appearing in this *College Catalog* and any updates of costs, course revisions, curriculum changes, and published course schedules. All students are responsible for knowledge of the policies and procedures in the *Student Handbook*. The *Student Handbook* contains all general student policies and the basic residence hall rules and procedures. The college reserves the right to change procedures and policies in the *Catalog* and the *Student Handbook* as deemed necessary and revise the college curricula as may be necessary and desirable.

All students registered for any courses at New Mexico accept a commitment to seriousness of purpose, academic integrity, and high standards of personal and social behavior. Students are expected to be cooperative and responsive members of the college community and the city of Hobbs, comply willingly with college regulations, and abide by all local, state, and federal laws. All students have the right to due process and the right to file grievances. The college has the right to restrict, evict, suspend, and dismiss any student whose academic achievement and personal conduct does not meet the standards set forth in the *College Catalog* and the *Student Handbook*. In accordance with the regulations and procedures assuring due process, the College may dismiss any student whose conduct does not meet the standards of the college as set forth in the *Student Code of Conduct*.

## Academic Records / Compliance with Federal & State Regulations

### Student Academic Records

The Registrar’s Office maintains official academic records. The records include, but are not limited to the admissions form, high school and / or college transcripts, grades, and academic standing.

NMJC’s policy for maintaining confidentiality of student academic records is in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA, O.L. 93-380, 512).

### Access to Student Academic Records

All currently enrolled and former students may have access to their academic records. A student has the right to inspect and review all education records about him or her except:

- personal notes (available only to writer or substitute) of College staff and faculty;
- certain student employment records;
- counseling records used solely for treatment;
- certain records of the college Security Office;
- parents’ financial records;
- confidential letters and statements of recommendation placed in the records before January 1, 1975; and
- confidential letters and statements of recommendation for admission, employment, or honorary recognition placed in the records after January 1, 1975, which students have waived the right to inspect and review.



Other individuals and agencies that may have access to students' records include:

- NMJC officials who have a legitimate educational interest in the records;
- officials of another school in which a student seeks to enroll, intends to enroll, or is enrolled;
- officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities;
- organizations providing the student's financial aid or determining or assisting in determining financial aid decisions concerning eligibility, amount, condition, and enforcement of terms of said aid;
- federal, state, and local officials or authorities if required by a state or federal law;
- accrediting institutions;
- organizations or individuals conducting studies for or on behalf of NMJC;
- individuals serving a judicial order or a lawfully issued subpoena;
- any person with the written consent of the student or the parent or legal guardian of dependent students;
- appropriate parties in a health or safety emergency;
- authorized recruiters of the U.S. Armed Forces, as per the Solomon Amendment; and
- parents and / or legal guardians of students under the age of 21 who violate any Federal, State, local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance.

In addition, the results of a disciplinary proceeding conducted by the College in response to allegations of a crime of violence allegedly committed by a student may be disclosed upon request to the alleged victim(s) of such crime of violence.

#### Public Directory Information

NMJC has defined public directory information as

- student's name;
- local, permanent, and email addresses;
- telephone listing;
- date and place of birth;
- major fields of study;
- dates of attendance;
- enrollment status;
- degrees, awards, and honors received;
- classification;
- expected graduation date;
- participation in officially recognized activities and sports;
- weight and height, if a member of an athletic team; and
- photographs

This information is available to the public and can be released unless an annual written request to withhold the information is on file in the Registrar's Office. Confidentiality request forms may be obtained in the Registrar's Office and at [www.nmjc.edu](http://www.nmjc.edu).

#### Students' Rights

The following student rights are covered by the Family Educational Rights and Privacy Act and are afforded to all eligible students:

- Students have the right to inspect and review information contained in their student records.  
Upon written request, the university shall provide a student access to his or her educational records except for financial records of the student's parent(s) or guardian(s) and confidential letters of recommendation where the student has signed a waiver of right of access. If the records contain information on more than one student, the requesting student may inspect, review, or be informed on only the specific information about his or her own records. A student may obtain copies of his or her educational records at a cost of ten cents per page, and an official transcript of academic record for two dollars. Educational records covered by FERPA normally will be made available within forty-five days of the request.
- Students have the right to request an amendment of the contents of their records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or rights. Students must submit a written statement to the custodian of records clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.

- The fairness of a grade may not be challenged under this provision.
- Any dispute over the contents of the record will be handled through informal discussions between the student and the Dean of Enrollment Management. If such meetings are not satisfactory, the student has the right to a formal hearing before an appeals committee.
- Students have the right to prevent disclosure without consent, with certain exceptions, of personally identifiable information from their records.
  - The student should carefully consider the consequences of any decision to withhold any category of directory information. Regardless of the effect upon the student, NMJC assumes no liability that may arise out of its compliance with a request that such information be withheld.
  - It will be assumed that the failure on the part of the student to request the withholding of directory information indicates the student's consent to disclose.
- Students have the right to secure a copy of the college's policy.
- Students have the right to file complaints with the U.S. Department of Education concerning alleged failures by the college to comply with the provisions of the Act. If students believe that such rights have been violated, they may contact the Family Policy Compliance Office at the Department of Education, 400 Maryland Ave SW, Washington DC 2002-4605. Additional information is available at [www.ed.gov/policy/gen/guid/fpc](http://www.ed.gov/policy/gen/guid/fpc).

Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Dean of Enrollment Management.

#### 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 is defined by New Mexico Statutes:

- 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

#### Change of Address

Students are expected to keep NMJC informed of their current mailing and permanent addresses. Address change forms are available at [www.nmjc.edu](http://www.nmjc.edu) or at the Registrar's Office.

#### Change of Name

Students must bring appropriate documentation (at least two types of identification showing the new name) to the Registrar's Office to change their name on their NMJC records. Name change forms are available at the Registrar's Office and online at [www.nmjc.edu](http://www.nmjc.edu). Examples of documentation include marriage certificate, birth certificate, driver's license, original Social Security card, or court order for legal name change.

#### Release of Transcripts

Official NMJC transcripts are available directly from the Registrar's Office. Transcript request forms are available at this office and online at [www.nmjc.edu](http://www.nmjc.edu). Transcripts may be requested in person or by fax; telephone requests are not accepted. Students receive one (1) office transcript free of charge. Additional transcripts cost \$2 each. No transcript is issued until all institutional obligations are paid.

Transcripts from other institutions received by NMJC are not copied for or returned to students.

### Transcript Holds

No official transcript at the college will be released to the student or to any other person or institution until all of the student's outstanding obligations to the college have been paid or until satisfactory arrangements have been made. These obligations include, but are not limited to, library fines, tuition and fees, and other charges. All financial arrangements are handled in the Business Office, not the Records Office. Transcripts also may be held for non-financial reasons such as incomplete admission status.

### Social Security Number

Under the federal 1997 Tax Relief Act, NMJC is required to obtain the Social Security number of each student in order to report educational credits to the U.S. Internal Revenue Service (IRS) and to the student at the end of each tax year. Refusal to provide a valid Social Security number may result in a fine levied on the student by the IRS. The privacy of a student's Social Security number is protected under FERPA and covered under NMJC's Access to Student Academic Records Policy (see above). A student who chooses not to use his / her SSN at NMJC must complete an Alternate ID Request Form, available at the Registrar's Office.

## Academic Advising & Counseling

### Academic Advisor

Academic advising at NMJC is an integral part of the larger mission of educating students. The primary purpose of the advising program is to assist students in the development of meaningful educational plans that are compatible with their goals. The ultimate and final responsibility for making decisions about goals and educational plans rests with the individual student. The academic advisor assists by helping to identify and assess alternatives and consequences of decisions.

Each full time student at NMJC is assigned an academic advisor and is expected to personally meet with that advisor for academic planning prior to each semester's registration for courses. The academic advisor may be a faculty member or an academic counselor. Students should

- know and meet graduation requirements;
- meet with their advisor during registration periods;
- meet with advisor for discussion / approval of course schedule changes;
- make frequent advisor contact to help ensure adequate progress toward educational goals; and
- identify and communicate career goals / plans to advisor.

### Academic Placement & Assessment

All first-time degree-seeking students enrolling are required to take the Compass test prior to registration for classes to facilitate mandatory placement for success. Compass testing will be required unless a student has taken the ACT, SAT, or other placement tests such as the Accuplacer—and has submitted these scores to NMJC.

## Schedule Information & Grades

### Course Load

The normal course load each semester is 12 to 18 credit hours. 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.

NMJC will limit the maximum student load to 12 credit hours or less if a student is attending another college. A student who is enrolled for a maximum of four credit hours or less at another institution 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 or short sessions 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 auditing a course at another institution.

### Course Schedule Changes

Students are encouraged to secure advisor approval for all schedule changes.

### Adding a Class

Students wanting to add a class to their schedule must complete an Add / Drop Registration Form and submit this completed form to personnel in the Registrar's Office. Students may add classes during the "add / drop period." Telephone requests are not accepted.

### Dropping a Class or Withdrawing

Students may drop a class during the first five days of classroom instruction of each regular fall or spring semester or during the first two instructional days of a short session. The class will not appear on the student's permanent record. Specific drop deadlines are listed in this catalog in the Academic Calendar. Students who register and do not want to be held liable for tuition and fees and / or have a transcript record created must drop the class on or before the last day for refund. Notifying the instructor, your advisor, or simply not attending the class is not sufficient to ensure that you are dropped from the class. An official Add / Drop Registration form must be received with appropriate signatures before the deadline. Telephone requests to drop a class are not accepted; however, the form may be faxed to the Registrar's Office.

Classes may be dropped according to the time frame and dates printed in the Academic Calendar or *Schedule of Classes*. A student should not assume that he / she will be dropped for nonattendance. All courses withdrawn during this period will receive the grade "W."

Students who comply with policies to drop a class will have the course designated as a "W," and this will be recorded on the student's permanent record but will not be used in the calculation of the student's semester or cumulative grade point average. Students may not withdraw from a course and "W" is no longer a grade option for the instructor after the published dates for withdrawal. A student who has not officially dropped a class will receive a final grade in the class, which is usually an "F."

A student physically unable to drop a current class by the published deadline (hospitalization, for example) may submit a written appeal, along with required supporting documentation, to the Dean of Enrollment Management requesting an exception to the drop deadline policy.

### 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 grading scale shown below:

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 Nursing Students

Students in the 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 earned only 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 be given only 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 appropriate 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 appropriate academic 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 Office of Enrollment Management after the semester's work is completed and may be obtained on the NMJC official web site, [www.nmjc.edu](http://www.nmjc.edu). If a student desires to receive a paper copy of a grade report, he / she may come to the Office of Enrollment Management 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 NMJC official web site, [www.nmjc.edu](http://www.nmjc.edu).

## Change in Grade

Any grade change on record with the Office of Enrollment Management will be made only after having been submitted in writing by the professor concerned, approved by the appropriate academic 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 Office of Enrollment Management to explore potential options to continue or terminate his / her 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 upon return from active duty. Documentation of the waiver will be maintained with the student's permanent record. To ensure that NMJC is more than fair in its policies regarding military absences, we will process refunds that go beyond our normal refund schedule on a case-by-case basis. A student called up for active duty should contact the Office of Enrollment Management in person or by writing before the end of the enrollment period. The student will need to provide a copy of his / her orders.

## Honors Program

The Honors Program provides an enhanced, creative, and supportive learning environment for talented students.

## Honors Program Requirements

Students may be considered for participation in the Honors Program at New Mexico Junior College if they meet one or more of the following criteria:

- graduated in the top 10% of their high school class,
- have a combined score of 1100 on the SAT (with a minimum of 500 on each part of the exam),
- have a composite score of 25 on the ACT (with a minimum of 20 in Mathematics and English),
- have a GPA of 3.25 or higher on 12 or more semester hours of college work, or
- are a member of Phi Theta Kappa

A contract is required between the student and professor detailing an Honors project. This project will be designed to take students beyond the normal requirements for the course and is not a part of the regular course grading criteria. The Honors Program is designed to offer Honors credit in a wide range of disciplines.

## Scholastic Honors

New Mexico Junior College recognizes top scholars at the end of each fall and spring semesters. Students who have enrolled in and have completed twelve or more semester hours of college-level course work and whose academic achievements are worthy of recognition are honored.

In order to make the President's Honor List, students must

1. be enrolled in at least 12 semester hours of college-level work and
2. earn a grade point average of 4.0.

To make the Vice Presidents' Honor List, students must

1. be enrolled in at least 12 semester hours of college-level work and
2. earn a grade point average from 3.5 to 3.99, with no grade less than a "B."

To make the Deans' List, students must

1. be enrolled in at least 12 semester hours of college-level work and
2. earn a grade point average from 3.0 to 3.49, with no grade less than a "B."

Developmental and transitional courses are not college-level courses and **do not** count for honors list purposes. Students enrolled in any developmental or transitional courses are not eligible for scholastic honors.

## 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 the Dean of Enrollment Management 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 Subject / Score	NMJC Course	NMJC Credit
Studio Art / 3	Student will receive credit based on the specific medium: drawing, painting, etc.	3
Studio Art / 4	Same criteria as above	6
Biology / 3	BI 114-General Biology I	4
Biology / 4	BI 114-General Biology I & BI 124-General Biology II	4
Calculus AB / 3	MA 144-Calculus & Analytical Geometry I	4
Calculus BC / 4	MA 144- Calculus & Analytical Geometry I & MA 154- Calculus & Analytical Geometry II	4
Chemistry / 3	CH 114A-General Chemistry I	4
Chemistry / 4	CH 114A-General Chemistry I & CH 124A-General Chemistry II	4
Computer Science A or AB / 3	CS 213F-C++ Programming	3
Economics (Macro) / 3	EC 213-Principles of Economics (Macro)	3
Economics (Micro) / 3	EC 223-Principles of Economics (Micro)	3
*English Language & Composition / 3	EN 113-Composition & Rhetoric	3
*English Literature & Composition / 3	EN 123-Composition and Literature	3
+Environmental Science/3	HM 193-Special Topics in Environmental Technology	3
+Govt. & Politics Comparative / 3	GO 193-Special Topics in Government	3
Government & Politics-U.S. / 3	GO 213-American Government	3
+History European / 3	HI 193-Special Topics in History	3
History United States / 3	HI 113-United States History to 1877	3
History United States / 4	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 114-Beginning Spanish I	4
#Spanish Language / 4	SP 114-Beginning Spanish I & SP 124-Beginning Spanish II	4
#Spanish Literature / 3	SP 214-Intermediate Spanish I	4
#Spanish Literature / 4	SP 214-Intermediate Spanish I & SP 224-Intermediate Spanish II	4
Statistics / 3	MA 113B-Statistics	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.

### 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.

**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. NMJC will grant a maximum of 52 credits for successful performance on CLEP examinations.

CLEP Exam Subject	Minimum Score	NMJC Course	Credit Hours
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
Western Civilization I	50	HI 213	3
Western Civilization II	50	HI 223	3
American Government	50	GO 213	3
College Algebra	50	MA 113	3
Precalculus	50	MA 113	3
Calculus w/ Elementary Functions	50	MA 144	4
Biology	50	BI 114	4
Chemistry	50	CH 114A	4
Intro to Educational Psych.	50	ED/PS213F	3
Psychology, Introductory	50	PS 113	3
Human Growth and Development	50	PS 223A	3
Sociology, Introductory	50	SO 213	3
Spanish	50	SP 114	4
Spanish	50	SP 124	4
Spanish	63	SP 214	4
Spanish	63	SP 224	4
Financial Accounting	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

**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 Office of Enrollment Management that the ASE certifications are current, the student may receive credit for AT courses based on the following:

ASE Certification	AT Program Course
A1 Engine Repair	AT 113 Engine Repair
A2 Auto Tran / Transaxle	AT 213C Auto Tran.
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 Air Con.	AT 213B Heating / AC Systems
A8 Engine Performance	AT 124A Engine Performance

**Credit for Prior Learning**

**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 and commissioned 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 in Criminal Justice or an AA. 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-Substantive Criminal Law 3 hrs.
  - LA 213A or CJ 213A-Criminal Investigation 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 New Mexico state corrections officer employed by a public or private correctional facility 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 Dean of Public Safety. 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.

## Repeating Courses

The college recognizes the varied circumstances when a student requests to repeat a course, such as and not limited to the following: unacceptable grade for transfer, a required course for graduation or transfer, and possibly a need to raise a low grade point average for graduation. To understand how a repeat class could affect grade point average and overall transcript, the student should consult an academic advisor before enrolling in the same class for a second time.

If a student chooses to repeat a course he/she must submit a repeat class form to the Registrar's Office. The new course must have the same number of credits as the original course. All college level courses may be repeated. Each registration for the course and each grade received will be listed on the transcript. On the transcript a notation will follow the course indicating that the course was repeated and designating whether the course will be included in the GPA. The highest grade will be used in the GPA calculation.

There will be no limitations on course grades that are eligible for repeat. "Repeated" courses may be applied only one time to a certificate or degree, except for variable credit courses and designated courses that may be repeated for professional or personal development. Developmental courses are eligible to be repeated. All developmental courses will appear on the transcript.

All enrolled courses will be listed on the student's transcript and none will be eliminated by future enrollments or course completions. Credit hours can only be earned once for any course. All repeat courses will carry the notation "E" or "I" directly beside the course grade on the transcript. "E" means excluded from GPA calculation and "I" means included in GPA calculation. All previous grades in a given course will also appear on the student's transcript.

## Academic Renewal—Fresh Start

Academic Fresh Start is a plan of academic forgiveness provided for students who have demonstrated academic responsibility following their return to college. Academic Fresh Start allows the calculation of the grade-point average (GPA) and credit hours toward graduation to be based only on work done after returning to college. Students who were formerly enrolled at New Mexico Junior College and who have been separated from all institutions of higher education for a minimum of three calendar years from last date of attendance are eligible for the program.

### Academic Fresh Start: Criteria

#### Student requirements:

1. Separation from all collegiate institutions for at least three calendar years.
2. Formal application to Admissions and Records requesting Fresh Start and describing an academic plan
3. Completion of at least 12 semester hours of earned degree coursework with a minimum GPA of 2.0 for all work attempted

#### Terms of Academic Fresh Start:

1. Once the student has satisfied the above requirements, New Mexico Junior College may grant Academic Fresh Start status.
2. The student's permanent record will remain a record of all work; however, for degree or certification purposes, the student will forfeit the use of all college or university degree credit earned prior to the three-year separation upon the granting of Fresh Start status. Previously satisfied placement test requirements will not be forfeited.
3. Upon degree admission, Fresh Start applicants who did not satisfy placement test requirements at the time of previous enrollment and whose academic plan includes completion of a college-level English or mathematics course must meet current placement test requirements regarding enrollment in college-level English and mathematics courses.
4. The student's transcript will note that the Fresh Start was made and the date of the Fresh Start. The record will also carry the notation "GPA and credit totals are based only on the work beginning with the date of the Fresh Start."
5. The student will apply for the Fresh Start with the understanding that other institutions/agencies and NMJC departments (e.g., Financial Aid, Instructional Departments) may not consider Academic Fresh Start in evaluating his/her academic record.
6. Academic Fresh Start will be granted only one time and cannot be reversed.

## Academic Probation and Suspension

New Mexico Junior College students are expected to make satisfactory progress toward an academic objective.

### Probation

A student whose cumulative GPA (based on at least 12 GPA credit hours attempted at New Mexico Junior College) falls below 1.75 in a given semester will be placed on probation effective with the following term of enrollment. Students are continued on probation if they withdraw from New Mexico Junior College while on 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 or interim session.

Note: Some programs may have specific requirements that affect a student's eligibility to continue in the program. Students should refer to the program's requirements.

### Suspension

After two consecutive terms of probation, a student will be suspended from New Mexico Junior College when both the semester and cumulative GPA are below 1.75.

The duration of the initial suspension is one regular (fall or spring) semester. Second and subsequent suspensions will be for one calendar year. A student suspended after the fall semester is suspended for the following spring and summer semesters. A student suspended after the spring semester is suspended for the following summer and fall semesters. A student suspended after the summer semester is suspended for the following fall semester.

If a suspended student has pre-registered for the next semester, his / her schedule will be deleted, and a refund of all fees and tuition will be authorized.

Credits earned at another institution during the period of suspension at New Mexico Junior College will not be accepted for transfer at New Mexico Junior College without approval from the Dean of Enrollment Management.

The student must petition the Academic Standards Committee for the privilege of continued New Mexico Junior College 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 Academic Standards Committee, and if readmission is granted, it will be subject to conditions specified by the committee to include probationary status.

### Notification of Probation and Suspension

The student will be notified of probation or suspension in writing. Academic probation and suspension will appear on the student's official transcript.



## Graduation

### 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 his / her outlook, and contribute to the realization of the well-balanced whole person.

### Graduation / Degree Posting

Each spring, New Mexico Junior College holds a Commencement Program to recognize those students who have completed degree and certificate programs during the course of the year. The deadline for filing for graduation is posted online at [www.nmjc.edu](http://www.nmjc.edu) and is available in the Academic Calendar. All students planning to receive a certificate or degree should complete the Intent to Graduate form, which is available in the Registrar's Office and online.

Degrees and certificates are posted to transcripts only after the student has completed all requirements needed for such a degree or certificate. Transcript postings are made at the end of the spring, summer sessions, and fall semesters.

Graduation with Honors will be calculated by NMJC using the following criteria:

- The GPA will be determined by using only NMJC courses;
- For the printed program, the calculation will be made only on those courses that have been completed through the end of the fall semester prior to spring graduation; and
- For posting to the transcript, all NMJC courses will be used to determine Honors status.

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. Application of such hours may require approval of the college's Dean of Enrollment Management. Requirements for the Associate of Arts, Associate of Science, Associate 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 a degree.





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The NMJC Board is authorized by the State of New Mexico to confer the Associate of Arts (AA), Associate of Science (AS), and Associate of Applied Science (AAS) degrees. One and two-year certificates and skill set certificates are also authorized 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 NMJC.

## Associate Degrees

The Associate of Arts and the Associate of Science degrees are designed for students who plan to pursue a baccalaureate degree, although some programs fulfill occupational as well as personal goals. The Associate in Arts (AA) and Associate in Science (AS) Degrees are designed as flexible degree plans that allow a student to take the classes needed for a variety of academic majors at a four-year institution of higher learning. The AS is usually used for various science, math and engineering majors, and the AA usually best fits all of the other transfer majors.

The Associate of Applied Science (AAS) degree is designed for students who are planning employment following the awarding of the degree. However, some students graduating with an AAS transfer to four-year institutions to complete a baccalaureate degree. Students should be aware that some of the credits in the Associate of Applied Science may not transfer. Students should confer with counselors before making academic plans.

## General Graduation Requirements for all Associate Degrees

Candidates for any associate degree offered by NMJC must meet the following minimum degree requirements:

- A minimum of 64 acceptable semester hours must be earned.
- A minimum of 12 semester hours must be earned at NMJC. The remainder may be acceptable transfer credits.
- The student must have a cumulative grade point average of at least 2.0.
- Transitional and / or developmental courses do not fulfill any of the above requirements.
- Students will not be permitted to graduate if they have unresolved incomplete (I) grades on their academic record.

## Certificates

Certificate programs are designed primarily for those students not currently working on an associates degree. Candidates for certificates must meet the following minimum requirements:

- A minimum of 30 acceptable semester hours must be earned.
- A minimum of 12 semester hours must be earned at New Mexico Junior College.
- The student must have a cumulative grade point average of at least 2.0.

## Skill Set Certificate

Skill Set Certificates are awarded by an academic division to those students who complete the course requirements for areas of study that are less than 30 credit hours. A skill set 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. combination of approved courses that provide specific skills.

NOTE: All Certificate and Skill Set Completion Programs incorporate fundamentals important to obtain employment upon graduation. They may not be suitable if used as a transfer to institutions of higher

## Associate of Arts (AA) Degree

University Parallel, Transfer Program

The Associate of 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 visit with a counselor before making degree plans.

Within the AA degree, the college offers different areas of academic interest:

Accounting	Anthropology	Art	Athletic Training
Business Administration	Communications	Criminal Justice	Economics
Education, Early Childhood	Education	English	Geography
Government	History	Management	Marketing
Music	Philosophy	Physical Education	Pre-Law
Psychology	Sociology	Spanish	Theatre (Drama)

**Associate of Arts Degree Plan**

**College Requirement**

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

**General Education Requirements (40 hrs.)**

EN 113 Composition and Rhetoric . . . . . 3  
 EN 123 Composition and Literature . . . . . 3  
 English Elective (200 level) . . . . . 3  
 Social Science Electives . . . . . 9  
 (AN, EC, GG, GO, HI, PI, or SO)  
 Laboratory Science Electives (BI, CH, GE, PH) . . . . . 8  
 Behavioral Science Elective (PS or SO) . . . . . 3  
 Humanities Elective . . . . . 3  
 (AR, DR, EN, MU, PI, RE, SE, SP)  
 Mathematics Elective (MA Prefix) . . . . . 3  
 Communications Elective (EN or SE) . . . . . 3  
 PY 111H Fitness for Life . . . . . 1  
 Physical Education Activity Elective . . . . . 1

**Electives** . . . . . 24

**Total credit hours required for AA degree:** . . . . . 64



**Associate of Science (AS) Degree**

University Parallel, Transfer Program

The Associate of 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 transfer information before making degree plans.

Within the AS degree, the college offers different areas of academic interest.

- |                   |                      |
|-------------------|----------------------|
| Athletic Training | Biology              |
| Chemistry         | Computer Science     |
| Geology           | Mathematics          |
| Physics           | Pre-Physical Therapy |
| Pre-Chiropractic  | Pre-Dental           |
| Pre-Engineering   | Pre-Medical          |
| Pre-Pharmacy      | Pre-Veterinarian     |

**Associate of Science (AS) Degree Plan**

**College Requirement**

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

**General Education Requirements (41 hrs.)**

EN 113 Composition and Rhetoric . . . . . 3  
 EN 123 Composition and Literature . . . . . 3  
 English Elective (200 level) . . . . . 3  
 Social Science Electives . . . . . 6  
 (AN, EC, GG, GO, HI, PI, or SO)  
 Laboratory Science Electives (BI, CH, GE, PH) . . . . . 12  
 Behavioral Science Elective (PS or SO) . . . . . 3  
 Humanities Elective . . . . . 3  
 (AR, DR, EN, MU, PI, RE, SE, SP)  
 Mathematics Elective (MA Prefix) . . . . . 6  
 PY 111H Fitness for Life . . . . . 1  
 Physical Education Activity Elective . . . . . 1

**Electives** . . . . . 23

**Total credit hours required for AA degree:** . . . . . 64



## Architectural / Drafting Technology

- Associate of Applied Science in Architectural / Drafting Technology
- Certificate

### Contact Information

Professor Michael Henderson  
 mhenderson@nmjc.edu  
 575.492.2734

## AAS in Architectural / Drafting Technology

### College Requirement

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

### General Education Requirements (21-22 credit hours)

EN 113	Composition and Rhetoric	3
EN 123A	Report Writing for Technicians or	
SE 113	Interpersonal Communication	3
	Behavioral Science	3
	Lab Science 4	
MA 113A	Intermediate Algebra	3
MA 123	Plane Trigonometry or	
MA 114B	Technical Math I	3-4
PY 111H	Fitness for Life	1
	Physical Education Activity Elective	1

### Program Requirements (21 credit hours)

CS 123D	Windows Applications I	3
EG 123C	Intro to 3-D Animation	3
CT 113	Building Materials	3
CT 123	Blueprint Reading for Construction	3
CT 173	Principles of Construction	3
EG 113	Principles of Drafting	3
EG 123	Intro to Computer Assisted Drafting	3

### Emphasis Areas: Choose either Architectural Drafting or Interior Design as an emphasis area.

#### Architectural Drafting (13 hours)

ARCH 213A	Architectural Rendering	3
ARCH 233A	History of World Architecture	3
EG 224A	Advanced Computer Assisted Drafting	4
EG 243A	Architectural Design Topics (capstone)	3

#### Interior Design (13 hours)

ARCH 213A	Architectural Rendering	3
EG 243A	Architectural Design Topics (capstone)	3
ID 213D	Intro to Interior Design	3
ID 234D	Interior Design I	4

### Electives (A minimum of 9 credit hours from the list below and requires advisor approval.)

ARCH 143	Historical Architectural Travel	3
CT 111	Tools for Success	1
CT 112S	Project Supervision	2
CT 133	Site Layout	3
EG 133	Design and Fabrication Using CAD/CAM	3
EG 222	Professional Development in Residential Construction Techniques	2
EG 241-8	CAD Cooperative Work Experience	1-8
	Any Other Course with EG prefix	

**Total credit hours required for the AAS** ..... 64 hrs.

## Certificate for Architectural / Drafting Technology

### College Requirement

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

### Program Requirements (21 credit hours)

CS 123D	Windows Applications I	3
CT 113	Building Materials	3
CT 123	Blueprint Reading for Construction	3
CT 173	Principles of Construction	3
EG 113	Principles of Drafting	3
EG 123	Intro to Computer Assisted Drafting	3
EG 123C	Introduction to 3-Dimensional Animation (3D Studio Viz)	3

### Emphasis Areas – Choose either Architectural Drafting or Interior Design as an emphasis area (12 hours)

#### Architectural Drafting (13 hours)

ARCH 213A	Architectural Rendering	3
ARCH 233A	History of World Architecture	3
EG 224A	Advanced Computer Assisted Drafting	4
EG 243A	Architectural Design Topics (capstone)	3

#### Interior Design (13 hours)

ARCH 213A	Architectural Rendering	3
EG 243A	Architectural Design Topics (capstone)	3
ID 213D	Intro to Interior Design	3
ID 234D	Interior Design I	4

**Total credit hours required for Certificate** ..... 34



## Automotive Technology (AT)

- Associate of Applied Science
  - \* Automotive Technology (AT)
  - \* Ford Motor Company (ASSET) Automotive Student Service Educational Training
  - \* General Motors (ASEP) Automotive Service Educational Program
- Certificate

### Program Description

NMJC offers a two-year Associate of Applied Science degree or one-year certificate program in Automotive Technology, as well as industry specific programs for Ford Motor Company (ASSET) and General Motors (ASEP). ASSET and ASEP students are sponsored by automotive dealerships and earn their degrees in a two-year work-study program. Upon successful completion of the program, ASSET and ASEP students are employed by their sponsoring dealerships. This program is designed for students who wish to become professional 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.

### Career & Advancement Opportunities

With the continuous use of electronic systems and on-board computers, there will be constant demand for highly skilled, well-trained automotive technicians. Graduates of this program are prepared to enter the market as automotive technicians. Employment is readily found.

### Special Requirements

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. 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.

### Contact Information

Professor Randy Whicker  
*rwhicker@nmjc.edu*  
 575.492.2865 or  
 Professor Sam Gilcrease  
*sgilcrease@nmjc.edu*  
 575.492.2863

### Associate of Applied Science in Automotive Technology

#### College Requirement

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

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

MA 114B Technical Mathematics I . . . . . 4  
 EN 113 Composition and Rhetoric . . . . . 3  
 BU 223 Business Communications . . . . . 3  
 PS 213B Human Relations . . . . . 3  
 PH 113 Technical Physics . . . . . 3  
 PY 111H Fitness for Life. . . . . 1  
 Physical Education Activity Elective . . . . . 1

#### Departmental Requirements (39 credit hours)

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

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

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

**Electives . . . . . 2**

**Total credit hours required for the AAS . . . . . 64**

### Associate of Applied Science in Automotive Technology

Ford Motor Company (ASSET) Automotive Student Service Educational Training

#### College Requirement

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

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

EN 103 English Fundamentals for Specialized Programs . . . . . 3  
 EN 113 Composition and Rhetoric . . . . . 3  
 MA 114B Technical Mathematics I . . . . . 4  
 PH 113 Technical Physics . . . . . 3  
 PS 213B Human Relations . . . . . 3

#### Departmental Requirements (75 credit hours)

FM 113 Technology for Technicians . . . . . 3  
 FM 114 Automotive Fundamentals . . . . . 4  
 FM 114A Cooperative Work Experience I . . . . . 4  
 FM 114B Cooperative Work Experience II . . . . . 4  
 FM 114C Cooperative Work Experience III . . . . . 4  
 FM 124 Electronics I . . . . . 4  
 FM 124A Engine Performance I . . . . . 4  
 FM 124B Electronics II . . . . . 4  
 FM 124C Brake Systems . . . . . 4  
 FM 124D Diesel Engine Operations . . . . . 4  
 FM 211 Noise, Vibration, and Harshness . . . . . 1  
 FM 214 Engine Repair . . . . . 4  
 FM 214A Manual Drive Train and Axles . . . . . 4  
 FM 214B Heating and Air Conditioning . . . . . 4  
 FM 214C Automatic Transmissions and Transaxles . . . . . 4  
 FM 223 Advanced Drivability Diagnosis . . . . . 3  
 FM 224 Engine Performance II . . . . . 4  
 FM 224A Cooperative Work Experience IV . . . . . 4  
 FM 224B Suspension and Steering Systems . . . . . 4  
 FM 224C Cooperative Work Experience V . . . . . 4

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

HM 101 Safety and Hazardous Materials . . . . . 1

**Total credit hours required for the AAS . . . . . 92**



**Automotive Technology**

**General Motors (ASEP) Automotive Service Educational Program**

**College Requirement**

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

**General Education Requirements (16 credit hours)**

- MA 114B Technical Mathematics I . . . . . 4
- EN 103 English Fundamentals for Specialized Programs . . . . 3
- EN 113 Composition and Rhetoric . . . . . 3
- PS 213B Human Relations . . . . . 3
- PH 113 Technical Physics . . . . . 3

**Departmental Requirements (71 credit hours)**

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

**Non Departmental Requirements (1 credit hour)**

- HM 101 Safety and Hazardous Materials . . . . . 1

**Total credit hours required for the AAS . . . . . 88**

**Certificate: Automotive Technology (with Co-op)**

Requirements: A total of 47 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

- AT 113 Engine Repair . . . . . 3
- AT 114A Cooperative Work Experience I 4
- AT 114B Cooperative Work Experience II . . . . . 4
- AT 212 Cooperative Work Experience III 2
- AT 123C Brake Systems . . . . . 3
- AT 124 Electronics . . . . . 4
- AT 124A Engine Performance . . . . . 4
- AT 213A Manual Drive Trains and Axles . . . . . 3
- AT 213B Heating and Air Conditioning Systems . . . . . 3
- AT 213C Automatic Transmissions and Transaxles . . . . . 3
- AT 223B Suspension and Steering Systems . . . . . 3
- AT 223C Automotive Service Management . . . . . 3
- MA 114B Technical Mathematics I . . . . . 4
- PS 213B Human Relations . . . . . 3
- HM 101 Safety and Hazardous Materials . . . . . 1

**Total credit hours required for the Certificate . . . . . 47**

**Certificate: Automotive Technology (without Co-op)**

Requirements: A total of 37 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

- AT 113 Engine Repair . . . . . 3
- AT 123C Brake Systems . . . . . 3
- AT 124 Electronics . . . . . 4
- AT 124A Engine Performance . . . . . 4
- AT 213A Manual Drive Trains and Axles . . . . . 3
- AT 213B Heating and Air Conditioning Systems . . . . . 3
- AT 213C Automatic Transmissions and Transaxles . . . . . 3
- AT 223B Suspension and Steering Systems . . . . . 3
- AT 223C Automotive Service Management . . . . . 3
- MA 114B Technical Mathematics I . . . . . 4
- PS 213B Human Relations . . . . . 3
- HM 101 Safety and Hazardous Materials . . . . . 1

**Total credit hours required for the Certificate . . . . . 37**





## Business

- Associate of Applied Science
- Certificates
  - Accounting
  - Administrative Assistant
  - General Management / Supervision

### Program Description

The Business program provides graduates with a strong foundation in the theory and practices of business. Coursework covers financial, managerial, and legal practices and procedures. Students also study the verbal, written and teamwork skills needed for a business career.

### Career and Advancement Opportunities

Most businesses, governmental and non-profit organizations employ business majors. The U.S. Department of Labor Statistics Job Outlook Handbook predicts that both full- and part-time employment for persons with business education are expected to grow faster than average.

### Special Requirements

All courses, other than General Education Requirements, must be completed with a "C" or better.

### Contact Information

Counseling Office  
575.392.5081 or  
Careers & Technology  
575.392.5081

### Associate of Applied Science in Business

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

### College Requirement

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

### General Education Requirements (18 credit hours)

EN 113 Composition and Rhetoric ..... 3  
EN 123 Composition and Literature ..... 3  
Behavioral Science ..... 3  
Lab Science ..... 4  
MA 113 College Algebra or ..... 3  
MA 113D Math Analysis I or ..... 3  
BU 233 Business Statistics ..... 3  
PY 111H Fitness for Life ..... 1  
Physical Education Activity Elective ..... 1

### Departmental Requirements (26 credit hours)

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

### Emphasis Areas (21 hours of required and advisor approved related courses)

#### Select one emphasis.

#### Accounting

AC 213 Intermediate Accounting I ..... 3  
AC 223 Intermediate Accounting II ..... 3  
AC 213A Microcomputer Accounting I ..... 3  
AC 223B Microcomputer Accounting II ..... 3  
AC 233A Income Tax I ..... 3  
Course(s) approved by advisor ..... 6

#### Business Information Systems

AC 213A Microcomputer Accounting I ..... 3  
AC 223B Microcomputer Accounting II ..... 3  
CS 113 Fundamentals of Programming ..... 3  
CS 223N Networking I ..... 3  
CS 123D Windows Applications I ..... 3  
Course(s) approved by advisor ..... 6

### Executive Assistant / Office Manager

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

### Management

BS 213 Business Law I ..... 3  
BU 213 Principles of Management ..... 3  
BU 223A Principles of Marketing ..... 3  
BU 223B Human Resource Management ..... 3  
Course(s) approved by advisor ..... 9

**Total credit hours required for the AAS ..... 65**

### Certificates: Accounting Requirements

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  
AC 114 Principles of Accounting ..... 1  
AC 124 Principles of Accounting II ..... 4  
AC 213A Microcomputer Accounting I ..... 3  
AC 223B Microcomputer Accounting II ..... 3  
AC 233A Income Tax I ..... 3  
BU 223 Business Communications ..... 3  
CS 123D Windows Applications I ..... 3  
CS 213 Excel ..... 3  
EC 213 Principles of Economics (Macro) ..... 3  
SC 113B Business Calculating Machines ..... 3  
MA 113 College Algebra or  
MA 113D Mathematical Analysis with Business Applications I ..... 3

**Total credit hours required for the Certificate in Accounting ..... 35**

### Certificate: Administrative Assistant

#### Certificate Requirements

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
BU 223	Business Communications	3
BU 223B	Human Resource Management	3
CS 123D	Windows Applications I	3
CS 213	Excel	3
SC 113B	Business Calculating Machines	3
SC 113C	Business Math	3
SC 113E	Business English	3
SC 123	Keyboarding and Document Processing II	3
SC 123B	Introduction to Accounting or	
AC 114	Principles of Accounting	3-4
SC 133	Records Management	3
SC 223B	Office Procedures	3
SC 223D	Microsoft Word	3
<b>Total credit hours required for the Certificate</b>		<b>36-37</b>

### Certificate: General Management/Supervision

#### Certificate Requirements

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
BU 223B	Human Resource Management	3
SC 113E	Business English	3
BU 113	Introduction to Business	3
BU 213	Principles of Management	3
BU 213G	Supervision	3
SC 123B	Introduction to Accounting or	
AC 114	Principles of Accounting I	4
PS 213B	Human Relations	3
BU 223A	Principles of Marketing	3
BU 223	Business Communications	3
CS 123D	Windows Applications I	3
SC 113C	Business Math	3
<b>Total credit hours required for the certificate</b>		<b>33-34</b>

### Computer Information Systems

- Associate of Applied Science
- Certificate

#### Program Description

NMJC offers an AAS degree and certificates to students who wish to pursue a degree in Computer Information Systems. The program allows students to choose an emphasis area.

Also, New Mexico Junior College a Cisco Systems Networking Academy. NMJC now offers all four Cisco courses. Upon completion of the two year program, students are qualified to take the certification examination to become a Cisco Certified Networking Associate (CCNA). This certification is recognized worldwide and indicates the student has passed a series of academically rigorous examinations. Obtaining the certification creates numerous career opportunities in the growing computer field.

Students wanting to enroll in the first class should have a working knowledge of computers, including software applications, telecommunications, and networking. Students must complete each of the four courses in sequence and are required to successfully complete one course before being allowed to take the next course. All courses must be completed with a grade of 80% or higher.

#### Career and Advancement Opportunities

Graduates of the program find jobs as Network Technician, Assistant Network Administrator, PC Technician, Workstation Support Technician, Technical Support Technician, or Computer Systems Technician.

#### Contact Information

Career & Technology Office  
575.492.2687 or  
Counseling Office  
575.392.5081



**Associate of Applied Science in Computer Information Systems**  
 Emphasis areas: Programming & Data Base Support, Networking / Computer Technician, CISCO Networking Specialist, and General

**College Requirement**

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

**General Education Requirements (18 credit hours)**

Math (MA Prefix) . . . . . 3  
 EN 113 Composition and Rhetoric . . . . . 3  
 EN 123A Report Writing for Technicians . . . . . 3  
 Lab Science . . . . . 4  
 Behavioral Science . . . . . 3  
 PY 111H Fitness for Life . . . . . 1  
 Physical Education Activity Elective . . . . . 1

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

AC 114 Principles of Accounting I . . . . . 4  
 BU 213 Principles of Management . . . . . 3  
 Any DC, EG, or MA course . . . . . 3

**Departmental Requirements (21 credit hours)**

CS 113 Fundamentals of Programming . . . . . 3  
 CS 113C Internet Access Basics . . . . . 3  
 CS 123D Windows Applications I . . . . . 3  
 CS 223M Microcomputer Repair & Upgrade . . . . . 3  
 CS 213 Excel . . . . . 3  
 CS 213N Networking I . . . . . 3  
 CS 113D Ethics & Technology . . . . . 3

**Emphasis Areas**

**Programming & Database Support**

(15 credit hours required)

CS 213C Visual Basics . . . . . 3  
 CS 213F C++ . . . . . 3  
 CS 213J JAVA . . . . . 3  
 CS 233S Systems Architecture . . . . . 3  
 CS 213G ORACLE . . . . . 3

**Networking / Computer Technician**

(15 credit hours required)

CS 233M Microcomputer Repair & Upgrade II . . . . . 3  
 CS 223N Networking II . . . . . 3  
 CS 233N Networking III . . . . . 3  
 CS 223S Introduction to Operating Systems . . . . . 3  
 CS 243N Networking IV . . . . . 3

**CISCO Networking Specialist (16 credit hours required)**

CS 214 CISCO Network Associate I . . . . . 4  
 CS 214A CISCO Network Associate II . . . . . 4  
 CS 214B CISCO Network Associate III . . . . . 4  
 CS 214C CISCO Network IV . . . . . 4

**General (15-16 credit hours required)**

CS 123G Windows Applications II . . . . . 3  
 CS 233M Microcomputer Repair & Upgrade II . . . . . 3  
 CS 223N Networking II . . . . . 3  
 Choose one programming class listed below:  
 CS 213C Visual Basic, or . . . . . 3  
 CS 213F C++, or . . . . . 3  
 CS 213J JAVA . . . . . 3  
 Course approved by instructor . . . . . 3-4

**Total credit hours required for the AAS . . . . .64-65**

**Certificate: Computer Information Systems**

**Certificate Requirements**

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 must complete the departmental requirements as well as one of the emphasis areas.

Emphasis Areas: General, Programming & Database Support, Networking / Computer Technician and CISCO Networking Specialist

**College Requirement**

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

**Departmental Requirements (21 hours)**

CS 113 Fundamentals of Programming . . . . . 3  
 CS 113C Internet Access Basics . . . . . 3  
 CS 113D Ethics and Technology . . . . . 3  
 CS 223M Microcomputer Repair & Upgrade . . . . . 3  
 CS 213D Windows Applications I . . . . . 3  
 CS 213 Excel . . . . . 3  
 CS 213N Networking I . . . . . 3

**Emphasis Areas: Choose One**

**Programming & Database Support (15 credit hours required)**

CS 213C Visual Basics . . . . . 3  
 CS 213F C++ . . . . . 3  
 CS 213G ORACLE . . . . . 3  
 CS 213J JAVA . . . . . 3  
 CS 233S Systems Architecture . . . . . 3

**Networking/Computer Technician (15 credit hours required)**

CS 223N Networking II . . . . . 3  
 CS 223S Introduction to Operating Systems . . . . . 3  
 CS 233M Microcomputer Repair & Upgrade II . . . . . 3  
 CS 233N Networking III . . . . . 3  
 CS 243N Networking IV . . . . . 3

**CISCO Networking Specialist (16 credit hours required)**

CS 214 CISCO Network Associate I . . . . . 4  
 CS 214A CISCO Network Associate II . . . . . 4  
 CS 214B CISCO Network Associate III . . . . . 4  
 CS 214C ISCO Network IV . . . . . 4

**General (15 credit hours required)**

CS 123G Windows Applications II . . . . . 3  
 CS 233M Microcomputer Repair & Upgrade II . . . . . 3  
 CS 223N Networking II . . . . . 3  
 Choose one programming class listed below: . . . . . 3  
 CS 213C Visual Basic, or  
 CS 213F C++, or  
 CS 213J JAVA  
 Course approved by instructor . . . . . 3-4

**Total credit hours required for the Certificate . . . . . 36-37**

## Construction Technology

- Associate of Applied Science
- Certificate

### Contact Information

Counseling Office  
575.392.5081 or  
Careers & Technology  
575.392.5081

### Associate of Applied Science in Construction Technology

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

### College Requirement

PS 110 College Orientation  
(PS113A Freshman Seminar may be substituted for PS 110) . . . . 0

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

EN 113 Composition and Rhetoric . . . . . 3  
EN 123A Technical Report Writing or  
Lab Science . . . . . 3 - 4  
MA 114B Technical Math I . . . . . 4  
Any CS or EG prefix class . . . . . 3 - 4  
PY 111H Fitness for Life . . . . . 1  
Physical Education Activity Elective . . . . . 1  
SE 113 Interpersonal Communication . . . . . 3  
SP 103 Introduction to Spanish or  
SP 114 Beginning Spanish I . . . . . 4

### Departmental Requirements (4 credit hours)

CT 111 Tools for Success . . . . . 1  
CT 111F Field Safety . . . . . 1  
CT 112 Orientation to Const. & Engineering Technology . . . . . 2

### Departmental Electives (11-13 credits)

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

### Emphasis Areas

#### Carpentry (26 credits)

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

#### Electrical (26 credits)

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

### Construction Technology

#### Masonry (26 credits)

CT 112M Concrete Finishing I . . . . . 2  
CT 113M Masonry I . . . . . 3  
CT 114M Masonry II . . . . . 4  
CT 124M Masonry III . . . . . 4  
CT 134M Concrete Finishing II . . . . . 4  
CT 153C International Residential Code I (IRC1) . . . . . 3  
CT 163C International Residential Code II (IRC2) . . . . . 3  
CT 173C Principles of Construction . . . . . 3

#### Plumbing (27-28 credits)

##### Required Plumbing (20 credits)

CT 114P Plumbing I . . . . . 4  
CT 124P Plumbing II . . . . . 4  
CT 134P Plumbing III . . . . . 4  
CT 144P Plumbing IV . . . . . 4  
CT 154P International Plumbing Codes . . . . . 4

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

CT 113P Pipe Layer . . . . . 3  
CT 164P Sprinkler Systems I . . . . . 4  
CT 174P Sprinkler Systems II . . . . . 4  
CT 184P Principles & Concepts for HVAC . . . . . 4

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

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

**Total credit hours required for the AAS . . . . . 64**

### Certificate: Construction Technology

#### Certificate Requirements

Students must have a minimum grade of "C" in each course. The student chooses the emphasis area plus departmental requirements and departmental electives.

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

#### College Requirements

PS 110 College Orientation  
(PS113A Freshman Seminar may be substituted for PS 110) . . . . 0

#### Departmental Requirements (4 credit hours)

CT 111 Tools for Success . . . . . 1  
CT 111 Field Safety . . . . . 1  
CT 112 Orientation to Const. & Engineering Technology . . . . 2

#### Departmental Electives (11-13 credits)

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

### Emphasis Areas: Choose one area

#### Carpentry (26 credits)

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

#### Electrical (26 credits)

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

#### Masonry (26 credits)

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

**Plumbing (27-28 credits)**

**Required Plumbing (20 credits)**

CT 114P	Plumbing I	4
CT 124P	Plumbing II	4
CT 134P	Plumbing III	4
CT 144P	Plumbing IV	4
CT 154P	International Plumbing Codes	4

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

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

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

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

**Total credit hours required for Certificate in Construction**

**Technology . . . . .41-48**



**Cosmetology**

- Associate of Applied Science in Cosmetology
- Associate of Applied Science in Barbering
- Certificates
  - Barbering
  - Cosmetology
  - Cosmetology Instructor
- Skills Set Certificate
  - Esthetician
  - Manicurist / Facialist
  - Manicurist / Pedicurist

**Program Description**

This program offers students a comprehensive education in all aspects of barbering and cosmetology and ensures customer satisfaction. Life-long learning is encouraged. The curriculum meets the standards and requirements of the State Board of Cosmetology and of other careers in the world of hair and beauty. This knowledge and ability are achieved first through lecture and demonstration followed by actual work in a salon atmosphere. Students receive clinical experience that prepares them for job market.

**Career and Advancement Opportunities**

Graduates are prepared to take the New Mexico licensing exams, and upon receipt of state licenses they are ready for entry level positions in a salon. Opportunities abound for students to work toward financial independence.

**Requirements**

Interested students must interview with the Coordinator of the Program and complete an application to the program.

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.

**Contact**

Maria Vick, Coordinator & Professor of Cosmetology  
 mvick@nmjc.edu  
 575.492.2850.

**Associate of Applied Science in Barbering**

**College Requirement**

PS 110	College Orientation	
(PS 113A Freshman Seminar may be substituted for PS 110)		0

**General Education Requirements (21 credit hours)**

EN 113	Composition and Rhetoric	3
EN 123	Composition and Literature	3
	Behavioral Science	3
	Lab Science	4
	Math (MA Prefix)	3
SE 113	Interpersonal Communication	3
PY 111H	Fitness for Life	1
	Physical Education Activity Elective	1

**Departmental Requirements (48 credit hours)**

COSM 111	Theory I	1
COSM 112	Hair Cutting I	2
COSM 112A	Hair Cutting II	2
COSM 121	Theory II	1
COSM 124	Hairstyling	4
COSM 132	Sterilization & Sanitation	2
COSM 142	Shampoo, Rinses and Scalp Treatments	2
COSM 211	Theory III	1
COSM 212B	Haircutting III	2
COSM 213	Hair Coloring/Bleaching	3
COSM 216	Chemical Rearranging/Perms and Relaxers	6
COSM 220	Cosmetology/Barbering Clinic Practicum	10
COSM 222	Salon Business & Board Review	2
COSM 225	Facials	5
COSM 235	Shaving/Crossover	5

**Total credit hours required for the AAS in Barbering . . . . . 69**



**Associate of Applied Science in Cosmetology**

**College Requirement**

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

**General Education Requirements (21 credit hours)**

EN 113 Composition and Rhetoric . . . . . 3  
 EN 123 Composition and Literature . . . . . 3  
 Behavioral Science . . . . . 3  
 Lab Science . . . . . 4  
 Math (MA Prefix) . . . . . 3  
 SE 113 Interpersonal Communication . . . . . 3  
 PY 111H Fitness for Life . . . . . 1  
 Physical Education Activity Elective . . . . . 1

**Departmental Requirements (48 credit hours)**

COSM 111 Theory I . . . . . 1  
 COSM 121 Theory II . . . . . 1  
 COSM 112 Haircutting I . . . . . 2  
 COSM 112A Haircutting II . . . . . 2  
 COSM 115 Manicuring/Pedicuring . . . . . 5  
 COSM 124 Hairstyling . . . . . 4  
 COSM 132 Sterilization and Sanitation . . . . . 2  
 COSM 142 Shampoo, Rinses and Scalp Treatments . . . . . 2  
 COSM 211 Theory III . . . . . 1  
 COSM 212B Haircutting III . . . . . 2  
 COSM 213 Hair Coloring/Bleaching . . . . . 3  
 COSM 216 Chemical Rearranging/Perms and Relaxers . . . . . 6  
 COSM 220 Clinical Practicum . . . . . 10  
 COSM 222 Salon Business and Board Review . . . . . 2  
 COSM 225 Facials . . . . . 5

**Total credit hours required for the AAS in Cosmetology . . . . . 69**

**Certificate: Barbering**

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. 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  
 COSM 111 Theory I . . . . . 1  
 COSM 112 Hair Cutting I . . . . . 2  
 COSM 112A Hair Cutting II . . . . . 2  
 COSM 121 Theory II . . . . . 1  
 COSM 124 Hairstyling . . . . . 4  
 COSM 132 Sterilization & Sanitation . . . . . 2  
 COSM 142 Shampoo, Rinses and Scalp Treatments . . . . . 2  
 COSM 211 Theory III . . . . . 1  
 COSM 212B Haircutting III . . . . . 2  
 COSM 213 Hair Coloring/Bleaching . . . . . 3  
 COSM 216 Chemical Rearranging/Perms & Relaxers . . . . . 6  
 COSM 220 Cosmetology/Barbering Practicum . . . . . 10  
 COSM 222 Salon Business & Board Review . . . . . 2  
 COSM 225 Facials . . . . . 5  
 COSM 235 Shaving/Crossover . . . . . 5

**Total credit hours required for the Certificate in Barbering . . . . . 48**

**Certificate: Cosmetology**

Requirements: 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  
 COSM 111 Theory I . . . . . 1  
 COSM 121 Theory II . . . . . 1  
 COSM 112 Haircutting I . . . . . 2  
 COSM 112A Haircutting II . . . . . 2  
 COSM 115 Manicuring/Pedicuring . . . . . 5  
 COSM 124 Hairstyling . . . . . 4  
 COSM 132 Sterilization and Sanitation . . . . . 2  
 COSM 142 Shampoo, Rinses and Scalp Treatments . . . . . 2  
 COSM 211 Theory III . . . . . 1  
 COSM 212B Haircutting III . . . . . 2  
 COSM 213 Hair Coloring/Bleaching . . . . . 3  
 COSM 216 Chemical Rearranging/Perms & Relaxers . . . . . 6  
 COSM 220 Clinical Practicum . . . . . 10  
 COSM 222 Salon Business and Board Review . . . . . 2  
 COSM 225 Facials . . . . . 5

**Total credit hours required for the Certificate in Cosmetology . . . . . 48**

**Certificate: Cosmetology Instructor**

**Certificate Description**

The Cosmetology Instructor's program is a certificate only program. It is approved by the New Mexico State Board of Barbers and Cosmetologists. The 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.

**Requirements**

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 Associate's Degree from an accredited college. Students 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.

PS 110 College Orientation  
(PS 113A Freshman Seminar may be substituted for PS 110) . . . . . 0  
 COSM 245 Theory for Instructor . . . . . 5  
 COSM 237 Course Development and Lesson Planning . . . . . 7  
 COSM 239 Theory Teaching and Classroom Management . . . . . 9  
 COSM 257 Teaching Methods and Teaching Aids . . . . . 7  
 COSM 247 Laboratory or Clinic Supervision . . . . . 7  
 COSM 233 Testing and Student Evaluation . . . . . 3  
 COSM 234 Professional Educator . . . . . 4

**Total credit hours required for the Certificate in Cosmetology Instructor . . . . . 42**

**Cosmetology Skill Set Certificates**

**Skill Set Certificate: Esthetician**

**Program Description**

The Esthetician Certificate Program is approved by the New Mexico State Board of Barbers and Cosmetologists.

**Prerequisites**

Students must have proof of high school diploma or GED, Birth Certificate, two 2x3 current pictures, and a \$15.00 Money Order made out to New Mexico State Board of Barbers and Cosmetologists. Students must obtain an application from the department.

PS 110	College Orientation	
(PS 113A Freshman Seminar may be substituted for PS 110)		0
COSM 111E	Esthetician Theory	1
COSM 132	Sterilization and Sanitation	2
COSM 220E	Esthetician Practicum	10
COSM 222	Salon Business and Board Review	2
COSM 225	Facials	5

**Total credit hours required for the Skill Set Certificate . . . . . 20**

**Skill Set Certificate: Manicurist / Facialist Specialist**

**Program Description**

The Manicurist / Facialist Program is approved by the New Mexico State Board of Barbers and Cosmetologists.

**Requirments**

Students must have proof of High School Diploma or GED, Birth Certificate, two 2x3 current pictures, and a \$15.00 money order made out to New Mexico State Board of Barbers and Cosmetologists. Students must obtain an application from the department.

PS 110	College Orientation	
(PS 113A Freshman Seminar may be substituted for PS 110)		0
COSM 111E	Esthetician Theory	1
COSM 111M	Manicurist/Esthetician Theory	1
COSM 115	Manicuring/Pedicuring	5
COSM 132	Sterilization and Sanitation	2
COSM 220P	Manicurist/Facialist Practicum	10
COSM 222	Salon Business and Board Review	2
COSM 225	Facials	5

**Total credit hours required for the Skill Set Certificate . . . . . 26**

**Manicurist/Pedicurist Skill Set Certificate**

**Program Description**

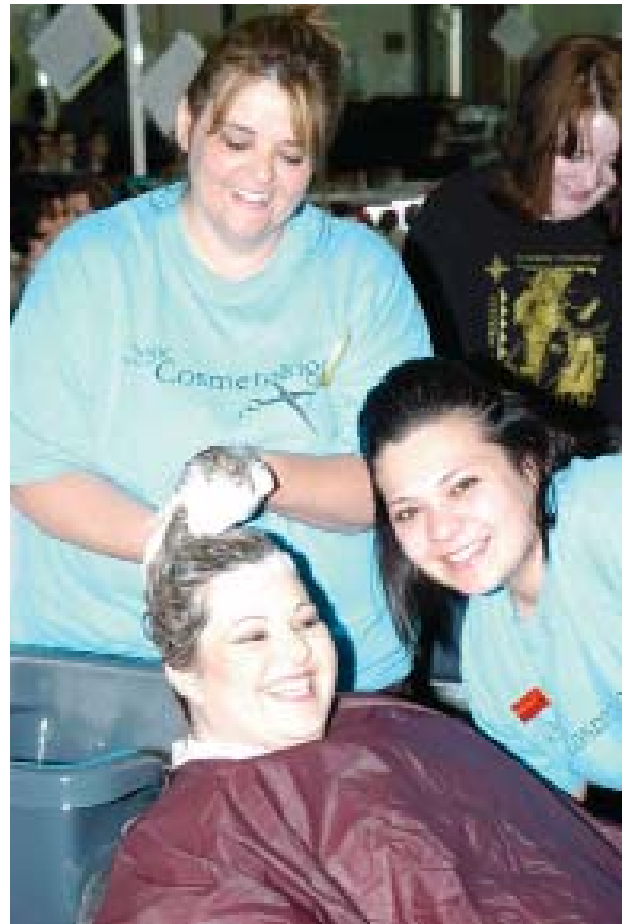
The Manicuring / Pedicuring Program is approved by the New Mexico State Board of Barbers and Cosmetologists.

**Requirements**

Students must have proof of high school diploma or GED, Birth Certificate, two 2x3 current pictures, and a \$15.00 money order made out to New Mexico State Board of Barbers and Cosmetologists. Students must obtain an application for from the department.

PS 110	College Orientation	
(PS 113A Freshman Seminar may be substituted for PS 110)		0
COSM 111N	Nail Technology Theory	1
COSM 115	Manicuring / Pedicuring	5
COSM 132	Sterilization and Sanitation	2
COSM 220P	Manicurist/Pedicurist Practicum	10
COSM 222	Salon Business and Board Review	2

**Total credit hours required for the Skill Set Certificate . . . . . 20**



## Criminal Justice / Public Safety

- Associate of Applied Science in Criminal Justice
- Certificates
  - Criminal Justice
- Skills Set Certificate
  - Corrections

### Program Description

This program prepares students for a career in the multifaceted criminal justice system. The curriculum is structured around a core of courses allowing students to acquire the basic knowledge and skills needed to work in law enforcement, private security, corrections, and other related areas of criminal justice.

The curriculum, which covers a variety of topics in criminal justice, focuses on developing the ability to understand and apply legal concepts, investigative techniques, evidence collection and presentation, report writing, patrol operations, and traffic management.

The program also stresses practical skills needed to deal with the complex social, psychological, political, and organizational factors that affect the discretionary decisions of law enforcement personnel. This blend of specific skills and informed perspectives prepares the Criminal Justice graduate to make the difficult decisions often required when serving the needs of the community.

### Career and Advancement Opportunities

Many graduates find job opportunities in federal, state, county, and municipal governments. The knowledge and skills acquired in this program qualify graduates for positions with private enterprise in areas such as industrial, retail, and private security.

### Special Requirements

A minimum of 65 credit hours are required for the Associate of Applied Science degree, and the requirements for the certificates are listed below. 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.

In addition to the AAS degree, students can apply credit hours earned in criminal justice to the Associate of Arts degree. Students should consult with a counselor or advisor for specific transfer information.

The certificate in Criminal Justice is offered to students enrolled in the Southeastern New Mexico Law Enforcement Training Academy. Some of the courses with a LA prefix are cross-listed with Criminal Justice courses; please check the course descriptions. 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.

The Skills Set Certificate in Corrections is offered to students enrolled in the Corrections Academy. The New Mexico Department of Corrections will accept the Skills Set Certificate for subsequent state correction officer certification. Specific CA courses may be utilized to meet course requirements for the AAS in Criminal Justice or as electives in the AA degree.

### Contact Information

Becca Titus, Academic Coordinator  
[btitus@nmjc.edu](mailto:btitus@nmjc.edu)  
575.492.2714

## Associate of Applied Science in Criminal Justice

### College Requirement

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

### General Education Requirements (20 credit hours)

EN 113 Composition and Rhetoric . . . . . 3  
EN 123 Composition and Literature . . . . . 3  
Behavioral Science. . . . . 6  
Communications (Any SE Prefix) . . . . . 3  
Math (Any MA Prefix) . . . . . 3  
Physical Fitness . . . . . 2  
LA 112 Physical Training & Wellness for Law Enfmt. Officers or  
CA 111X Physical Training & Wellness for Corr. Officers and  
1 PY Activity Class

### Departmental Requirements (12 credit hours)

CJ 113 or LA 113 Intro to Criminal Justice . . . . . 3  
CJ 113B or LA 113B Substantive Criminal Law . . . . . 3  
CJ 113E Introduction to the Courts . . . . . 3  
CJ 113J or CA 113 Introduction to Corrections . . . . . 3

### Departmental Electives (33 credit hours)

Choose any combination of courses listed below for a total of 33 credit hours; 12 hours of RW or HM courses can be used as departmental electives

LS 123C Family Law . . . . . 3  
SO 223C Criminology . . . . . 3  
CJ / LA / CA courses

**Total credit hours required for the AAS . . . . . 65**

## Certificate: Criminal Justice

### Certificate Description

This certificate is available to students enrolled in the Southeastern New Mexico Regional Law Enforcement Training Academy. These courses meet the requirements for licensure by the state of New Mexico as a peace officer. In addition, these courses will apply toward the Associate of Applied Science or the Associate of Arts 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  
LA 112 Physical Training & Wellness for Law Enfmt Officers . . 2  
LA 113 Introduction to Criminal Justice. . . . . 3  
LA 113B Substantive Criminal Law . . . . . 3  
LA 113E Introduction to the Courts. . . . . 3  
LA 113P Introduction to Policing . . . . . 3  
LA 114 Custody, Control, Chem Agents & Officer Safety . . . . 4  
LA 111 First Aid/CPR for Public Safety. . . . . 1  
LA 121 Case Preparation & Presentation . . . . . 1  
LA 123F Traffic Law & Accident Investigation . . . . . 3  
LA 123P Law Enforcement Patrol Procedures. . . . . 3  
LA 213A Criminal Investigation . . . . . 3  
LA 213B Criminal Procedure. . . . . 3

**Total credit hours required for the Certificate in Criminal Justice . . 32**

### Skills Set Certificate: Corrections

### Skill Set Certificate Description

This certificate is available to students enrolled in the Corrections Training Academy. A total of 10 credit hours from the courses listed below are required. Students must have a minimum grade of "C" in each course.

CA 111X Physical Training & Wellness for Corrections Officers . 1  
CA 113J / CJ 113J Introduction to Corrections . . . . . 3  
CA 123J / CJ 123J Corrections Off. Safety & Weapons Training. . . 3  
CA 133J Communications and Interpersonal Skills for the  
Corrections Officer . . . . . 3

**Total credit hours required for the Skill Set Certificate  
in Corrections . . . . . 10**

## Early Childhood Education

- Associate of Arts (AA) in Early Childhood Education
- Certificate

### Program Description

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 of Arts degree for Early Childhood Education has specific course requirements. Sixty-four (64) semester hours are needed. Upon satisfactory completion of the Early Childhood Education core (26 hours), plus Composition and Rhetoric (EN 113, 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.

### Career & Advancement Opportunities

The certificate and / or the Associate of Arts degree will be helpful in meeting the needs of students who plan to work with young children. Elementary Education students and teachers who want a firm foundation in working with children from birth through eight-years-old will find this program useful. The students should meet with an appropriate advisor in order to ensure the proper order and completion of classes. Graduates from the program may transfer to four-year institutions in New Mexico that grant bachelor's degrees in Early Childhood Education. In addition, graduates are equipped to serve as

- educational assistants or substitute teachers, or
- Head Start teachers / assistants, or
- childcare setting teachers / assistants.

### Special Requirements

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.

### Contact

Professor Lynda Newman  
575.492.2826

## Associate of Arts in Early Childhood Education

### College Requirement

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

### General Education Requirements (38 hours)

EN 113 Composition and Rhetoric . . . . . 3  
 EN 123 Composition and Literature . . . . . 3  
 ED 213G Early Childhood Growth & Development . . . . . 3  
 SE Prefix . . . . . 3  
 Social Science . . . . . 3  
 Social Science . . . . . 3  
 Social Science . . . . . 3  
 Lab Science . . . . . 4  
 Lab Science . . . . . 4  
 MA Prefix . . . . . 3  
 Humanities . . . . . 3  
 Humanities . . . . . 3

### Departmental Requirements (26 hours)

ED 112 Professionalism . . . . . 2  
 ED 112A Practicum 1-L . . . . . 2  
 ED 113A Guiding Young Children . . . . . 3  
 ED 113B Curriculum Development & Implementation I . . . . 3  
 ED 123 Family & Community Collaboration . . . . . 3  
 ED 212 Practicum II-L . . . . . 2  
 ED 213C Assessment of Children & Evaluation of Programs . . 3  
 ED 222 Health, Safety, & Nutrition . . . . . 2  
 ED 223C Curriculum Development & mplementation II . . . . 3  
 ED 223D Introduction to Reading & Literacy evelopment . . . 3

**Total credit hours required for AA in Early Childhood: . . . . . 64**

## Certificate in Early Childhood

Upon satisfactory completion of the courses below the student will be awarded a certificate from the State of New Mexico--Office of Child Development. All of the courses required for this certificate will transfer to the Associate of 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
EN 113	Composition and Rhetoric . . . . .	3
ED 213G	Childhood Growth, Development & Learning . . . . .	3
ED 112	Professionalism . . . . .	2
ED 112A	Practicum 1-L . . . . .	2
ED 113A	Guiding Young Children . . . . .	3
ED 113B	Curriculum Development & Implementation I . . . . .	3
ED 123	Family & Community Collaboration . . . . .	3
ED 212	Practicum II-L . . . . .	2
ED 213C	Assessment of Children & Evaluation of Programs . . . . .	3
ED 222	Health, Safety, & Nutrition . . . . .	2
ED 223C	Curriculum Development & Implementation II . . . . .	3
ED 223D	Introduction to Reading & Literacy Development . . . . .	3
<b>Total credit hours required for certificate . . . . .</b>		<b>32</b>



## Industrial Technology

- Associate of Applied Science in Industrial Technology for ET-US

### Contact Information

Careers & Technology

### College Requirement

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

### General Education Requirements (20 credit hours)

CS 123D Windows Applications I . . . . . 3  
CH 114 Current Concepts of Chemistry . . . . . 4  
EN 123A Report Writing for Technicians . . . . . 3  
MA 114B Technical Math I . . . . . 4  
PY 213B First Aid and CPR . . . . . 3  
SE 113 Interpersonal Communication . . . . . 3

### Program Requirements (47 credit hours)

BU 111N Quality Assurance for Technicians . . . . . 1  
HM 101 Safety and Hazardous Materials . . . . . 1  
INDT 113 First Line Maintenance . . . . . 3  
INDT 113A Introduction to OSHA . . . . . 3  
INDT 113B Industrial Practices and Principles . . . . . 3  
PH 113V Fundamentals of Vacuum Technology **or**  
INDT 113C Logistics for Technicians . . . . . 3  
INDT 216A Coop Work Experience 1 . . . . . 6  
INDT 216B Coop Work Experience 2 . . . . . 6  
INDT 216C Coop Work Experience 3 . . . . . 6  
INDT 216D Coop Work Experience 4 . . . . . 6  
PS 213A Psychology of Adjustment . . . . . 3  
RW 113 Radiological Safety . . . . . 3  
SO 233 Cultural Diversity . . . . . 3

### Electives as Required by Sponsor (0 – 11 credit hours)

WE 114 Introduction to Welding . . . . . 4  
WE 124 Advanced Welding . . . . . 4  
WE 214 Inert Gas Welding . . . . . 4

### Total credit hours required for the AAS in

Industrial Technology . . . . . 67

## Legal Secretary

- Associate of Applied Science

### Contact Information

Sue Black  
sblack.nmjc.edu  
575.492.2692

### College Requirements

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

### General Education Requirements (20 credit hours)

EN 113 Composition and Rhetoric . . . . . 3  
EN 123 Composition and Literature . . . . . 3  
GO 213 American Government . . . . . 3  
Communication (SE Prefix) . . . . . 3  
Math (Any MA Prefix) . . . . . 3  
PS 213B Human Relations . . . . . 3  
PY 111H, Fitness for Life . . . . . 1  
Physical Education Activity Elective . . . . . 1

### Departmental Requirements (27 credit hours)

SC 113B Business Calculating Machines . . . . . 3  
SC 113D Legal Secretary I . . . . . 3  
SC 113E Business English . . . . . 3  
SC 123 Keyboarding & Document Processing II . . . . . 3  
SC 123B Introduction to Accounting **or**  
AC 114 Principles of Accounting I . . . . . 3-4  
SC 133 Records Management . . . . . 3  
SC 213B Legal Secretary II . . . . . 3  
SC 223B Office Procedures . . . . . 3  
SC 223D Microsoft Word . . . . . 3

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

BU 223 Business Communications . . . . . 3  
CS 123D Windows Applications I . . . . . 3  
CS 213 Excel . . . . . 3

### Specialized Requirements (8 credit hours)

LS 112 Legal Ethics . . . . . 2  
LS 213 Law Office Operations and Mgt. . . . . 3  
BS 213 Business Law I **or**  
LS 113 Intro to Justice System . . . . . 3

**Total credit hours required for the AAS . . . . . 64**

## Legal Assistant / Paralegal

- Associate of Applied Science

### Contact Information

btitus@nmjc.edu  
Becca Titus, Academic Coordinator  
575.492.2714

### College Requirement

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

### General Education Requirements (21 credit hours)

EN 113 Composition and Rhetoric . . . . . 3  
EN 123 Composition and Literature . . . . . 3  
Communication (SE Prefix) . . . . . 3  
Behavioral Science . . . . . 3  
Math (MA Prefix) . . . . . 3  
Lab Science . . . . . 4  
PY 111H Fitness for Life . . . . . 1  
Physical Education Activity Elective . . . . . 1

### Departmental Requirements (29 credit hours)

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

### 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 . . . . .  
BS 213 Business Law I . . . . . 3  
BS 223 Business Law II . . . . . 3  
SC 123B Introduction to Accounting . . . . . 3

### Specialized Requirements (6 credit hours)

SC 113E Business English **or**  
BU 223 Business Communications . . . . . 3  
SC 223D Microsoft Word **or**  
CS 123D Windows Applications I . . . . . 3

**Total credit hours required for the AAS . . . . . 65**



## Nursing

- Associate of Applied Science in Nursing
- Certificate

### Program Description

New Mexico Junior College offers a two-year career mobility nursing program.

### Contact

Allied Health Office in McLean Hall, Room 116  
Karen Cummings, Director  
kcummings@nmjc.edu  
575.492.2519

### Requirements

Level I (Semesters 1 & 2) – Students who successfully complete Level I course requirements will receive a Certificate of Completion in Practical Nursing and are eligible to write the National Council Licensing Examination-Practical Nursing (NCLEX-PN) for licensure as a practical nurse (LPN).

Level II (Semesters 3 & 4) – Students who successfully complete Level II course requirements will receive an Associate of Applied Science degree in Nursing (AAS) and are eligible to write the National Council Licensing Examination-Registered Nurse (NCLEX-RN) for licensure as a registered nurse (RN).

### Pre-Nursing

A student is considered 'pre-nursing' prior to acceptance into the nursing program. A pre-nursing student is preparing to meet the prerequisite requirements to apply for admission to the nursing program. The nursing program has selective admission criteria. The applicant must meet the eligibility requirements prior to submitting an application for admission. Pre-nursing students can receive academic guidance at the Guidance and Counseling Office in the Ben Alexander Student Learning Center. In addition, personnel in the Allied Health Office, in McLean Hall, Room 116 are available to answer questions or provide assistance to pre-nursing students during the application and admission process.

### Application Process Nursing Program

1. Concurrent admission to NMJC in accordance with the admission requirements stated in the NMJC catalog is required.
2. Complete an application packet for admission to the nursing program. Applications are available in the Allied Health Office and must be submitted by May 20 of each year to be considered for admission to the nursing program for the following fall semester. The applicant's file must contain the following information:
  - Completed nursing application form, personal data sheet, and information form (available in Allied Health Office);
  - 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 as indicated;
  - 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 with a minimum 2.5 GPA; and
  - Proof of current certification as a nurse aide (CNA) or proof of successful completion of a nursing aide course within one year of the application deadline.

\* 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 (maintain minimum 2.0 GPA). Complete application packet for the nursing program must be submitted by May 20. Transcripts from accredited high schools, or GED scores, and all other college transcripts and CLEP scores must be forwarded to the Registrar's Office for evaluation. Official transcripts must be sent directly to the Registrar's Office

from other colleges or delivered in an envelope sealed by the institution granting credit. All transcripts must be received by the May 20 deadline for admission to the following fall semester.

3. Complete a CNA (Nurse Aide) program within one year of the application deadline (May 20). Applicants must provide verification of successful completion of a course, or submit a current state issued CNA certificate.
4. Pass the Assessment Technologies, Inc. "Test for Essential Academic Skills (TEAS)" with an individual (cumulative) score of 40th percentile rank or higher in each of the four subgroups (reading, math, science, and English) prior to the May 20 application deadline. The TEAS may be taken two times prior to the application deadline. The TEAS score accounts for 40% of the admission ranking status for selection into the program; a TEAS study guide is available for purchase at the following web site: <http://www.atitesting.com/onlinestore/productpage.aspx?code=TEAS%20SG%20OL%20PKG&isproduct=0>
5. Have a minimum cumulative 2.5 GPA for the following 29 credit hours of prerequisite courses (all courses must be completed with a 'C' or better):
  - PS110 College Orientation (no credit) or PS 113A Freshman Seminar
  - BI214A Human Anatomy and Physiology I\*
  - BI224A Human Anatomy and Physiology II\*
  - EN113 Composition and Rhetoric
  - SE113 Interpersonal Communication
  - HC112 Medical Terminology\*\*
  - PS113 Introduction to Psychology
  - BI224 Microbiology\*
  - HE113 Nutrition and Wellness\*\*
  - PS223B Human Growth and Development for Allied Health\*\*

\* taken within five years prior to admission to the nursing program

\*\* taken within two years prior to admission to the nursing program;

The GPA ranking of 2.5 or better for the prerequisite courses as listed above will contribute 60% of the ranking status for selection into the program.

Any student submitting an incomplete application packet will not be considered for admission.

### Nursing Program Initial Admission to Level I

Applications for admission to the first year of the nursing program will be accepted in the Allied Health office through May 20. Late applications will be accepted through NMJC's completion date of summer session II courses or until which time maximum enrollment for the semester has been met. Class size is limited and admission numbers are based on the space available.

### Nursing Program Admission Eligibility and Selection Process

Initial admission eligibility is based on the following:

- 60% GPA ranking of prerequisite courses (minimum of 2.5 GPA or higher) and
- 40% of TEAS cumulative individual percentile score (subtest scores at 40th percentile rank or higher).

All student 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. Only those students completing the application process by the May 20th deadline will be considered for the first admission. The initial admission will take place by June 15. The Nursing Program reserves the right to deny admission to any student who does not meet the established nursing program admission requirements. 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.

### 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 prerequisite 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) prerequisite GPA, and cumulative TEAS score. Academic assessment is determined by:

- 60% of ranking score derived from GPA in pre-requisite courses, and
- 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 20th deadline will be given first consideration for admission. Once decisions have been made applicants will be notified of their admission status by mail.

#### 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. These students may have completed admission requirements as of the end of NMJC second summer session. If space is available these applicants will be ranked according to the above criteria (TEAS 40% and GPA of pre-requisite courses 60% of ranking). Admission will be based from the highest score to the lowest score or until all available seats are filled in the program.

#### Transition Option (Advanced Placement LPN/LVN Transition Option)

##### Level II Admission Requirements for Transfer or Readmission Applicants

Advanced Placement applies to those who have a current LPN or LVN license in good standing (no disciplinary action against license) and are requesting entry to complete RN (Associate Degree Nursing) coursework. The transition option allows the LPN/LVN to receive credit for selected nursing courses. A transfer student requesting placement in the nursing program, who is not eligible for readmission to their original program of nursing, is not eligible for admission to the NMJC nursing program.

An applicant must meet entrance requirements for NMJC and the nursing program. The student must complete an application to NMJC and the nursing program. A minimum cumulative 2.5 GPA in all course work applicable to the nursing degree is required for application. The deadline for application to the transition program is November 1 of the year prior to requested admission. A transition student interested in application following the November 1 deadline should contact the Director of Allied Health for assistance.

An advanced placement LPN / LVN requesting transfer credit for admission or a student requesting readmission into Level II (semester 3 or 4) of the Associate Degree program is required to successfully complete (grade of C or better):

- NU 204, LPN to ADN Transition, prior to admission consideration
- All prerequisite courses must be completed with a grade of ‘C’ or better: HC112, BI 214A, BI 224A, BI 224, EN 113, PS113, SE113, HE 113, PS223B, and PS 110 or PS 113A

The transfer and readmission student should make an appointment with the Director of Allied Health to discuss the application and admission requirements.

#### LPN/LVN Advanced Placement Application Process

- Apply to New Mexico Junior College.
- Apply to the nursing program.
- Submit an official high school transcript or GED scores and all college transcripts and/or vocational program transcripts to the Office of Admissions and Records.
- Obtain “counseling copies” of transcripts / GED scores from Admissions and submit to the nursing program.

- Request an individual transcript evaluation from the Office of Admissions for general education course credit and Level I nursing course credit; submit the evaluation to the nursing program (credit for LPN / LVN courses will be determined by the Director of Allied Health; a request for course syllabi from the LPN / LVN program will be necessary to determine college credit).
- Have a cumulative GPA of 2.5 or higher for all courses applicable to the nursing degree plan.
- Complete the Personal Data Form and submit it to the nursing program.
- Provide proof of at least one year of clinical experience within the last three years prior to application to the nursing program.

#### Readmission Applicant

A readmission is a second attempt in the nursing program at any level. This applies to the returning nursing program applicant, including the student who was unsuccessful in a nursing course(s) or withdrew from a nursing course(s) once initially accepted.

A student may be readmitted to the Nursing Program one time after withdrawal or failure of a course (unsuccessful attempt) in the nursing core curriculum. A course can be repeated one time regardless of the grade (whether a course(s) failure or withdrawal). Two course failures and / or withdrawals will permanently dismiss the student from the program. Readmission is not guaranteed to any student who exits the nursing program for any reason. Readmission is based on space availability and completion of applicable prerequisite courses in degree plan. The student wishing to apply for readmission must follow the procedures.

#### Deadlines for Nursing Program Application for Readmission

- Level I, first semester (fall): May 20
- Level I, second semester (spring): November 1
- Level II, first semester: November 1\*
- Level II, second semester: November 1

\*Successful completion of NU 204 LPN to ADN Transition course at NMJC is required in the spring semester prior to fall admission to Level II.

#### Readmission Process for Returning Nursing Applicant

##### Re-admission Requirements

The student should submit a written request for readmission by the deadline date and state the reason(s) for such request. Material must be completed and submitted to the Director of Allied Health for consideration by the Re-admission Committee. The Re-admission Committee (Director and select faculty) will evaluate requests for readmission on an individual basis.

Readmission Committee will evaluate the following:

- Student’s grades and academic standing,
- Clinical evaluations,
- Attendance record,
- Reason(s) for withdrawal/course(s) failure, and
- Time lapsed since withdrawal/course failure.\*

\*Opportunities for re-entry are extended to the student with the least amount of time between withdrawal / course failure and the request for admission consideration.

Acceptance for re-admission is determined by

- Committee evaluation, available space in program, current sequence of courses in the curriculum, re-entry testing (theory, math calculations and / or standard course assessment exams, depending upon Level of entry and committee recommendation), and receive a passing score on exam(s) (fees will apply for testing), assessment of lab and/or clinical skills (may be recommend by committee) time lapse from course(s) to request for re-entry must be within one year of re-entry;
- Course final exam may be required from exit point and / or exam(s) which will determine minimum competence and knowledge.

The Director and Committee retain the right to require remediation for theory, clinical and / or skills to address individual student needs, and to ensure patient safety.

The Re-admission Committee prioritizes the student’s grades and academic standing, clinical evaluations, attendance record, reason(s) for withdrawal, and the time lapsed since withdrawal.

Opportunities for re-entry are extended to the student with the least amount of time between withdrawal and application consideration. Any nursing course(s) in the core curriculum that was completed two or more years prior to re-entry must be retaken. A student has three years from initial admission date to complete the Associate of Applied Science in Nursing (Level I and II).

**Readmission Status**

If there are more students applying for readmission and there are not enough spaces available for the applicants, students will be readmitted based on the following priority selection criteria:

- First Priority: stop out applicant (an approved leave of absence from the nursing program); see the Director of Allied Health for ‘stop out’ information.
- Second Priority: withdrew from course with a failing grade ‘D’

The committee will make a selection determination as soon as eligibility is determined for applicants and space availability is confirmed. The student will be notified in writing of the readmission status. Readmission is based on space availability and compliance with conditions and / or requirements established by the Director of Allied Health and the Readmission Committee. If a student is unsuccessful in his or her request for readmission, the student will be notified of the reason(s) for the denial for readmission.

**Nursing Program Acceptance / Admission Requirements**

Once accepted into the nursing program the student must comply with the following requirements:

- Professional CPR card,
- Proof of negative tuberculosis screening (TB),
- Proof of Rubella immunity (Rubella titer) or MMR,
- Physical examination with a release for clinical participation,
- Proof of health insurance,
- Proof of Hepatitis B vaccine series,
- Criminal background check from *CertifiedBackground.com*, and
- Malpractice Insurance.

**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.bon.state.nm.us/>

**Fingerprinting / Criminal Background Checks**

The nursing program will comply with the New Mexico Department of Health Regulations (section 29-17-2 to 29-17-5, NMSA 1978 [9/1/98], Caregivers Criminal History Screening Act. This requires a nursing student to have a nationwide criminal history screening prior to providing care. A 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.

The results of the screening must be clear prior to the student being allowed to participate in the clinical portion of the nursing course(s). A student receiving a screening report that identifies a crime(s) as a ‘disqualifier’ will not be eligible for continued enrollment or completion in the nursing program. A student may file an appeal with the NMJC Criminal History Screening Committee for reconsideration. The student should see the Director of Allied Health for more information regarding an appeal and status in the nursing program. The criminal history screening results will be held in a confidential file, but must be shared with nursing faculty for the purpose of appropriate clinical placement and rotation. A student is responsible for paying and submitting the information to obtain a criminal background check. Please contact the Allied Health Department for more information.

**Criminal Background Check for Nursing Licensure**

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. A graduate may be denied (by the Board of Nursing) the right to sit for the licensure exam. More information is available at the following web site: <http://www.bon.state.nm.us/nursing>.

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

The NMJC Nursing Program is accredited by and responsible to the NLNAC. The Nursing Program and is required to annually report to the NLNAC such information as tuition and fees, length of program, etc. For more information about the NMJC Nursing Program accreditation status, please write to the National League for Nursing Accrediting Commission, 61 Broadway, 33rd 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).

**Associate of Applied Science in Nursing**

A total of 72 credit hours are required, of which at least 12 hours must be earned at NMJC; a minimum GPA of 2.0 is required. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

**College Requirement**

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

**Prerequisites: General Education Requirements (29 hours)**

- BI 214A Human Anatomy and Physiology I\* . . . . . 4
- BI 224 Microbiology\* . . . . . 4
- BI 224A Human Anatomy and Physiology II\* . . . . . 4
- EN 113 Composition and Rhetoric . . . . . 3
- HC 112 Medical Terminology\*\* . . . . . 2
- HE 113 Nutrition and Wellness\*\* . . . . . 3
- PS 223B Human Growth and Development for Allied Health . 3
- PS 113 Introduction to Psychology . . . . . 3
- SE 113 Interpersonal Communication . . . . . 3

\* taken within five years prior to admission to nursing program  
 \*\*taken within two years prior to admission to nursing program

**Nursing Core Courses**

**Level I (22 credit hours)**

**Level I - Semester 1**

- NU 119 Nursing I . . . . . 9
- PC 113 Pharmacology I . . . . . 3

**Level I – Semester 2**

- NU 128 Nursing II . . . . . 8
- PC 122 Pharmacology II . . . . . 2

**Optional PN course for eligibility for NCLEX-PN**

- NU 122 PN Roles\* . . . . . 2
- \*NU 204 LPN to RN Transition\*\* . . . . . 4

\*PN Roles: Not required course for Associate Degree

\*\*Licensed LPN / LVN transferring from another college/university must complete NU 204 as well as required prerequisites prior to admission into Level II-Semester One.

**Level II (21 credit hours)**

**Level II - Semester 1**

- NU 219 Nursing III . . . . . 9
- PC 212 Pharmacology III . . . . . 2

**Level II - Semester 2**

- NU 222 NCLEX Prep . . . . . 2
- NU 223 Preceptor Practicum . . . . . 3
- NU 225, Nursing IV . . . . . 5

**Total credit hours for AAS in Nursing . . . . . 72 hours**

**Certificate: Practical Nursing**

A total of 53 credit hours of which at least 12 credit hours must be earned at NMJC; minimum GPA of 2.0 is required. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

**College Requirement**

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

**Prerequisites: General Education Requirements (29 hours)**

BI 214A Human Anatomy and Physiology I\* . . . . . 4  
 BI 224 Microbiology\* . . . . . 4  
 BI 224A Human Anatomy and Physiology II\* . . . . . 4  
 EN 113 Composition and Rhetoric . . . . . 3  
 HC 112 Medical Terminology\*\* . . . . . 2  
 HE 113 Nutrition and Wellness\*\* . . . . . 3  
 PS 223B Human Growth and Development for Allied Health . . . 3  
 PS 113 Introduction to Psychology . . . . . 3  
 SE 113 Interpersonal Communication . . . . . 3

\* taken within five years prior to admission to nursing program

\*\*taken within two years prior to admission to nursing program

**Nursing Core Courses**

**Level I (24 credit hours)**

**Level I - Semester 1**

NU 119 Nursing I . . . . . 9  
 PC 113 Pharmacology I . . . . . 3

**Level I - Semester 2**

NU 128 Nursing II . . . . . 8  
 PC 122 Pharmacology II . . . . . 2  
 NU 122 PN Roles\* . . . . . 2

\*PN Roles course is not included in the AAS in Nursing credit hour requirements.

**Total credit hours for Practical Nurse Certificate . . . . . 53**



**Nuclear Technician**

• **Certificate**

**Requirements**

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 letter grade of a "C" in each course.

**Contact**

Training & Outreach  
 Professor Michael Abitz  
*mabitz@nmjc.edu*  
 575.492-4714

PS 110 College Orientation  
 (PS 113A Freshman Seminar may be substituted for PS 110) . . . . 0  
 BU 111N Quality Assurance for Technicians . . . . . 1  
 CH 113 Chemistry of Enrichment Processes . . . . . 3  
 CS 112 Computer Applications for Technicians . . . . . 2  
 EG 112 Fundamentals of Prints and Drawings for Technicians . . . 2  
 MA 113M Metric Conversions for Technicians . . . . . 3  
 PH 112N Review of Nuclear Physics . . . . . 2  
 PH 112C Fundamentals of Instrumentation Controls . . . . . 2  
 PH 112E Basic Electrical Theory . . . . . 2  
 PH 113H Introduction to Health Physics . . . . . 3  
 PH 113T Introduction to Thermodynamics, Fluid Flow,  
 and Hydraulics . . . . . 3  
 PH 113V Fundamentals of Vacuum Technology . . . . . 3  
 PY 101C Fitness for Specialized Programs . . . . . 1  
 PY 213B First Aid and CPR . . . . . 3  
 SO 233 Cultural Diversity . . . . . 3  
**Total credit hours required for the Certificate . . . . . 33**





**Substance Abuse Counselor**  
 • Associate of Applied Science

**Requirements**

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.

**Contact**

Counseling Office  
 575.392.5081 or  
 Math & Sciences Division  
 575.492.2800

**College Requirement**

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

**General Education Requirements (21 credit hours)**

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

**Departmental Requirements (45 credit hours)**

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

**Total credit hours required for the AAS . . . . .66**

**Transportation**

• **Skill Set Certificate**

- Commercial Transportation
- Transportation and Petroleum Safety

**Requirements**

Students entering this program must be at least 18 years of age and have passed a Department of Transportation (DOT) Drug Screen and Physical Exam. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion.

**Contact Information**

Training & Outreach Division  
 575.492.4711

**Skill Set Certificate: Commercial Transportation**

Students must have a grade of "C" in each course.

TRNS 123A or  
 TRNS 123B Basic Operational Theory . . . . . 3  
 (Optional for individuals who already have a CDL Permit)  
 TRNS 124A or  
 TRNS 124B Operational & Safety Skills Labs . . . . . 4  
**Total credit hours required for the Skill Set Certificate in  
 Commercial Transportation . . . . .4-7**

**Skill Set Certificate: Transportation and Petroleum Safety**

Students must have a grade of a "P" or "Pass" in each course.

TRNS 113 Introduction to Petroleum Safety . . . . . 3  
 TRNS 123A or  
 TRNS 123B Basic Operational Theory . . . . . 3  
 (Optional for individuals who already have a CDL Permit)  
 TRNS 123A or  
 TRNS 123B Operational & Safety Skills Lab . . . . . 4  
 (Optional for individuals who already have a CDL Permit)  
 TRNS 114 Field Experience for Operator Assistants . . . . . 4  
**Total credit hours required for the Skill Set Certificate in  
 Transportation and Petroleum Safety . . . . .7-14**





## Welding

- Associate of Applied Science
- Certificate
  - Welding
  - Inspection & Testing for Welding

### Program Description

The welding curriculum is designed to meet the minimum skill standards established by the American Welding Society (AWS) for entry-level welders. Training is given in both theory and practical skills in the various phases of welding and cutting. Also, the program provides technical training to meet the demands of the welding industry and the needs of the individual.

### Career and Advancement Opportunities

Entry-level welders are employed in a wide range of industries that use welding and welding-related tasks.

### Requirements

At least 12 hours must be earned at NMJC; a minimum GPA of 2.00 is required. 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.

### Contact Information

Professor David Moghaddam, (575) 492-2859  
 Professor Earl Nymeyer, (575) 492-2868

### Associate of Applied Science in Welding

#### College Requirement

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

#### General Education Requirements (18 hours)

MA 114B Technical Mathematics I . . . . . 4  
 EN 113 Composition and Rhetoric . . . . . 3  
 EN 123A Report Writing for Technicians . . . . . 3  
 Lab Science . . . . . 4  
 Behavioral Science . . . . . 3  
 PY 111H Fitness for Life . . . . . 1

#### Departmental Requirements (42-43 hours)

WE 112B Blueprint /Shop Equipment Identification . . . . . 2  
 WE 113D Destructive Testing . . . . . 3  
 WE 113M Basic Metallurgy and Welding . . . . . 3  
 WE 114 Introduction to Welding . . . . . 4  
 WE 123S Estimating, Safety and Symbols . . . . . 3  
 WE 124 Advanced Welding (Structural) . . . . . 4  
 WE 214 Inert Gas Welding . . . . . 4  
 WE 223N Non-Destructive Testing . . . . . 3  
 WE 223P Pipe Welding (1G-6G) . . . . . 3  
 WE 224Q Advanced Theory and Applications . . . . . 4  
 WE 243C Industrial Codes and Standards . . . . . 3  
 EG 123 Introduction to Computer Assisted Drafting . . . . . 3  
 EG 133 Design and Fabrication Using CAD/CAM or . . . . . 3  
 WE 244 Welding Co-operative Work Experience . . . . . 3-4

Electives . . . . . 4

**Total credit hours required for the AAS . . . . . 5**

### Certificate: Welding

PS 110 College Orientation  
 (PS 113A Freshman Seminar may be substituted for PS 110) . . . 0  
 EG 123 Introduction to Computer Assisted Drafting . . . . . 3  
 MA 114B Technical Math I . . . . . 4  
 WE 113M Basic Metallurgy and Welding . . . . . 3  
 WE 113D Destructive Testing . . . . . 3  
 WE 114 Introduction to Welding . . . . . 4  
 WE 123S Estimating, Safety and Symbols . . . . . 3  
 WE 223P Pipe Welding . . . . . 3  
 WE 124 Advanced Welding . . . . . 4  
 WE 243C Industrial Codes and Standards . . . . . 3  
 WE 214 Inert Gas Welding . . . . . 4

**Total credit hours required for the Certificate in Welding 34**

### Certificate: Inspection & Testing for Welding

PS 110 College Orientation  
 (PS 113A Freshman Seminar may be substituted for PS 110) . . . 0  
 EG 123 Introduction to Computer Assisted Drafting . . . . . 3  
 WE 114 Introduction to Welding . . . . . 4  
 WE 113M Basic Metallurgy & Welding . . . . . 3  
 WE 123S Estimating, Safety, & Symbols . . . . . 3  
 MA 114B Technical Math I . . . . . 4  
 WE 113D Destructive Testing . . . . . 3  
 WE 223N Non-Destructive Testing . . . . . 3  
 WE 124 A dvanced Welding . . . . . 4  
 WE 223P Pipe Welding . . . . . 3  
 WE 243C Industrial Codes and Standards . . . . . 3

**Total Credit hours required for the Certificate in Inspection & Testing for Welding . . . . . 33**



# Course Descriptions

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## ACCOUNTING (AC)

### AC 114 Principles of Accounting

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. This is a four credit hour course.

### AC 124 Principles of Accounting II

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. This is a four credit hour course.

Prerequisite: AC 114.

### AC 213 Intermediate Accounting I

A refinement of the interpretation, recording, and reporting of financial data is introduced in this course. 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. This is a three credit hour course.

Prerequisite: AC 124

### AC 213A Microcomputer Accounting I

This course employs a computerized approach to the accounting environment. The focus will be on Excel and Payroll Accounting. In the Excel environment, numerous applications including bank reconciliations, depreciation schedules, accounts receivable, accounts payable, journals, and worksheets will be covered. In the payroll environment, problems concerning unemployment law, fair employment law, human resource systems, social security, and income tax withholding will be solved using software provided. This is designed for students with limited or no background in computers. This is a three credit hour course.

Prerequisite: SC 123B or AC 114.

### AC 223 Intermediate Accounting II

This course is 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. This is a three credit hour course.

Prerequisite: AC 213.

### AC 223B Microcomputer Accounting II

This course is a comprehensive study of a more complex computerized accounting system utilizing QuickBooks and Peachtree software. This package will include a general ledger package, accounts receivable, accounts payable, inventory, payroll, and depreciation. This is a three credit hour course.

Prerequisites: AC 124, AC 213A, or consent of the instructor

### AC 231-233 Accounting Cooperative Work Experience

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. This is a one, two, or three credit hour course.

Prerequisite: AC 124.

### AC 233A Income Tax

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. This is a three credit hour course.

Prerequisite: AC 114.

## ANTHROPOLOGY (AN)

### AN 123 Introduction to Cultural Anthropology

This course is a brief history of the growth of the sciences of anthropology and archaeology. It examines in a holistic approach, the aspects of culture including technology, ecology, economics, family structure, political structure, religion, linguistics, the arts, and education. This is a three credit hour course.

## ART (AR)

### AR 113 Art Appreciation

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 awareness and appreciation of art through film and video, presentations, classroom assignments, and active student participation in class discussions. This is a three credit hour course.

### AR 113A Drawing I

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. This course is repeatable, but may only count one time for degree requirements. This is a three credit hour course.

### AR 113B Art History I

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. This is a three credit hour course.

### AR 113G Airbrushing Techniques I

This course is an introduction to the use of the airbrush which includes operation, T-shirt design, stencil making, station work, tools, airbrush materials techniques, and professional environment. This is a three credit hour course.

### AR 123A Drawing II

This course is 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. This is a three credit hour course.

Prerequisite: AR 113A.

### AR 123B Computer Graphics

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. This is a three credit hour course.

### AR 123G Airbrushing Techniques II

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. This is a three credit hour course.

Prerequisite: AR 113G

### AR 213 Two-Dimensional Design

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. This course is repeatable, but may only count one time for degree requirements. This is a three credit hour course.

Prerequisite: AR 113A

### AR 213A Painting I

This course is 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. It will include regular outside assignments. This course is repeatable, but may only count one time for degree requirements. This is a three credit hour course.

Prerequisite: AR 113A

### AR 213B Ceramics I

This course is an introduction to the medium of clay as a material. Instruction in various hand forming techniques and wheel throwing will be provided. 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. This course is repeatable, but may only count one time for degree requirements. This is a three credit hour course.

### AR 213C Sculpture I

This course covers the fundamentals of form and structure through playful and informative materials exploration. An examination of additive and reductive means of construction to develop three dimensional creative skills is made. This is a three credit hour course.

Prerequisite: AR 223

### AR 213D Watercolor

This is a course in the 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. This course is repeatable, but may only count one time for degree requirements. This is a three credit hour course.

### AR 213E Jewelry and Metalcrafts

This course provides creative experimentation with metals and other materials to give the student an understanding of the fundamental process and procedures of metalcraft and jewelry making. This course is repeatable, but may only count one time for degree requirements. This is a three credit hour course.

### AR 213F Photography I

This course covers 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. This is a three credit hour course.

### AR 223 Three-Dimensional Design

This course is 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. This course is repeatable, but may only count one time for degree requirements. This is a three credit hour course.

Prerequisite: AR 113A

### AR 223A Painting II

This course is a continuation in skills formation, technique, and expressive development with selected exploration in representational and non-representational activity including impressionism, pointalism, abstraction, minimalism, etc. This course is repeatable, but may only count one time for degree requirements. This is a three credit hour course.

Prerequisite: AR 213A

### AR 223B Ceramics II

This course is a continuation of AR 213B with greater emphasis on individual maturation within the ceramic discipline. This course is repeatable, but may only count one time for degree requirements. This is a three credit-hour course.

### AR 223C Sculpture II

This course is a continuation of AR 213C with an emphasis on compositional and design considerations, advanced techniques, and individual expression in selected media. It will include regular outside assignments. This course is repeatable, but may only count one time for degree requirements. This is a three credit hour course.

Prerequisite: AR 223

### AR 223E Jewelry and Metalcrafts II

This course is a continuation of AR 213E. This course is repeatable, but may only count one time for degree requirements. This is a three credit hour course.

Prerequisite: AR 213E

**AR 223F Photography II**

This course is a continuation of AR 213F with continued work in black and white photography at an intermediate level. Limited experience in cinematography will be included in this course. This is a three credit hour course.

Prerequisite: AR 213F

**AR 223W Creating Southwestern Art**

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 is taken 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. This course is open as a general education course to all college students. This course is repeatable, but may only count one time for degree requirements. This is a three credit hour course.

**ARCHITECTURE (ARCH)****ARCH 143 Historical Architectural Travel**

This course is a combination of theory, seminar discussion, and guided independent study. It includes a tour of principal and historic architectural sites with lecture presentations and class discussions. Students will be responsible for all travel expenses. This is a three credit hour course.

**ARCH 213A Architectural Rendering**

Architectural rendering presents basic perspective fundamentals required for freehand perspective drawing. It includes the technical principles of perspective required to layout precise perspective constructions. The course will help build basic light, color, and rendering vocabulary required for quality drawing presentations. Topics include pictorial drawing and use of different media. Subjects include the human figure, architectural interiors and exteriors, landscapes, and cityscapes. Black and white media as well as color theory and application as they apply to architectural graphic expression are emphasized. This is a three credit hour course.

**ARCH 233A History of World Architecture**

This course in the history of architecture encompasses engineering advances, cultural history, and analysis of corresponding architectural styles. Architecture, interior design, interior architectural features, design details, and space planning through the centuries from many regions of the world are compared and contrasted. This is a three credit hour course.

**AUTOMOTIVE TECHNOLOGY (AT)****AT 113 Engine Repair**

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 is a three credit hour course.

**AT 114A Cooperative Work Experience I**

This course is a continuation of AT 113, AT 124C, and AT 124D and includes 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 are required. This is a four credit hour course.

**AT 114B Cooperative Work Experience II**

This course is a continuation of AT 213A, AT 213C, and AT 223B and includes 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 are required. This is a four credit hour course.

**AT 123C Brake Systems**

This course covers the operating principles, service, and troubleshooting procedures of automotive brake systems. Open to Automotive Technology students only. This is a three credit hour course.

**AT 124 Electronics**

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 is a four credit hour course.

**AT 124A Engine Performance**

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 is a four credit hour course.

**AT 212 Cooperative Work Experience III**

This course is a continuation of AT 114A and AT 114B and includes 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 is required. This is a two credit hour course.

**AT 213A Manual Drive Trains and Axles**

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, CV joints, rear wheel drive universal joints, drive shafts, rear axles, and four wheel drive units. Open to Automotive Technology students only. This is a three credit hour course.

**AT 213B Heating and Air Conditioning Systems**

This course will cover the operation, diagnosis, service and repair of automotive heating and air conditioning systems. Open to Automotive Technology students only. This is a three credit hour course.

**AT 213C Automatic Transmissions and Transaxles**

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 is a three credit hour course.

**AT 223B Suspension and Steering Systems**

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 is a three credit hour course.

**AT 223C Automotive Service Management**

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. This is a three credit hour course.

**BIOLOGY (BI)****BI 114 General Biology I**

General Biology I stresses the concepts, characteristics, and diversities of life. Emphasis is placed upon the scientific method, the chemistry of living organisms, cell structure and function, photosynthesis, cellular respiration, cell reproduction, inheritance, molecular genetics, and evolution. Concurrent enrollment in BI 114L (laboratory) is required. This is a four credit hour course.

**BI 124 General Biology II**

General Biology II stresses the origins of life, the diversity of viruses, bacteria, protists, and fungi; the diversity of plants, plant structure and function; animal diversity, animal structure and function; as well as animal behavior, ecology of populations, ecosystems, and environmental concerns. Concurrent enrollment in BI 124L (laboratory) is required. This is a four credit hour course.

**BI 134 Biology I for Science Majors**

This course provides a background for students majoring in science or entering into healthcare fields such as pre-dentistry, pre-medicine, or pre-pharmacy. It will emphasize scientific inquiry into the basic biochemistry of living cells, cellular structures and functions, processes of photosynthesis and cellular respiration, cell cycle, molecular genetics, and gene regulation. Concurrent enrollment in BI 134L (laboratory) is required. This is a four credit hour course.

**BI 144 Biology II for Science Majors**

This course provides a background for students majoring in science or entering into healthcare fields such as pre-dentistry, pre-medicine, or pre-pharmacy. It will emphasize scientific inquiry into the diversity of viruses, bacteria, protists, fungi, plants, and animals. Plant structures, nutrition, transport mechanisms, and reproduction, as well as animal systems, are further studied. Ecology and environmental concerns are also introduced. Concurrent enrollment in BI 144L (laboratory) is required. This is a four credit hour course.

**BI 214A Human Anatomy and Physiology I**

Human Anatomy and Physiology I is an integrated study of human structure and function of cells, tissues, integumentary system, skeletal system, muscular system, and nervous system. Enrollment is restricted to nursing and pre-professional students or by consent of the instructor. Prerequisites for the course include high school biology and chemistry or consent of the instructor. Concurrent enrollment in BI 214AL (laboratory) is required. This is a four credit hour course.

**BI 224 Microbiology**

Microbiology is a 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; and medical bacteriology and bacterial involvement in disease. Concurrent enrollment in BI224L (laboratory) is required. This is a four credit hour course. Prerequisites: BI 114 or BI 124 or consent of the instructor. Chemistry is recommended.

**BI 224A Human Anatomy and Physiology II**

This course is a continuation of BI 214A. Nervous, endocrine, cardiovascular, lymphatic, respiratory, excretory, digestive systems and reproductive systems are studied. Enrollment restricted to nursing and preprofessional students or by consent of the instructor. This is a 4 credit hour course. Prerequisite: BI 214A or consent of the instructor.

**BI 224B Human Anatomy and Physiology**

Human Anatomy and Physiology is a one semester course for non-science majors and is an introduction to the structure and function of the human body. Emphasis is placed on cells, tissues, organs, and organ systems. Concurrent enrollment in BI 224BL (laboratory) is required. This is a four credit hour course. Prerequisite: BI 114 or consent of the instructor.

**BUSINESS (BS, BU)****BS 213 Business Law I**

This course emphasizes the legal framework of business: the basic principles of law that has impact on business and society. Emphasis is upon the principles of the contract. Other topics treated include the legal and social environment of business, personal property, bailments, and sales. This is a three credit hour course.

**BS 223 Business Law II**

This course is a continuation of the study of the principles of law emphasizing commercial paper, secured transactions, creditors' rights, insurance, agency, employment, business organizations, real property, and estates. This is a three credit hour course.

**BU 111C, 112C, 113C Cooperative Work Experience in Management**

This course will consist of work experience in a business environment while applying concepts learned in the classroom. Work objectives will be established and completed on a semester basis with a cooperative employer and the management coordinator / instructor. This is a variable credit hour course ranging from one to three credit hours.

Prerequisite or co-requisite: BU 213, AC 114, BU 223, CS 123D

**BU 113 Introduction to Business**

This course includes methods and practices in the business world, business terminology, opportunities in business, contributions of business to our society, and provides a foundation for more specialized study. This is a three credit hour course.

**BU 113A Retailing**

This course emphasizes the study of the general principles of retail store operations which includes organizations, locations, buying, pricing, sales promotions, customer service, and inventory. This course takes a classroom approach (theory) in computer electronic spreadsheet applications—no computer class required. This is a three credit hour course.

**BU 113B Salesmanship**

The study of basic sales techniques is presented with actual role-playing and sales demonstrations. A classroom (theory) and laboratory approach is presented. This is a three credit hour course.

**BU 123A Advertising**

This course 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 is taught. The course will include the types and roles of visual merchandising including creation, color, and principles of design. This is a three credit hour course.

**BU 133 Consumer Behavior**

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. This is a three credit hour course.

**BU 213 Principles of Management**

The management process, the decision making process, and the science and art of management is emphasized. 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 are incorporated in the course. This is a three credit hour course.

**BU 213A Principles of Finance**

This is the first course in finance and includes 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 are studied. This is a three credit hour course.

**BU 213B Principles of Real Estate**

Practice and finance in real estate from the perspective of the property owner, the businessman, and the realtor are emphasized in this course. Organization, leasing, property management, valuation, and taxation are taught. This is a three credit hour course.

**BU 213D Principles of Insurance I**

This course covers theory of risk and insurance; types of insurance companies; contract terms and clauses; basic features of life, property, liability, and health insurance. This is a three credit hour course.

**BU 213F Personal Financial Management**

This course includes 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. This is a three credit hour course.

**BU 213G Supervision**

This course examines the role of supervisory management and how important it is to the over-all success of any organization. This is a three credit hour course.

**BU 213H Real Estate Law**

This is 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. This is a three credit hour course.



**BU 223 Business Communications**

This course covers the business communication environment. It includes business writing, business styles, business memos, short and long reports, job search and resume writing, oral business presentations, communication for intercultural business, and business ethics. This is a three credit course.

**BU 223A Principles of Marketing**

Functions, principles, processes, and methods involved in marketing today are covered. Also, this course includes types of middlemen, marketing channels, and buying motive. This is a three credit hour course.

**BU 223B Human Resource Management**

This course examines the methods of recruitment, selection, placement, motivation, and evaluation in human resource management. It also covers employment law, employee benefits, and compensation. This is a three credit hour course.

**BU 223C Small Business Management**

This course covers the principles of successful business. Topics included are 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, and developing a pricing strategy. Calculations and assignments are to be done with the computer; electronic spreadsheet—no computer class required. This is a three credit hour course.

**BU 233 Business Statistics**

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 the AA or AS degrees.) This is a three credit hour course.  
Prerequisite: MA 113A

**CHEMISTRY (CH)****CH 113 Chemistry of Enrichment Processes**

This course will provide students with an overview of basic chemistry, chemistry of water treatment, chemical hazards, and chemistry of basic enrichment processes. This is a three credit hour course.

**CH 114 Current Concepts of Chemistry**

Fundamental chemical concepts, properties of substances, chemical bonding, energy, acids, bases, and nuclear energy are some of the major topics covered in this course. Topics are discussed with current applications. The course is intended for non-science majors only. Concurrent enrollment in CH114L (laboratory) is required. This is a four credit hour course.

**CH 114A General Chemistry I**

General chemistry is a comprehensive study of chemical behavior of matter. The study of atomic theory, chemical bonding, elemental periodicity, nomenclature, and physical properties in relation to structure are the major topics covered in this course. The course is designed for pre-professional and science majors. Concurrent enrollment in CH 114AL (laboratory) is required. This is a four credit hour course.

**CH 124A General Chemistry II**

This course is a continuation of CH114A. Major topics include solutions, equilibrium, elementary thermo-dynamics, reaction kinetics, acids-bases, and electro-chemistry. The course is designed for pre-professional and science majors. Concurrent enrollment in CH 124AL (laboratory) is required. This is a four credit hour course.  
Prerequisite: CH 114A

**CH 214 Organic Chemistry I**

Important aliphatic and aromatic classes of carbon compounds with emphasis on structure, nomenclature, reactions, IR analyses, and synthetic techniques are studied. Concurrent enrollment in CH 214L (laboratory) is required. This is a four credit hour course.  
Prerequisite: CH 124A or consent of instructor

**CH 224 Organic Chemistry II**

This course is a continuation of CH214. The preparation and reactions of functional groups and multi-step synthesis are the topics for the semester. Concurrent enrollment in CH 224L (laboratory) is required. This is a four credit hour course.  
Prerequisite: CH 214

**CORRECTIONAL ACADEMY (CA)**

NOTE: The following courses are taught through the Corrections Academy. These courses will substitute for the criminal justice courses (CJ) as indicated when applying for the Associate of Arts or Associates of Applied Science degrees. However, the criminal justice courses (CJ) will not substitute for the corrections academy courses (CA), since the CA courses have additional components not in the CJ courses to meet the requirements for licensure by the state of New Mexico as a correctional officer.

**CA 111X Physical Training and Wellness for Corrections Officers**

This course is designed to enhance the basic correction officer's level of fitness, as well as develop an understanding of wellness as it relates to corrections. This class will include demonstration, discussion, and participation. Periodic fitness assessments and strength, cardiovascular, and flexibility training will be incorporated into this class. Additionally concepts covering nutrition and safety will be covered. The student will be required to perform satisfactorily on the final fitness tests and agility courses for state certification as a corrections officer.  
Co-requisite: Enrollment in the Corrections Academy. This is a one credit hour course.

**CA 113J Introduction to Corrections (same as CJ 113J)**

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. This is a three credit hour course.

**CA 123J Corrections Officer Safety and Weapons Training (same as CJ 123J)**

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 will be covered. This is a three credit hour course.

**CA 133J Communication and Interpersonal Skills for the Correction Officer**

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. This is a three credit hour course.

**COSMETOLOGY (COSM)****COSM 111 Theory I**

This course orients the student to cosmetology, specifically in the areas of professional image, first aid, and ethics. This course provides an overview of the demands of the profession and the self-discipline needed to succeed in the field. This is a one credit hour course.

**COSM 111E Esthetician Theory**

This course orients the student to the skin care career, specifically in the areas of professional image, first aid, and ethics. This course provides an overview of the demands of the profession and the self discipline needed to succeed in the field. This is a one credit hour course.

**COSM 111M Manicurist/Esthetician Theory**

This course orients the student to the field of Manicurist/Esthetician, specifically in the areas of professional image, first aid, and ethics. This course provides an overview of the demands of the profession and the self discipline needed to succeed in the field. This is a one credit hour course.

**COSM 111N Nail Technology Theory**

This course orients the student to the field of Nail Technology, specifically in the areas of professional image, first aid, and ethics. This course provides an overview of the demands of the profession and the self discipline needed to succeed in the field. This is a one credit hour course.

**COSM 112 Haircutting I**

This first of three haircutting courses includes theory and practice related to haircutting, including anatomy and physiology as well as the preparation and procedures for the use of shears, scissors, razors and clippers on mannequins. Students are indoctrinated in safety practices as well as products related to the various haircutting procedures. This is a two credit hour course.

**COSM 112A Haircutting II**

This second of three haircutting courses includes theory and practice related to haircutting, including additional anatomy and physiology as well as the preparation and advanced safety practices as well as products related to the various haircutting procedures are covered. Practice opportunities for client consultation, recordkeeping, and haircutting are provided. This is a two credit hour course.

Prerequisites: COSM 111, COSM 112, COSM 115, COSM 132, AND COSM 142

**COSM 115 Manicuring / Pedicuring**

This course utilizes a combination of theory, lab practice, and clinical hands-on work to present the techniques of manicuring and pedicuring as they relate to anatomy and physiology. Also included are preparation and procedures, massage and advanced nail techniques, client consultation and recommendations, as well as client recordkeeping and safety. This is a five credit hour course.

**COSM 121 Theory II**

This course covers the areas of state laws and regulations, chemistry, electricity, professional standards, and retailing in the salon. This is a one credit hour course.

Pre-requisites: COSM 111, COSM 112, COSM 115, COSM 132, and COSM 142

**COSM 124 Hairstyling**

This course combines theory and practice of hairstyling to include the anatomy and physiology, preparation, practice, and procedures related to hairstyling along with the associated materials and implements. Students will practice safety procedures and styling techniques including wet styling, blow drying, fingerwaving, airwaving, and hair pressing. Students will perform consultations with clients including hair analysis, recommendations, and recordkeeping. This is a four credit hour course.

Prerequisites: COSM 111, COSM 112, COSM 115, COSM 132, and COSM 142

**COSM 132 Sterilization and Sanitation**

This course covers safety, preparation, procedures, practice, products, materials and implements, theory for personal and public safety, methods of sanitation and sterilization, chemical agents, types of bacteria, bacterial growth, and infections. This is a two credit hour course.

**COSM 142 Shampoo, Rinses, and Scalp Treatments**

This course covers preparation, procedures and practice, products, materials, implements, and related theory. Additional topics presented include related theory in anatomy, physiology, hair analysis, disorders of hair and scalp, related chemistry, client recordkeeping and safety. This is a two credit hour course.

**COSM 211 Theory III**

Topics covered in this course include communication skills, résumé writing, state laws and regulations, job seeking skills and techniques, and retention. This is a one credit hour course.

Prerequisites are completion of Semester I and II of the Cosmetology Certificate program with a grade of "C" or better in each class.

**COSM 212B Haircutting III**

This third of three haircutting courses includes advanced theory and practice related to haircutting. The course emphasizes advanced safety practices as well as products related to a variety of complex haircutting procedures on clientele in the lab setting. Practice opportunities for client consultation, recordkeeping, and haircutting are provided. This is a two credit hour course.

Prerequisites are completion of Semester I and II of the Cosmetology Certificate program with a grade of "C" or better in each class.

**COSM 213 Haircoloring / Bleaching**

This course explores the hair analysis procedures and related chemical actions involved in temporary, semi-permanent, and permanent color applications. Applications include bleaching, tinting, toning, frosting, special effects, and problems specific to the client. The student will consult with the client to make recommendations, perform recordkeeping, and practice safe methods. This is a three credit hour class.

Prerequisites: Completion of Semester I and II of the Cosmetology Certificate program with a grade of "C" or better in each class.

**COSM 216 Chemical Rearranging/Perms and Relaxers**

This course covers theory, preparation, procedures, and practice related to the chemical rearranging (including perms) of hair. Included are theory related to anatomy and physiology of hair as well as common products, materials, and implements. Students will consult with clients to analyze hair, perform the chemical procedure, and maintain proper recordkeeping while following approved safety measures. This is a six credit hour course.

Prerequisites: Completion of Semester I and II of the Cosmetology Certificate program with a grade of "C" or better in each class.

**COSM 220 Cosmetology / Barbering Clinical Practicum**

This course is the capstone course for the cosmetology program. It provides concentrated clinical practice for the student in a supervised lab setting in preparation for the State Board Exam. This class can only be taken after the successful completion of all other required departmental classes. This is a 10 credit hour course.

Prerequisites: Completion of Semester I, II, and III of the Cosmetology Certificate program with a grade of C or better in each class.

**COSM 220E Esthetician Practicum**

This course is the capstone course for the Esthetician program. It provides concentrated clinical practice for students in a supervised lab setting in preparation for the State Board Exam. This is a ten credit hour course.

Prerequisites: This course can only be taken after the successful completion of all other required departmental courses.

**COSM 220M Manicurist / Facialist Practicum**

This course is the capstone course for the Manicurist / Facialist program. It provides concentrated clinical practice for students in a supervised lab setting in preparation for the State Board Exam. This is a ten credit hour course.

Prerequisites: This course can only be taken after the successful completion of all other required departmental courses.

**COSM 220P Manicure / Pedicure Clinical Practicum**

This course is the capstone for the Nail Technology program. It provides concentrated clinical practice for students in a supervised lab setting in preparation for the State Board Exam. This course can only be taken after the successful completion of all other required departmental courses. This is a ten credit hour course.

**COSM 222 Salon Business / Board Review**

This course is taken during the last semester of the Cosmetology Program. It provides theoretical discussion and presentations relating to opening a salon and creating a business plan. Issues reviewed are written agreements, related regulations and laws, salon operations, policies, practices, personnel, compensation, payroll deductions, telephone etiquette, advertising, retail and salesmanship, client communication, public relations, insurance, and salon safety. Theoretical components of the departmental courses are reviewed in preparation for the written portion of the State Board Exam. This is a two credit hour course.

**COSM 225 Facials**

This course covers theory and practice associated with performing facials in the related areas of anatomy and physiology, preparation and procedures, appropriate products, materials, and implements, treatments, and make-up application. Students will practice safe techniques while using electrical appliances and currents, specialized treatment machines, applying artificial eyelashes, removal of unwanted hair, eyelash and brow tinting, and light therapy. Students will practice performing client consultation, making recommendations, and keeping accurate records. This is a five credit hour course.

Prerequisites: COSM 111, COSM 112, COSM 115, COSM 132, and COSM 142

**COSM 233 Testing and Student Evaluation**

This course will cover measurement of student skills and achievement. This course will include diagnosis student strengths and weaknesses, promote motivation for study, and assist in the development and assessment of oral, written, and practical tests. This is a three credit hour course.

**COSM 234 Professional Educator**

This course orients the student in the fundamentals of business management. It will also present the important steps required in developing a professional development plan and the qualities for satisfactory performance within each area of performance. This course emphasizes the importance of pursuing instruction as a professional educator. This is a four credit hour course

**COSM 235 Shaving/Crossover**

This course covers related theory, anatomy, physiology, preparation, procedures and practice in shaving of the face, products, materials, and implements. This is a five hour credit course.

**COSM 237 Course Development and Lesson Planning**

This course is an introduction to cosmetology theory, lesson planning, analysis, and implementation. Also included are sample lesson plans, benefits, outlines, and components of effective lesson plans. Students will practice the principles of preparing lesson plans and practical course reviews. This is a seven credit hour course.

**COSM 239 Teaching and Classroom Management**

Proposed Description: This course will focus on the following areas: independent classroom instruction, generating and maintenance of reports and records, safety measures, classroom conditions, classroom management and supervision. This course will also cover academic advising. This is a nine credit hour course.

**COSM 245 Theory for Instructor**

This course covers the fundamental principles of teaching cosmetology. It includes orientation, state laws and regulations, professional ethics, image, effective communications, student learning principles, and academic advising. This is a five credit hour course.

**COSM 247 Lab / Clinic Supervision**

This course will present material in the following areas: independent clinic supervision, client communication, reception desk supervision, inventory control, effective dispensary procedures, supervision of clinic sanitation, client safety and supervision of student's technical skills. This is a seven credit hour course.

**COSM 257 Teaching Methods and Teaching Aids**

This course examines the four step teaching plan of preparation, presentation, application, and evaluation. Various teaching methods and effective use of teaching aids with guides to the appropriate use of textbooks, workbooks, project sheets, and instruction sheets will also be discussed. This is a seven credit hour course.

**CRIMINAL JUSTICE (CJ)****CJ 113 Introduction to Criminal Justice (same as LA 113)**

This course will explain 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. This is a three credit hour course.

**CJ 113B Substantive Criminal Law (same as LA 113B)**

This course will explain the history of criminal law, the principles of criminal procedure, and the essential components of constitutional, statutory, and common law. This is a three credit hour course.

**CJ 113E Introduction to the Courts (same as LA 113E)**

This course will explain the history of the courts, as well as the organization, structure, and jurisdiction of the judicial system. This is a three credit hour course.

**CJ 113F Juvenile Justice & Delinquency**

This course will explain 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 under the Children's Code and Rules of Procedure. This is a three credit hour course.

**CJ 113J Introduction to Corrections**

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. This is a three credit hour course.

**CJ 113P Police and Society (same as LA 113P)**

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 in the study of crime and the workings of the criminal justice system. This is a three credit hour course.

**CJ 123F Traffic Law & Accident Investigation**

This course focuses on the 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. This is a three credit hour course.

**CJ 123P Law Enforcement Patrol Procedures**

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, transportation of prisoners, handling crimes in progress, preliminary investigations, conduct at crime scenes, and officer survival will be covered. This is a three credit hour course.

**CJ 213A Criminal Investigation**

This course will identify the fundamentals of criminal investigation. It will include conduct at crime scenes, collection and preservation of evidence, interviews and interrogations, crime scene photography and sketching, and report writing. This is a three credit hour course.

**CJ 213B Criminal Procedure (same as LA 213B)**

This course will concentrate on substantive criminal law, general rules, principles, and doctrines of criminal liability in the United States; and classifications of crimes against persons, property, and the public welfare. This is a three credit hour course.

**CJ 213D New Mexico Law**

This course will focus on the 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. This is a three credit hour course.

**CJ 223C Narcotics and Dangerous Drugs**

This course will emphasize the pharmacological properties of abused drugs, common abuse patterns, field-testing, evidence requirements, and investigation techniques utilized in narcotics and dangerous drug investigations. This is a three credit hour course.

**COMPUTER SCIENCE (CS)****CS 111A Keyboarding on Microcomputers (same as SC 111A)**

This is a five-week course that utilizes a computerized keyboarding program, which presents a few new keys in each lesson. This is a one credit hour course.

**CS 112 Computer Applications for Nuclear Technicians**

This course will provide students with basic knowledge of Microsoft Word and basic and advanced knowledge of Microsoft Excel. Instructional topics will include creating, editing, printing, and utilizing commands within Microsoft Word and charting, graphic presentations, formulas, calculations, and advanced functions within Microsoft Excel. This is a two credit hour course.

**CS 113 Fundamentals of Programming**

This course provides a guide to developing structured program logic. The course assumes no programming experience and does not focus on any one particular language. It introduces programming concepts and enforces good style and logical thinking. This is a three credit hour course.

Prerequisite: Student must have completed MA 113A equivalent or higher.

**CS 113B Using Microsoft Access**

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. This is a three credit hour course.

Prerequisite: CS 123D or previous experience with a relational database

**CS 113C Internet Access Basics**

This is 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 affected by the World Wide Web. This is a three credit hour course.

Prerequisite: CS 123D, Windows Applications I

**CS 113D Ethics and Technology**

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. The course is a three credit hour class.

Prerequisites: CS 123A, CS 123D, or CS 113C

**CS 113E Computer Training I for the Paraprofessional**

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 applications, Internet integration, Web-site utilization, Multi-Media presentation 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. This is a three credit hour course.

**CS 123D Windows Applications I**

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 PowerPoint utilizing the Microsoft Office Suite software. This is a three credit hour course.

**CS 123G Windows Applications II**

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. This is a three credit hour course.

Prerequisite: CS 123D Windows Applications I

**CS 213 Excel**

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. This is a three credit hour course.

Prerequisite: A grade of "C" or higher in CS 123D Windows Applications I or consent of the instructor

**CS 213C Visual BASIC Programming**

This course provides 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. This is a three credit hour course.

Prerequisites: Student must be eligible to enroll in MA 113 or have the consent of instructor. Prior enrollment in CS 113 is recommended.

**CS 213D COBOL Programming**

This course is designed to present basic components of the COBOL language to solve business problems. This is a three credit hour course.

Prerequisite: Student must be eligible to enroll in MA 113 or have the consent of instructor. Prior enrollment in CS 113 is recommended.

**CS 213F C++ Programming**

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. This is a three credit hour course.

Prerequisites: Student must be eligible to enroll in MA 113 or have the consent of instructor. Prior enrollment in CS 113 is recommended.

**CS 213G Oracle Database Administrator I**

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. This is a three credit hour course.

**CS 213J Java Programming**

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. This is a three credit hour class.

Prerequisite: CS 113 or experience/knowledge of a programming language

**CS 213N Networking I**

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 troubleshooting techniques. This is a three credit hour course.



**CS 214 CISCO Network Associate I**

This course focuses on networking fundamentals, the OSI model and industry standards, network topologies, IP addressing (such as subnet masks), and basic network design. This course also 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. This is a four credit hour course.

Prerequisites: CS 123D or consent of instructor

**CS 214A CISCO Network Associate II**

This course 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. This course 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. This is a four credit hour course.

Prerequisite: CS 214 (CISCO Network Associate I)

**CS 214B CISCO Network Associate III**

This course focuses on advanced routing and switching configurations, LAN switching, network management and advanced network design. This course 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. This is a four credit hour course.

Prerequisite: CS 214A (CISCO Network Associate II)

**CS 214C CISCO Network Associate IV**

This course focuses on project-based learning, including advanced network design projects and advanced management projects. This 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. This is a four credit hour course.

Prerequisite: CS 214B (CISCO Network Associate III)

**CS 223L Advanced C++ Programming**

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. This is a three credit hour course.

Prerequisite: CS 213F or consent of the instructor

**CS 223M Microcomputer Repair and Upgrade I**

This course will allow students to learn routine preventive maintenance for PCs including hardware troubleshooting, troubleshooting software, motherboard testing, adding replacement boards and peripherals, and upgrading the central processing unit. This is a three credit hour course.

Prerequisite: CS 123D or consent of the instructor

**CS 223N Networking II**

This course introduces the installation and management of workstations and servers in a client/server networking environment. Topics include creating and managing user and computer accounts, performing basic network administrative tasks, implementing and managing backups, and disaster recovery. This is a three credit hour course.

Prerequisite: CS 213N

**CS 223S Introduction to Operating Systems**

This course provides a comprehensive overview of the multiple operating systems commonly found in the Information Technology field. This is a three credit hour course.

Prerequisites: CS 213N

**CS 233M Microcomputer Repair and Upgrade II**

CS 233M is a continuation of CS 223M Microcomputer Repair and Upgrade I. This course will allow students to further develop their skills in regards to routine preventive maintenance of PCs, hardware and software troubleshooting, 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. This is a three credit hour course.

Prerequisites: CS 223M or consent of the instructor

**CS 233N Networking III**

This course introduces computer forensics and network security concepts. Specific topics to be covered include network security terminology, fundamentals of intrusion detection design and implementation, firewall design, virtual private networks, packet filters, and network traffic signatures. This is a three credit hour course.

Prerequisites: CS 223N

**CS 233S Systems Architecture**

This course provides detailed information of computer hardware and system software. The material covered in this course is intended to form a foundation of technical knowledge for systems analysis, design, configuration, procurement, and management. This is a three credit hour course.

Prerequisites: CS 113

**CS 243N Networking IV**

This course introduces computer forensics and network security concepts. Specific topics to be covered include network security terminology, fundamentals of intrusion detection design and implementation, firewall design, virtual private networks, packet filters, and network traffic signatures. This is a three credit hour course.

Prerequisites: CS 233N

**CONSTRUCTION TECHNOLOGY (CT)****CT 111 Tools for Success**

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. This is a one credit hour class.

**CT 111F Field Safety**

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.

**CT 111S Safety Technology**

This course provides instruction on how to implement and administer a company safety program. It is designed for field managers, safety directors, safety committees, owner safety representatives and insurance/loss control representatives. The course provides an introduction to safety technology, hazard recognition, evaluation, and control. It presents the factors involved in performance analysis and assessment as well as the roles and responsibilities of the safety technician. Accident investigation and recordkeeping are presented and OSHA inspection procedures for site inspections are covered. Data tracking and trending techniques are presented along with environmental awareness. This is a one credit hour course.

**CT 112 Orientation to Construction & Engineering Technology**

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.



**CT 112M Concrete Finishing I**

This course is an element of the masonry emphasis area and provides an introduction to concrete construction and finishing including the methods and procedures used in finishing, terms of the trade, tools and equipment used, and the properties of concrete. It provides information on OSHA requirements, work site safety, use of chemicals, use of hand and power tools, and maintenance requirements. It also provides hands-on practice for finishing slabs. This is a two credit hour course.

Prerequisite: CT 112

**CT 112S Project Supervision**

This course introduces the student to the history of the construction industry and to organization theory. It covers the phases of a construction project and the role and duties of the supervisor. Human relations, problem solving, safety, quality control, contract/construction documents, estimating, planning and scheduling, resource control, and cost awareness are discussed. This is a two credit hour course.

**CT 113 Building Materials**

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.

**CT 113E Electrical I**

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. This is a three credit hour class.

Pre and/or co-requisites: CT 112

**CT 113M Masonry I**

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, applications layout and setup, and installation techniques. This is a three credit hour course.

Pre and/or co-requisites: CT 112

**CT 113P Pipe Layer**

This course contains an introduction to drilling and tapping machines and describes rigging and delivering pipe and associated structures. The safest methods for cutting common pipe materials and descriptions of materials and standard sizes for thermoplastic, concrete, ductile iron, and corrugated steel pipe are included. Methods for joining pipe to pipe, pipe to appurtenances, and pipe to manhole connections including O-ring pipe, slip joints mechanical joints, restraint joints and transition couplings are presented. The course introduces elevations, use of the pipe laser, soil behavior, and shoring, shielding, and sloping methods as well as stabilization, bedding and dewatering techniques. Preparation of pressure and gravity systems for testing is also covered. This is a three credit hour course.

Prerequisites: CT 112 & CT 111F

**CT 114C Carpentry I**

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 ay 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. This is a four credit hour course.

Pre and/or co-requires CT 112

**CT 114E Electrical II**

This course is the second course in the electrical emphasis pathway. It covers alternating current, AC and DC motors, grounding, conduit bending, boxes and fittings, conductor installations, cable tray, conductor terminations and splices, installation of electric services, circuit breakers and fuses, contactors and relays, and electric lighting. This is a four credit hour course.

Prerequisite: CT 113E or consent of instructor

**CT 114M Masonry II**

This course covers information the mason will need to work with residential plans and construction drawings. Techniques will be included for constructing small structure foundations, steps, patios, decks, chimneys, and fireplaces. The use of grout and other types of reinforcement as well as the various types of metal components and accessories will also be included. Advanced laying techniques for construction of walls, arches, and other structures will be incorporated as well as techniques for moisture control, elevated work, and construction inspection and quality control. This is a four credit hour course.

Prerequisites: CT 113M or permission of instructor

**CT 114P Plumbing I**

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. This is a four credit hour class.

Pre and / or co-requisites: CT 112

**CT 122S Project Management**

The various forms of business ownership and functions of management are identified. The phases of construction projects and the development of formal and informal organizations are covered. Project managers will be assisted in identifying personal management styles, how and when to use their authority, how to resolve conflict, and how to motivate employees. Key elements of the negotiation process, problem solving for profit, documentation procedures, identifying resources, estimating, scheduling, cost control, resource control, TQM, safety, and subcontractor safety evaluation are discussed. This is a two credit hour course.

**CT 123 Blueprint Reading for Construction**

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 course.

**CT 124C      Carpentry II**

This course is the second in a series of four carpentry courses. The specifications of blueprints relevant to the carpentry trade and distance measurement and leveling used to perform the site layout task using site / plot drawings are presented. The responsibilities of surveyors, field engineers, and carpenters are discussed. The properties of a variety of cements and reinforcing materials and the procedures for estimates and testing concrete are covered along with construction of a variety of concrete footing and edge forms. Wall, column, slab-and-beam, stair forms, manufactured forms, and systems are included. This is a four credit hour course.  
Prerequisites: CT 114C or permission of the instructor

**CT 124E      Electrical III**

This course is the third course in the electrical emphasis pathway. It covers load calculations in branch circuits, conductor selection and calculations, over current protection, raceway, box and fitting fill requirements, wiring devices, distribution equipment, lamps, ballasts and components, motor calculations, basic motor maintenance, motor controls, and hazardous locations. This is a four credit hour course.  
Prerequisite: CT 114E

**CT 124M      Masonry III**

This course focuses on masonry construction techniques used in high-rise construction, specialized materials and techniques used in the masonry trade, masonry sound barriers, techniques for working under a variety of weather conditions, and repair and restoration techniques. It also provides information about commercial drawings used in construction requirements, estimating, basic project planning and scheduling techniques. This is a 4 credit hour course.  
Prerequisite: CT 114M

**CT 124P      Plumbing II**

The techniques for calculating simple, rolling, and parallel offsets using intermediate math skills are presented. The interpretation and use of civil, architectural, structural, mechanical, plumbing, and electrical drawings are included along with procedures to locate, install, connect, and test a complete drain, waste, and vent (DWV) system. Techniques for locating, installing, and connecting roof, floor, and area drains according to code are included. The proper installation, testing techniques, and troubleshooting for fixtures, valves, faucets, water heaters, and fuel gas systems will be covered. This is a four credit hour course.  
Prerequisite: CT 114P or the consent of the instructor

**CT 133      Site Layout**

This course provides the basic principles and techniques of construction surveying. Introductory tasks include taping, leveling, transit, contour and topographic mapping, and construction surveying as well as surveying math, the use and care of survey equipment, and blueprint reading for surveyors. This is a three credit hour course.

**CT 134C      Carpentry III**

This course presents various types of exterior siding, gutters, downspouts, and roof vents along with roofing materials, safety practices, and application methods. Thermal and moisture protection and installation of insulating materials in walls, floors, and attics is discussed. The procedure for laying out and installing stairs and stringers along with metal framing for interior walls, exterior non-bearing walls, and partitions is illustrated. Door installation and related hardware is incorporated. Suspended ceilings and window, door, floor, and ceiling trim are included. The final focus of the interior finish is cabinet and countertop selection and installation. This is a four credit hour course.  
Prerequisites: CT 124C

**CT 134E      Electrical IV**

This course is the fourth course in the electrical emphasis pathway. It covers load calculations, practical applications of lighting, standby and emergency systems, basic electronic theory, fire alarm systems, and specialty transformers. It also includes advanced motor controls, HVAC controls, heat tracing and freeze protection as well as preventative and troubleshooting procedures for motors, and high-voltage terminations/splices. This is a four credit hour course.  
Prerequisite: CT 124E

**CT 134M      Concrete Finishing II**

This course builds upon concepts from Concrete Finishing I and describes the physical and chemical properties of various materials used in a concrete mix and the expected results of the use of admixtures. Calculations for estimating materials are detailed. Forming requirements of concrete steps, stairs, curbs, gutters, sidewalks, driveways, and low vertical structures are presented. Architectural finishes, surface treatments, industrial floors, superflat floors, quality control, and repair methods are also explained. This is a four credit hour course.  
Prerequisites: CT 112M Concrete Finishing I

**CT 134P      Plumbing III**

Math concepts used in plumbing and plumbing codes are discussed. Design and installation techniques of indirect and special waste systems are studied, emphasizing protection against contamination. Sizing the water supply piping and maximizing efficiency are covered. Backflow prevention devices and the design of systems that boost water pressure and provide hot water will be covered. The diagnosis and repair of a water supply and the effects of corrosion, freezing, and hard water on plumbing systems are presented. This is a four credit hour course.  
Prerequisites: CT 124P

**CT 134S      Construction Technology I**

This course is the first of two courses designed to prepare students for supervisory jobs by providing an overview and specific descriptions of major construction trades including electrical, masonry, concrete finishing, and plumbing. Proper and safe hands-on techniques are emphasized. This course introduces the student to the historic and current methods and procedures in each area. This is a four credit hour course.

**CT 141-7      Fieldwork for Construction**

The consent of the instructor is required before enrollment in this course which will be supervised fieldwork on a specific construction project at a local site. The course may be taken for one credit up to a maximum of eight credit hours and may be taken more than one semester until the maximum of eight hours in this course is earned. Each credit hour earned requires three work hours per week for 16 weeks at the site. Students must furnish their own tools. This is a one to seven credit hour course.

**CT 144C      Carpentry IV**

Advanced site layout and the use of laser instruments to layout foundation lines and determine elevations are covered. Trade mathematics, including geometry and right-angle trigonometry are needed. Installation and finishing of commercial roofing materials, advanced floor systems, advanced wall systems, curtain walls, advanced stair systems and fire-rated commercial construction are discussed. Light equipment and safety procedures for them are covered. An introduction to welding and the materials and practices used in the assembly of metal buildings are included in this segment. Basic skills for supervising personnel as well as the principles of project planning, scheduling, estimating, and management are included. This is a four credit hour course.  
Prerequisite: CT 134C

**CT 144E      National Electric Code I (NEC)**

Wiring and installation conforming to NEC requirements are discussed. Topics include grounded systems, overcurrent protection of conductors, ampacity criteria, installing services, installing motors and transformers, remote control and signaling circuits, and installing structured wiring in homes and offices. This is a four credit hour course.

**CT 144P      Plumbing IV**

Basic business accounting and project estimating, as well as cost control procedures and task organization are covered. Calculation of drainage fixture units for waste systems, well qualities and assembly of pumps and components, types of private sewage systems, and local code requirements are discussed. Techniques for locating buried water and sewer lines and basic types of hydronic and solar heating systems are included. Plumbing systems in swimming pools and hot tubs, compressed air systems, corrosive wastes, safety issues, and hazard communications are emphasized. This is a four credit hour course.  
Prerequisites: CT 134P

**CT 144S Construction Technology II**

This course is the second of two courses that provide an overview and specific descriptions of major construction trades. This second course contains an overview of carpentry and specific construction descriptions. The topics covered include floor systems, wall and ceiling framing, roof framing, site layout, exterior finishing, roofing applications, and stairs. This is a four credit hour course.

Prerequisite: CT 134S

**CT 153C International Residential Code (IRC) I**

This course covers the code requirements of the major systems of residential building construction (other than commercial). The topics include administration, definitions, building planning, foundations, floors, wall construction, wall covering, roof-ceiling construction, roof assemblies, chimneys and fireplaces. This is a three credit hour course.

Pre-requisites: Completion of CT 114C, CT 124C, CT 134C, and CT 144C or permission of the instructor.

**CT 154E National Electric Code (NEC) II**

This course builds upon topics covered in CT 144E. Focus will be on theory and application of wiring and equipment installation standards. Special areas will include service, feeders, branch circuits, electrical circuit design for dwelling, commercial, and industrial applications, installation rules for specific systems, installation rules for distribution equipment, and special equipment and occupancies. This is a four credit hour course.

Prerequisites: CT 144E

**CT 154P International Plumbing Codes**

This course studies major plumbing systems of building construction. It includes administration, definitions, and general regulations. Fixtures, faucets, fixture fittings, water heaters, water supply and distribution, sanitary drainage, indirect/special waste, vents, traps, interceptors, separators, storm drainage, special piping and storage systems are emphasized. This is a four credit hour course.

**CT 163C International Residential Code (IRC) II**

This course is a continuation of CT 153C. It includes energy efficiency, mechanical systems, plumbing systems, electrical systems, and referenced standards. This is a three credit hour course.

Prerequisite: CT 153C

**CT 164P Sprinkler Systems I**

The goals, working relationships, safety, material handling, and common tools used in sprinkler fitting are explained. It covers procedures for determining pipe length, and how to groove pipe and install fittings. The handling, storage requirements, and tools used to assemble CPVC systems are also discussed. The course identifies the types of copper tube and fittings approved for use in fire sprinkler systems and how to solder and braze joints. It also discusses properties and classifications of soils, sloping requirements, excavation support systems, and backfilling requirements. This is a four credit hour course.

Prerequisite: CT 112

**CT 174P Sprinkler Systems II**

This course introduces various types of sprinklers used in the fire protection industry and identifies and explains fusing elements, sprinkler orientation, spray patterns, and finishes of various sprinklers. It identifies and explains standard sprinklers and the differences in water distribution patterns, the location, area of coverage, spacing, and positioning requirements. The limitations of special sprinklers along with electrical safety are discussed. The various types of valves used in the industry and their applications as well as maintenance and installation are presented. Wet fire sprinkler systems and dry-pipe systems are both explained. This is a four credit hour course.

Prerequisite: CT 164P

**CT 184P Principles & Concepts for HVAC**

This course covers basic air conditioning and refrigeration fundamentals. It includes air conditioning and refrigeration cycle, measuring temperature and pressures, mechanical refrigeration cycle, types of systems, compressors, condensers, evaporators, metering devices, controls, refrigeration cycle accessories, and refrigeration service techniques. This is a four credit hour course.

Prerequisites or co-requisites: CT 112, CT 111F

**CT 173C Principles of Construction**

This course is an overview of building the human environment. It includes an introduction to the construction industry, types of construction, regulations, patterns as a concept, methods, and the construction process. This is a three credit hour course.

**DRAMA / THEATRE (DR)****DR 113 Introduction to Theatre**

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. This is a three credit hour course.

**DR 113A Theatrical Make-up**

Theory and practice of make-up design and application for the stage are studied in this course. This course may be repeated two times for credit. This is a three credit hour course.

**DR 123 Rehearsal and Performance**

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. This course may be repeated two times for credit. This is a three credit hour course.

**DR 123A Theatre Practicum**

This course is designed with application of basics of rehearsal and performance study in mind. This course requires a substantial increase in participation in theatre productions through practical experience in performance and/or technical assignments. Production hours are assigned to the student in consultation with the instructor. This course may be repeated two times for credit. This is a three credit hour course.

Prerequisite: DR 123

**DR 123W Stage Craft**

Theoretical introduction to basic aspects of technical theatre production and scene shop procedures are covered in this course. In-shop practicum hours toward fulfillment of the course credit is required. This course may be repeated two times for credit. This is a three credit hour course.

**DR 133W Beginning Acting**

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. This course may be repeated two times for credit. This is a three credit hour course.

**DR 143A Technical Production**

This course includes practical experience and training in activities involved with the technical production of theatre. Assignment of technical position for theatre production is required. This course may be repeated two times toward degree requirements. This is a three credit hour course.

Prerequisite: DR 123W

**DR 233W Intermediate Acting**

This class is designed to build on the basics of beginning actor training, with particular emphasis placed upon the principles of Constantine Stanislavski; including artistic and creative development, theatre discipline and ethics, and professional standards. This course may be repeated two times for credit. This is a three credit hour course.

Prerequisite: DR 133W or consent of instructor

## **ECONOMICS (EC)**

### **EC 213 Principles of Economics (Macro)**

This covers will introduce 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. This is a three credit hour course.

### **EC 213A Introduction to Economics**

This course is 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. This course covers the major elements of, but will not substitute for EC 213 and EC 223. This is a three credit hour course.

### **EC 223 Principles of Economics (Micro)**

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. This is a three credit hour course.

## **EDUCATION (ED)**

### **ED 111E Community College Orientation**

This course will introduce the student to the role, functions, mission and operations of community colleges. Topics 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. This is a one credit hour course.

### **ED 112 Professionalism**

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. This is a two credit hour course.

### **ED 112A Practicum I-L**

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 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. This is a two credit hour course.  
Co-requisite: ED113B

### **ED 112E Community College Orientation**

This course will introduce the student to the role, functions, mission and operations of community colleges. Topics 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. This is a two credit hour course.

### **ED 113A Guiding Young Children**

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. This is a three credit hour course.

### **ED 113B Curriculum Development & Implementation I**

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. This is a three credit hour course.  
Co-requisite: ED 112A

### **ED 113E Community College Orientation**

This course will introduce the student to the role, functions, mission and operations of community colleges. Topics 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. This is a three credit hour course.

### **ED 123 Family & Community Collaboration**

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. This is a three credit hour course.

### **ED 212 Practicum II-L**

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. This is a two credit hour course.  
Corequisite: ED 223C

### **ED 213 Foundations of Education**

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. This is a three credit hour course.

### **ED 213C Assessment of Children & Evaluation of Programs**

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. This is a three credit hour course.

### **ED 213F Educational Psychology (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. This is a three credit hour course.

### **ED 213G Child Growth, Development & Learning**

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. This is a three credit hour course.

### **ED 222 Health, Safety, & Nutrition**

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. This is a two credit hour course.

### **ED 223C Curriculum Development & Implementation II**

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. This is a three credit hour course.  
Co-requisite: ED 212



**ED 223D Introduction to Reading & Literacy Development**

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. This is a three credit hour course.

**ED 233 Educational Field Observation**

This course is for students who 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. This is a three credit hour course.

**ENGINEERING DRAFTING / ARCHITECTURAL DRAFTING (EG)****EG 112 Fundamentals of Prints and Drawings For Technicians**

This course will provide students with the basic knowledge to read an engineering drawing as utilized by technicians. The student will be introduced to print reading, electrical single lines and schematics, and electronic diagrams and schematics. This is a two credit hour course.

**EG 111B AutoCAD Certification Preparation**

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. This is a one credit hour course.

Prerequisites: EG 224 Advanced Computer Assisted Drafting (CAD) or permission from the instructor

**EG 113 Principles of Drafting**

This course introduces the principles of drafting. Drafting terminology, fundamentals, drafting techniques and skills, lettering, size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes will be included. This is a three credit hour course.

**EG 123 Introduction to Computer Assisted Drafting (CAD)**

This course is offered as an introduction to Computer Assisted Drafting (CAD) software. Assignments incorporate computer software and hardware as applied to architectural, mechanical, and interior design/drafting. Concepts will include setup, creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects; adding text and dimensions; and using layers, coordinate systems, and plotting/printing to scale. Detailed drawings of sections, elevations, and floor plans will be produced. This is a three credit hour course.

Prerequisite: EG 113 or consent of instructor

**EG 123C Introduction to 3-Dimensional Animation (3D Studio Viz)**

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. This is a three credit hour course.

**EG 133 Design and Fabrication Using CAD/CAM**

This is a study of the design process as applied to fabrication and introduces computer assisted manufacturing (CAM) software as an expansion of the design process. This course requires the use of a graphics-based language to create basic geometric elements. Geometric elements are used to create tool/cutter paths necessary to establish machining coordinates for CNC (Continuous Numeric Control) machining mill. Prerequisite: EG 123 or Consent of Instructor. This is a three credit hour course.

**EG 222 Professional Development in Residential Construction Techniques**

This course offers students a real life residential construction experience through participation in a team competition. Students will demonstrate problem-solving skills by preparing a solution through documents, which include the development of working drawings, a labor and materials estimate, and a construction schedule. Problems will emphasize analytical and aesthetic design and presentation skills. This is a two credit hour course. Prerequisite: Consent of the instructor

**EG 223A Advanced Computer Assisted Drafting (CAD)**

This advanced course in computer assisted design uses industry standard software to present building information models through production of floor plans, sections, elevations, details, plot plans, schedules, and perspective renderings. This is a three credit hour course.

Prerequisite: EG123 Introduction to Computer Assisted Drafting (CAD)

**EG 224C Advanced 3-Dimensional Animation and CAD**

This advanced course covers 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. This is a four credit hour course.

Prerequisites: EG 123C 3-Dimensional Animation (3D Studio Viz) and EG 224A Advanced Computer Assisted Drafting (CAD) or permission from the instructor

**EG 224D Comparative Studies in Micro Station and AutoCAD**

Introduction to the Micro station 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. This is a four credit hour course.

Prerequisites: EG 123 Introduction to Computer Assisted Drafting (CAD) or permission from the instructor

**EG 234 Customizing Computer Assisted Drafting (CAD)**

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. This is a four credit hour course.

Prerequisites / Co-requisites: EG 224A Advanced Computer Assisted Drafting (CAD) or permission from the instructor

**EG 243A Architectural Design Topics**

Each student will create a portfolio of working drawings and related documents to include presentation drawings, material take-offs, and a cost estimate. The portfolio will be individualized to the student's degree option and contract with the instructor using drafting, word processing, spreadsheet, and presentation software. Job search activities will be required. The student will also prepare to take the nationally recognized American Design Drafting Association certification test. Completed coursework will serve as a capstone assessment tool for the program. This is a three credit hour course.

Prerequisite: Consent of the instructor



**EG 241-248 Computer Assisted Drafting CAD Cooperative Work Experience I-VIII**

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. Prerequisites / Co-requisites: EG 224A and/or permission of the Coordinator and the employer

**EMERGENCY MEDICAL (EM)**

**EM 115 Emergency Medical Technician Training –Basic (EMT-B)**

This course is 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. This is a five credit hour course.

**EM 124 Emergency Medical Technician Training-Intermediate (EMT- I)**

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. This class includes initiation of IV therapy on fellow student while under direct supervision. This is a four credit hour course. Prerequisite: EMT-B certification, satisfactory completion of pre-test and consent of instructor and Director of Allied Health

**ENGLISH (EN)**

**EN 103 English Fundamentals for Specialized Programs**

This course focuses on grammar, sentence structure, paragraph types, organization, conciseness, and technical clarity. Instruction stresses effective technical writing in the work place. This class does not meet the requirements of the associate of arts or the associate of science degrees. This is a three credit hour course.

**EN 113 Composition and Rhetoric**

This course offers an introduction to written communication with emphasis on developing college-level paragraphs and essays. This is a three credit hour course. Prerequisite: TS 113C or appropriate score on a placement test

**EN 123 Composition and Literature**

As a continuation of EN 113, this course focuses on writing effective paragraphs and essays with an emphasis on reading, analyzing, and researching literary genres: short stories, poetry, drama, novels, and/or essays. This course includes a research project and other writing assignments. This is a three credit hour course. Prerequisite: EN 113

**EN 123A Report Writing for Technicians**

This course is designed to introduce the student to various types of technical and report writing through intensive writing activities. This is a three credit hour course. Prerequisite: EN 113

**EN 213 Types of Literature I**

This course examines selected literary works from one or more genres. The successful student has the opportunity to develop critical thinking skills through close reading of the selected genre(s) presented and exploration into the cultural, social, political, and/or historical influences on the works. Writing assignments may include journaling, a research project, critical commentaries, and/or oral reports. This is a three credit hour course. Prerequisite: EN 123

**EN 213A Survey of British Literature I**

This course offers a study of the development of British literature from Beowulf through the eighteenth century. It is designed to offer a broad cultural awareness of literature in the English language. Emphasis is placed on enriching the students' critical appreciation of literature. Readings, reports, and writings are required. This is a three credit hour course. Prerequisite: 123

**EN 213B Creative Writing**

This course offers an introduction to the writing of various literary genres resulting in individual writing portfolios. This is a three credit hour course. Prerequisite: EN 123 or consent of instructor

**EN 213C American Literature I**

This course examines representative masterpieces from ancient, medieval, and Renaissance literature. It is designed to introduce world literature and to widen the student's contacts with individuals, ideas, and customs of other cultures. Readings, reports, and writings required. This is a three credit hour course. Prerequisite: ENG 123

**EN 213D World Literature I**

This course examines representative masterpieces from ancient, medieval, and Renaissance literature. It is designed to introduce world literature and to widen the student's contacts with individuals, ideas, and customs of other cultures. Readings, reports, and writings required. This is a three credit hour course. Prerequisite: ENG 123

**EN 213E Film and Fiction**

This course presents an introduction to cinema as an art form that is both visual and literary. This course includes a close examination of literary works and films made from those works. This is a three credit hour course. Prerequisite: EN 123

**EN 213F Southwest Literature**

This course offers a survey of representative literary works from the Southwestern United States. This course 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. This is a three credit hour course. Prerequisite: EN 123

**EN 213G Science Fiction and Fantasy**

This course offers 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. This is a three credit hour course. Prerequisite: EN 123

**EN 223 Types of Literature II**

This course examines selected literary works from one or more genres. The successful students' critical thinking skills are developed through close reading of the genres presented and exploration into the cultural, social, political, and/or historical influences on the works. Writing assignments may include journaling, a research project, critical commentaries, and/or oral reports. This is a three credit hour course. Prerequisite: EN 123

**EN 223A Survey of British Literature II**

This course offers a study of the development of British literature from the eighteenth century to the present. It is designed to offer a broad cultural awareness of literature in the English language. Emphasis is placed on enriching the students' critical appreciation of literature. Readings, reports, and writings are required. This is a three credit hour course. Prerequisite: EN 123

**EN 223B Creative Writing II**

This course is a continuation of EN 213B, emphasizing further development in the writing of various literary genres, resulting in individual writing portfolios. This is a three credit hour course. Prerequisite: EN 213B

**EN 223C American Literature II**

This course examines the development of American literature from the Civil War to the present. It is designed to offer a broad cultural awareness of American literature and culture. Emphasis is placed on enriching the students' critical appreciation of literature. Readings, reports, and writings are required. This is a three credit hour course.

Prerequisite: EN 123

**EN 223D World Literature II**

This course examines representative masterpieces from the eighteenth, nineteenth, and twentieth centuries. It is designed to introduce world literature from the modern era and to widen the students' contact with individuals, ideas, and customs of other cultures. Readings, reports, and writings are required. This is a three credit hour course.

Prerequisite: EN 123

**ENGINEERING (ER)****ER 213 Statics**

This course includes an analysis of forces and moments acting on particles and rigid bodies that are at rest. This is a three credit hour course.

Prerequisite: PH 214 and concurrent registration in MA 234

**ER 213A Circuit Analysis**

This course includes an 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. This is a three credit hour course.

Prerequisite: MA 154

**ER 223 Dynamics**

This course includes an analysis of forces and moments acting on particles and rigid bodies that are in motion. This is a three credit hour course.

Prerequisite: ER 213

**FORD MOTOR COMPANY (FM) AUTOMOTIVE TECHNOLOGY****FM 113 Technology for Technicians**

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, the use of PC-based diagnostic equipment, 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. This is a three credit hour course.

**FM 114 Automotive Fundamentals**

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. This is a four credit hour course.

**FM 114A Cooperative Work Experience I**

This course is a continuation of FM 114 and FM 124 and includes 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. This is a four credit hour course.

**FM 114B Cooperative Work Experience II**

This course is a continuation of FM 124A and FM 124B and includes work experience in a cooperating Ford-Lincoln-Mercury dealership is required. Student will work as a trainee under the supervision of an experienced Ford automotive technician. Open to Ford ASSET students only. This is a four credit hour course.

**FM 114C Cooperative Work Experience III**

This course is a continuation of FM 124C and FM 214A and includes 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. This is a four credit hour course.

**FM 124 Electronics I**

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 wiring diagrams 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. This is a four credit hour course.

**FM 124A Engine Performance I**

This is the first of three 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. The major emphasis 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. This is a four credit hour course.

Prerequisite: FM 124B Electronics II

**FM 124B Electronics II**

This is the second of three 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. This is a four credit hour course.

Prerequisite: FM 114 Automotive Fundamentals and FM 124 Electronics I

**FM 124C Brake Systems**

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, anti-lock brake systems, and vehicle stability control systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a four credit hour course.

Prerequisite: FM 124B Electronics II

**FM 124D Diesel Engine Operations**

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 driveability. 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. This is a four credit hour course. Prerequisite: FM 124B Electronics II

**FM 211 Noise, Vibration, and Harshness**

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 Ford electronic vibration analyzer, and the Chassis Ears. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a one credit hour course.

Prerequisite: FM 124B Electronics II

**FM 214 Engine Repair**

This course will review the fundamentals of automotive engine operation and cover the service and repair of Ford Motor Company's automotive engines. The diagnosis and overhaul procedures related to these engines is also covered. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a four credit hour course.

Prerequisite: FM 114 Automotive Fundamentals

**FM 214A Manual Drive Train and Axles**

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, and 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. This is a four credit hour course.

Prerequisite: FM 124B Electronics II

**FM 214B Heating and Air Conditioning**

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. This is a four credit hour course.

Prerequisite: FM 124B Electronics II

**FM 214C Automatic Transmissions and Transaxles**

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. This is a four credit hour course. Prerequisite: FM 124B Electronics II

**FM 223 Advanced Drivability Diagnosis**

This course is designed to develop and apply vehicle drivability related diagnostic skills, concentrating on both gasoline and diesel engine systems. The diagnostic strategies used will include the interpretation of recorded 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. This is a three credit hour course.

Prerequisites: FM 124B, FM 224, and FM 124D

**FM 224 Engine Performance II**

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), OBDII, driveability diagnosis, exhaust emission controls, and Ford fuel injection system service, repair, and PC-based diagnostics. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. This is a four credit hour course.

Prerequisite: FM 124B Electronics II and FM 124A Engine Performance I

**FM 224A Cooperative Work Experience IV**

This course is a continuation of FM 211, FM 212, FM 214, and FM 224 and includes 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. This is a four credit hour course.

**FM 224B Suspension and Steering Systems**

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, wheel alignment, 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. This is a four credit hour course.

Prerequisite: FM 124B Electronics II.

**FM 224C Cooperative Work Experience V**

This course is a continuation of FM 214B, FM 214C, and FM 224B and includes 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. This is a four credit hour course.

**GEOLOGY (GE)****GE 114 Physical Geology**

This course will study earth materials including the origin of minerals and rocks, erosion and deposition, earth movements and mountain building, volcanism, earth resources, oceans, and meteorology. Concurrent enrollment in GE114L (laboratory) is required. This is a four credit hour course.

**GE 124 Historical Geology**

This course will include 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 GE124L (laboratory) is required. This is a four credit hour course.

**GEOGRAPHY (GG)****GG 113 World/Regional Geography**

This course is designed as an introductory geographic survey arranged around the following major regions: the United States and Canada, Latin America, Europe, the Middle East and North Africa, Africa-South of the Sahara, Russia and the Eurasian States of the Former Soviet Union, Asia-East by South, and Australia, New Zealand, and the Pacific Islands. Emphasis is placed upon an analysis of the natural environment, cultural environment, population status, economic development, and potentials. This is a three credit hour course.

**General Motors (GM) Automotive Technology****GM 113 Technology for Technicians**

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. This is a three credit hour course.

**GM 114 Automotive Fundamentals**

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. This is a four credit hour course.

**GM 114A Cooperative Work Experience I**

This course provides 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. This is a four credit hour course.

**GM 114B Cooperative Work Experience II**

This class is a continuation of GM 114A and GM 124B and involves 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 is required. This is a four credit hour course.

**GM 114C Cooperative Work Experience III**

This course is a continuation of GM 124C and GM 214A and provides 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 is required. This is a four credit hour course.

**GM 124      Electronics I**

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. This is a four credit hour course.

**GM 124A      Engine Performance I**

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. This is a four credit hour course.

**GM 124B      Electronics II**

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. This is a four credit hour course.

**GM 124C      Brake Systems**

This course covers the operating principles, service, and troubleshooting procedures of General Motors brake systems. Open to GM ASEP students only. This class meets twenty hours per week. This is a four credit hour course.

**GM 214      Engine Repair**

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. This class meets ten hours per week. This is a four credit hour course.

**GM 214A      Manual Drive Train and Axles**

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. This is a four credit hour course.

**GM 214B      Heating and Air Conditioning**

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. This is a four credit hour course.

**GM 214C      Automatic Transmissions and Transaxles**

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. This is a four credit hour course.

**GM 224      Engine Performance II**

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. This is a four credit hour course.

**GM 224A      Cooperative Work Experience IV**

This course is a continuation of GM 214 and GM 224 and provides 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 is required. This is a four credit hour course.

**GM 224B      Suspension and Steering System**

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. This is a four credit hour course.

**GM 224C      Cooperative Work Experience V**

This course is a continuation of GM 214B, GM 214C, and 224B, and includes 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. This is a four credit hour course.

**GM 224D      New Product Issues**

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. This is a four credit hour course.

**GOVERNMENT (GO)****GO 213      American Government**

This course 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. This is a three credit hour course.

**GO 233      International Relations**

This course discusses the major theories of international relations and provides students with the historical background to understand global politics. It provides a basis of discussion over three key themes—the historical, the contemporary and policy-oriented, and the theoretical—and emphasizes the extent to which they complement one another. It gives the student one of the most important processes affecting relations between states and non-state actors today: globalization. This is a three credit hour course.

**HEALTH CARE (HC)****HC 112      Medical Terminology for Allied Health**

This course introduces basic medical word roots, prefixes, suffixes, and the combination of forms by using word parts to construct selected medical terms. The course will introduce the terminology used to communicate with healthcare professionals and accepted medical terminology used when documenting in the healthcare (medical) record. The student is required to utilize basic computer skills to perform simple narrative documentation. This is a two credit hour course.

**HOME ECONOMICS (HE)****HE 113      Introduction to Nutrition**

This course provides an introduction to the principles of basic nutrition and the relationship of nutrition to health. This is a three credit hour course.

**HISTORY (HI)****HI 113      United States History to 1877**

This course surveys the discovery, establishment, and growth of the English colonies; their relations with Great 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. This is a three credit hour course.

**HI 113A      History of New Mexico**

This course studies the archaeology, geography, and geology of New Mexico and its effect on the growth of New Mexico. It will cover New Mexico's Prehistoric and Proto-Historic Native Americans, Spanish, Mexican, and American Epochs; internal development and problems of the state; and New Mexico's place in the United States. This is a three credit hour course.

**HI 123      United States History from 1877**

This course studies the growth of big business and the accompanying problems; westward expansions; causes and results of World War I; the Great Depression of the 1930s and its consequences; causes of World War II; and the post war adjustments and prospective solutions. This is a three credit hour course.



### **HI 213 History of Civilization I**

This course covers the civilizations that have contributed to the shaping of contemporary society. It focuses on 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 are also discussed. This is a three credit hour course.

### **HI 213M U.S. Military History**

This course will cover the history of the United States military from its colonial beginnings through the Vietnam War. This period of history has become a watershed of change 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. This is a three credit hour course.

Prerequisites and or co-requisites recommended: HI 113 and HI 123

### **HI 223 History of Civilization II**

This course is a continuation of HI 213. The focus is on 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 are examined. This is a three credit hour course.

### **HI 223W The Civil War**

This course is a history of the American Civil War with an emphasis upon the sectional conflicts and events that led to the war. The course also covers 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. This is a three credit hour course.

## **HAZARDOUS MATERIALS ENVIRONMENTAL TECHNOLOGY (HM)**

### **HM 101 Safety and Hazardous Materials**

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. This is a one credit hour course.

### **HM 223 Environmental Health & Safety**

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. This is a three credit hour course.

### **HM 233 Environmental Law**

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. This is a three credit hour course.

### **HM 233B Transportation of Hazardous Material**

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. This is a three credit hour course.

## **INTERIOR DESIGN (ID)**

### **ID 213D Introduction to Interior Design**

This course is a survey of basic interior design principles and concepts including aesthetics and processes relevant to planning residential and nonresidential environments. Topics include the historical and theoretical bases of design, theories of color and light, and basic theories of design composition. This is a three credit hour course.

### **ID 234D Interior Design I**

This course introduces principles and concepts relevant to planning residential and commercial environments. It introduces skills necessary to design, analyze, and present concept, preliminary, working, and presentation drawings for those environments. Topics include design as a process, programming interior spaces, space planning of interiors, and the exterior and interior environments. This is a four credit hour course.

Prerequisites: ID 213D and EG 113

## **INDUSTRIAL TECHNOLOGY (INDT)**

### **INDT 113 First Line Maintenance**

This course will provide basic information to locate and troubleshoot common machine or equipment faults. Upon completion of this course, students should be able to safely and properly perform preventative maintenance techniques. This is a three credit hour course.

### **INDT 113A Introduction to OSHA**

This course will introduce students to OSHA (Occupational Safety and Health Administration) and its established health and safety standards as applicable to employees in the workplace environment. It will cover the areas of hazard communications, recordkeeping, egress training, ergonomics, personal protective equipment, flammable and combustible liquids, powered industrial trucks, walking and working surfaces, electrical hazards, lock-out/tag-out, and other related topics. This is a three credit hour course.

### **INDT 113B Industrial Practices and Principles**

This course will introduce students to the principles and practices of ISO 9000, Root Cause Analysis, Failure Modes and Effects Analysis, and Hazardous Assessment and their applicability in the workplace. This is a three credit hour course.

### **INDT 113C Logistics for Technicians**

This course will provide basic and advanced logistics training for material handlers. Topics in this course will include warehousing, automated equipment, control procedures, distribution and order processing, warehouse management and evaluation, industrial health and safety, and logistics information systems. This is a three credit hour course.

### **INDT 216A Cooperative Work Experience 1**

This course will provide work experience with a cooperating nuclear-energy-based company. Students will work as a trainee under the supervision of an experienced technician and will be provided with relevant learning experiences directly related to material handler and logistic skills as identified within the nuclear industry. This cooperative experience is intended for students seeking an Associate of Applied Science Degree in Industrial Technology and who are sponsored by a participating company. This is a six credit hour course.

### **INDT 216B Cooperative Work Experience 2**

This course is a continuation of INDT 216A and will provide work experience with a cooperating nuclear-energy-based company. Students will work as a trainee under the supervision of an experienced technician and will be provided with relevant learning experiences directly related to material handler and logistic skills as identified within the nuclear industry. This cooperative experience is intended for students seeking an Associate of Applied Science Degree in Industrial Technology and who are sponsored by a participating company. This is a six credit hour course.



**INDT 216C Cooperative Work Experience 3**

This course is a continuation of INDT 216A and INDT 216B and will provide work experience with a cooperating nuclear-energy-based company. Students will work as a trainee under the supervision of an experienced technician and will be provided with relevant learning experiences directly related to material handler and logistic skills as identified within the nuclear industry. This cooperative experience is intended for students seeking an Associate of Applied Science Degree in Industrial Technology and who are sponsored by a participating company. This is a six credit hour course.

**INDT 216D Cooperative Work Experience 4**

This course is a continuation of INDT 216A, INDT 216B, and INDT 216C and will provide work experience with a cooperating nuclear-energy-based company. Students will work as a trainee under the supervision of an experienced technician and will be provided with relevant learning experiences directly related to material handler and logistic skills as identified within the nuclear industry. This cooperative experience is intended for students seeking an Associate of Applied Science Degree in Industrial Technology and who are sponsored by a participating company. This is a six credit hour course.


**Law Enforcement Academy (LA)**

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 of Arts, or Associates of 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 111 First Aid and CPR for Public Safety**

This course provides instruction and certification in basic First Aid / CPR knowledge, skills, and procedures designed to render care for the sick or injured. This instruction is specific to first responders while in a law enforcement and / or corrections capacity. This is a one credit hour course.

**LA 112 Physical Training and Wellness for Law Enforcement Officers**

This course is designed to enhance the basic police officer's level of fitness, as well as to develop an understanding of wellness as it relates to police work and to develop an appreciation for a conditioned state of well-being. This class will include demonstration, discussion, and participation. This class will incorporate periodic fitness assessments, strength, cardiovascular, and flexibility training. Additionally, concepts in nutrition and safety will be covered. The student will be required to perform satisfactorily on the final fitness tests and obstacle/agility courses for state certification as a law enforcement officer. This is a two credit hour course.

Co-requisite: Enrollment in the Law Enforcement Academy

**LA 113 Introduction to Criminal Justice (same as CJ 113)**

This course will cover 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. This is a three credit hour course.

**LA 113B Substantive Criminal Law (same as CJ 113B)**

This course will explain the history of criminal law, the principles of criminal procedure, and the essential components of constitutional, statutory, and common law. This is a three credit hour course.

**LA 113E Introduction to the Courts (same as CJ 113E)**

This course will explain the history of the courts, as well as the organization, structure, and jurisdiction of the judicial system. This is a three credit hour course.

**LA 113P Police in Society (same as CJ 113P)**

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. This is a 3 credit hour course.

**LA 114 Custody Control, Chemical Agents and Officer Safety**

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. This is a four credit hour course.

**LA 121 Case Preparation and Presentation**

This course provides basic knowledge in the nature of technical writing as it applies to police reports and documentation. The course will also provide the student with clear and concise techniques and procedures to effectively prepare for and testify in civil and / or criminal court proceedings. This is a one credit hour course.

**LA 123F Traffic Law & Accident Investigation (same as CJ 123F)**

This course will review 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. This is a three credit hour course.

**LA 123P Law Enforcement Patrol Procedures (same as CJ 123P)**

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, topics covered include basic techniques for arrest/custody, supervision, and transportation of prisoners, handling crimes in progress, preliminary investigations, conduct at crime scenes, and officer survival. This is a three credit hour course.

**LA 213A Criminal Investigation (same as CJ 213A)**

This course focuses on the fundamentals of criminal investigation. It includes conduct at crime scenes, collection and preservation of evidence, interviews and interrogations, crime scene photography and sketching, and report writing. This is a three credit hour course.

**LA 213B Criminal Procedure (same as CJ 213B)**

This course will concentrate on substantive criminal law, general rules, principles, and doctrines of criminal liability in the United States; and classifications of crimes against persons, property, and the public welfare. This is a three credit hour course.


**LEGAL STUDIES / PARALEGAL (LS)**
**LS 112 Legal Ethics**

This course is an in-depth study of the Code of Professional Responsibility, legal ethics and necessary requirements for the 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. This is a two credit hour course.

**LS 113 Introduction to the Legal System**

This course focuses on the history and overview of the legal system including 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. This is a three credit hour course.

**LS 113A Introduction to Legal Research and Writing**

This course is a study of legal research and bibliography, research problems, sources, legal drafting and writing, and preparation of memoranda and briefs. This is a three credit hour course.

**LS 113C Introduction to Paralegal Studies**

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 three credit hour course.

**LS 123 Contracts**

This course focuses on the formation of contracts, breach of contracts, remedies for breach of contract, and drafting contracts. This is a three credit hour course.

Prerequisite: LS 113 & LS 113C or permission of dean/program director

**LS 123A Torts**

This course is a study of negligence and gross negligence including the requisites for recovery, such as duty, breach, causation, and damages. Also to be included in this course is the study of intentional torts, product liability, defamation, defenses, and the drafting of various documents. This is a three credit hour course.

Prerequisite: LS 113 & LS 113C or permission of program director/coordinator

**LS 123B Property**

This course is a study of the legal aspects of personal and real property ownership. It will include bailments and the basics of probate. It is also an analysis of common real estate transactions such as deeds, leases, mortgages, foreclosure, title search, encroachment surveys, easements, liens, and landlord/tenant relations. This is a three credit hour course.

Prerequisite: LS 113 & LS 113C or permission of program director or coordinator

**LS 123C Family Law**

This course will focus on topics that will include divorce, separation, custody, adoption, guardianship, support, settlement agreements in compliance with statutes, and drafting documents. Also included in this course will be aspects of the administrative agencies that affect the modern family, from spousal abuse to juvenile justice. This is a three credit hour course.

Prerequisite: LS 113 & LS 113C or permission of dean/program director

**LS 213 Law Office Operations and Management**

This course focuses on law office operation, theories of management, time keeping and billing, law office equipment, budgeting, key players, preparation of forms, checklists, docket control, personnel problems, and self-management. This is a three credit hour course.

Prerequisite: LS 113 or permission of dean/program director

**LS 213A Civil Procedure**

This course is an analysis of civil procedure. Instruction includes preparation of documentation in lawsuits, covering pre and post trial matters, jurisdictional, evidentiary, and admissibility problems. This is a three credit hour course.

Prerequisite: LS 113 & LS 113C or permission of dean/program director

**LS 213B Practicum/Internship**

This course is a supervised on-the-job training experience in law office, governmental agencies, or legal departments of business or industry. This course requires 45 hours of on the job training in the legal field. This is a three credit hour course.

Prerequisite: Permission of dean/program director

**LS 223A Trial Preparation and Procedures**

This course covers methods of pre-trial procedures, interviewing, investigation, discovery, rules of civil procedure for state and federal courts, and methods and organization for effective trial presentations. This is a three credit hour course.

Prerequisite: LS 113 & LS 113C or permission of dean/program director

**LS 223B Torts/Negligence**

This course is the study of negligence and gross negligence. Instruction includes the requisites for recovery, duty, breach, causation, damages, product liability, and drafting appropriate documents. This is a three credit hour course.

Prerequisite: LS 113 & LS 113C or permission of dean/program director

**LS 223C Estate Planning and Probate**

This course is an introduction to estate and probate terminology. Instruction includes wills and trusts, New Mexico/Texas probate law and procedures, required orders and notices of estate sales, estate taxes, joint tenancy, judicial determination of death, and disposition of judicial finding. This is a three credit hour course.

Prerequisite: LS 113 & LS 113C or permission of dean/program director

**LS 223D Bankruptcy and Creditors Rights**

This course is a study of Uniform Commercial Code in secured transaction matters including garnishment and replevins, the study of the bankruptcy code and rules of procedure, the study and preparation of appropriate pleadings and schedules, and creditors' rights. This is a three credit hour course.

Prerequisite: LS 113 & LS 113C or permission of dean/program director

**LS 231A-234A Special Topics in Paralegalism**

This course is a study of varying legal topics (substantive, procedural or skill oriented) of current interest to legal assistants.

Prerequisite: LS 113 & LS 113C or permission of dean / program director

**LS 233 Advanced Research Techniques**

This course is a continuation of LS 113A. It 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. This is a three credit hour course.

Prerequisite: LS 113, LS 113A, & LS 113C or permission of dean / program director

**MATHEMATICS (MA)****MA 113 College Algebra**

This college algebra course is designed for pre-engineering, mathematics, and science majors. The subject matter covered in this class includes a brief review of Elementary and Intermediate Algebra topics, as well as a more extensive study of graphs of functions, complex numbers, theory of equations, matrices, determinants, conics, inverse functions, exponential functions, and logarithmic functions. This is a three credit hour course.

Prerequisite: MA113A or equivalent or appropriate score on a placement test

**MA 113A Intermediate Algebra**

This intermediate algebra course is designed for students in general education and technical fields. This course provides a review of fundamental operations of algebra, linear equations, exponents, radicals, rational expressions, quadratic equations, and inequalities. Additional topics include graphing linear equations, quadratic functions, and solving systems of linear equations. This course is not open to students who have credit for MA 113 or its equivalent. This is a three credit hour course.

Prerequisite: TS113F or equivalent or appropriate score on a placement test

**MA 113B Statistics**

This is an introductory course in statistics. It will cover the measures of central tendency, variation, regression, correlation, probability, sampling, sampling distributions, estimation, and test of statistical hypotheses. This is a three credit hour course.

Prerequisite: MA1 13A or equivalent or appropriate score on a placement test

**MA 113D Mathematical Analysis with Business Applications I**

This course is 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, and exponential and logarithmic functions. This is a three credit hour course.

Prerequisite: MA113A or equivalent or appropriate score on a placement test

**MA 113E Mathematics for Elementary Teachers**

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. This is a three credit hour course.

Prerequisite: MA 113A or equivalent or appropriate score on a placement test

### **MA 113M Metric Conversions for Technicians**

This course will provide students with theory and application of mathematics including basic math, algebra, geometry, trigonometry, calculus, and the calculation of all units of measurement using SI vs. English. This is a three credit hour course.

### **MA 114B Technical Mathematics I**

This course is designed for the student majoring in electronics, drafting, welding, automotive, and machine tool. It includes a brief review of whole numbers, decimals, and fractions followed by fundamental operations of algebra, linear equations, ratio, proportions, variations, percents, basic geometry, unit conversions, metric system, and applications in the technical fields. This is a four credit hour course.

Prerequisite: One year of high school mathematics

### **MA 123 Plane Trigonometry**

This course will cover trigonometric functions, solutions of right triangles, properties and relationships between trigonometric functions, radian measures of the angles, graphs of trigonometric functions, the addition formulas, double-angle formulas, half-angle formulas, solution of the general triangle, inverse trigonometric functions, and solutions of trigonometric equations. This is a three credit hour course.

Prerequisite: MA 113 or equivalent or appropriate score on a placement test

### **MA 123D Mathematical Analysis with Business Applications II**

This is the sequential course to MA 113D. This course covers probability, decision theory, statistics, differential calculus, and integral calculus applications. This is a three credit hour course.

Prerequisite: MA 113D or equivalent

### **MA 144 Calculus and Analytic Geometry I**

This course is an introduction to concepts in analytic geometry, limits, continuity, differentiation of algebraic and transcendental functions, the mean value theorem, curve sketching, max-min problems, the definite and indefinite integral, and applications of integration, area, and the Fundamental Theorem of Calculus. This is a four credit hour course.

Prerequisites: MA113 and MA123, or equivalent or appropriate score on a placement test

### **MA 154 Calculus and Analytic Geometry II**

This is the sequential course to MA 144. This course covers techniques of integration, L'Hospital's rule, polar coordinates, arc lengths, work, liquid force centroids, improper integrals and hyperbolic functions, introduction to differential equations, sequences, infinite series, and convergence tests. This is a four credit hour course.

Prerequisite: MA 144 or equivalent

### **MA 223 Differential Equations**

This course covers solutions of ordinary differential equations, solutions by series, Laplace transforms, numerical techniques, and geometric and physical applications. This is a three credit hour course.

Prerequisite: MA 234 or equivalent

### **MA 234 Calculus and Analytic Geometry III**

This is the sequential course to MA 154. This course covers three dimensional geometry and vectors, vector operations, introduction to vector functions, parametric equations, functions of several variables, partial derivatives, tangent planes and the gradient, multiple integrals, cylindrical and spherical coordinates, line integrals, surface integrals, and Stokes Theorem. This is a four credit hour course.

Prerequisite: MA 154 or equivalent

## **MEDICAL TERMINOLOGY (ME)**

### **ME 111 Medical Terminology I**

This course is an introduction to medical terminology with an emphasis on elements of medical terms, standard medical abbreviations, spelling, and an appreciation of the logical method found in medical terminology. This is a one credit hour course.

### **ME 121 Medical Terminology II**

This course is a continuation of ME 111 and uses a systematic approach to learn medical terms, standard medical abbreviations, and spelling. This is a one credit hour course.

## **Music (MU)**

### **MU 111K Introduction to Singing**

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. This is a one credit hour course.

### **MU 111P Private Piano**

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 four credit hours. This is a one credit hour course.

### **MU 111V Private Voice**

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. This is a one credit hour course.

### **MU 112A Piano I**

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 four credit hours. This is a two credit hour course.

### **MU 112B Voice I**

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. This is a two credit hour course.

### **MU 112C Elementary Harmony I**

Basic tertian harmonic principles, counterpoint, voice leading, and form will be explored in this course. This is a two credit hour course.  
Co-requisite: MU 112E

### **MU 112E Aural Skills I**

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. This is a two credit hour course.  
Co-requisite: MU 112C

### **MU 112S Show Choir**

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 four credit hours. This is a two credit hour course.

### **MU 122A Piano II**

This course is 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 is provided. This is a two credit hour course.

### **MU 122B Elementary Harmony II**

This course is a continuation of MU 112C. This is a two credit hour course.  
Co-requisite: MU 122E

### **MU 122D Voice II**

This course is a continuation of MU 112B. May be repeated for credit for a total of four credit hours. One hour private lesson per week is provided. This is a two credit hour course.

**MU 122E Aural Skills II**

This course is a continuation of MU 112E. This is a two credit hour course.  
Co-requisite: MU 122B

**MU 131 College and Community Chorale**

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. This is a one credit hour course.

**MU 131C College and Community Band**

This is a performance oriented course covering various styles of music with emphasis in concert band idioms. Included in the course will be a study of instrumental tone, intonation, technique, balance, interpretation, and musical effects. This course may be repeated for credit four times. This is a one credit hour course.

**MU 132A Choral Conducting Techniques**

This course is designed for musicians and teachers. Basic conducting techniques, rehearsal organization, care of the choral voice, and basic instrumental conducting techniques will be explored. This is a two credit hour course.

Prerequisite: Equivalence of MU 142 or consent of the instructor

**MU 142 Music Rudiments**

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. This is a two credit hour course.

**MU 212 Piano III**

This course is a continuation of MU 122A for music majors. May be repeated for credit for a total of 4 credit hours. This is a two credit hour course.

**MU 212A Voice III**

This course is a continuation of MU 122D. May be repeated for credit for a total of 4 credit hours. This is a two credit hour course.

**MU 212B Advanced Harmony I**

This course explores harmonic principles of the late 19th and early 20th century with emphasis on chromaticism and the non-tonal techniques. This is a two credit hour course.

Prerequisite: MU 122B

Co-requisite: MU 212E

**MU 212E Aural Skills III**

This course is a continuation of MU 122E. This is a two credit hour course.  
Co-requisite: MU 212B

**MU 213 Music Appreciation**

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. This is a three credit hour course.

**MU 213A Introduction to Music Literature I**

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. This is a three credit hour course.

**MU 222 Piano IV**

This course is a continuation of MU 212. May be repeated for credit for a total of 4 credit hours. This is a two credit hour course.

**MU 222A Voice IV**

This course is a continuation of MU 212A for music majors. May be repeated for credit for a total of 4 credit hours. This is a two credit hour course.

**MU 222B Advanced Harmony II**

This course is a continuation of MU 212B. This is a two credit hour course.  
Co-requisite: MU 222E.

**MU 222E Aural Skills IV**

This course is a continuation of MU 212E. This is a two credit hour course.  
Co-requisite: MU 222B

**MU 223A Introduction to Music Literature II**

This course is 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. This is a three credit hour course.

Prerequisite: MU 213A

**NUCLEAR TECHNOLOGY (NT)****NT 111 Quality Assurance for Technicians**

This course will provide students with the basics of the Quality Assurance Program's purpose, implementation, and worker role in achieving quality in work assignments. Students will be aware of the Corrective Action Program, the Safety Conscious Work Environment, and Employee Concerns Program. This is a one credit hour course.

**NURSING (NU)****NU 115 Nursing Assistant**

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 caregiver, 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.

**NU 119 Nursing I**

This course utilizes a body systems approach to introduce fundamentals of nursing with a focus on the nursing process, assessment, communication, physiological, psychological (mental health), social, spiritual, and cultural considerations when identifying client health care needs. The student will have the opportunity to develop plans of care based on age and developmentally appropriate needs of the client. This course will allow the student to demonstrate legal, ethical, safe, and effective nursing care while focusing on the needs of individuals, families, and groups of clients. This course includes a laboratory component with campus laboratory hours (which may include simulation) and/or clinical learning experiences at local health care agencies. This is a nine credit hour course.  
Co-requisite: PC 113



**NU 122 PN Roles (required for PN certificate)**

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 are 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 an individual plan for NCLEX-PN preparation. This is a two credit hour course.  
Prerequisites: NU 119, PC 113  
Co-requisite: NU 128, PC 122

**NU 128 Nursing II**

This course utilizes a body systems approach to address the physiological, psychological (mental health), social, spiritual, and cultural considerations of medical-surgical, maternal, and newborn nursing. The course concepts are presented by utilizing the nursing process as it applies to clients across the lifespan with alterations or health care needs related to disorders of the following systems: respiratory, cardiac, hematological, integument, gastrointestinal, renal, immune, endocrine, neurological, and reproductive. The course will focus on the student nurse role as a health care team member in the provision and planning of legal, ethical, safe, and effective nursing care for individuals, families, and groups. This course includes a laboratory component with campus laboratory hours (which may include simulation) and clinical learning experiences at local health care agencies. This is an eight credit hour course.  
Prerequisite: NU 119, PC 113  
Co-requisite: PC 122

**NU 204 LPN to RN Transition (Required for application to Level II for LPN/LVN transfer or re-entry students)**

This course is designed to assist the licensed practical/vocational nurse transition from the role of LPN/LVN to the role of the associate degree nursing student. The course utilizes a body systems approach to address the physiological, psychological (mental health), social, spiritual, and cultural considerations of nursing care for medical-surgical nursing across the lifespan, mental health nursing, and maternal/newborn nursing. The course concepts are presented by utilizing the nursing process as it applies to clients across the lifespan with alterations or health care needs related to disorders of the following systems: respiratory, cardiac, hematological, gastrointestinal, renal, immune, endocrine, neurological, and reproductive. Course concepts will address pharmacology, dosage calculations, nutrition, and growth and development. The course will focus on the student nurse role as a health care team member in the provision and planning of legal, ethical, safe, and effective nursing care for individuals, families, and groups. The student will be responsible for meeting a set score on a nationally standardized PN Comprehensive exam for continuation in the program and eligibility for admission to Level II of the nursing program. This course is a four credit hour course.  
Prerequisite: current, valid LPN or LVN license in good standing

**NU 219 Nursing III**

This course is a continuation of NU 128. The course utilizes a body systems approach to address the physiological, psychological (mental health), social, spiritual, and cultural considerations of nursing care for clients with multiple, complex, and specific health care needs/problems. The course concepts are presented by utilizing the nursing process as it applies to the critically ill clients, the mental health clients, and the high-risk maternal/ newborn clients. The course concepts will focus on disorders related to fluid and electrolyte imbalances, respiratory, cardiac, neurological, renal, immune, and endocrine systems, and the planning, provision, and evaluation of safe effective nursing care for mental health, high-risk maternal / newborn, and medical-surgical clients. Concepts of emergency and mass casualty nursing will be addressed as it applies to the planning, provision, and evaluation of nursing care for individuals, families, and groups. A variety of community and acute care clinical experiences will be utilized in this course. This course includes a laboratory component with campus laboratory hours and clinical learning experiences at local and out-of-town health care agencies. This is a nine credit hour course.  
Prerequisites: NU 119, PC 113, NU 128, PC 122  
Co-requisite: PC212

**NU 222 NCLEX Preparation**

This course is designed to facilitate the review of nursing theory to assist the student in preparing for the NCLEX-RN exam. This course utilizes a body systems approach to address the physiological, psychological (mental health), social, spiritual, and cultural considerations of nursing care for clients with multiple, complex, and specific health care needs/problems. The course content will review medical-surgical nursing, mental health nursing, and maternal/newborn nursing as it applies to lifespan health care needs/problems of individuals, families, groups, and communities. The course content will also review nursing calculations, pharmacological, and nutritional concepts. This is a two credit hour course.  
Prerequisites: NU 219, PC 212  
Co-requisites: NU 225, NU 223.

**NU 223 Preceptor Practicum**

This course will provide students with the opportunity to transition from student nurse to graduate nurse through an internship experience. The internship role provides the student the opportunity to demonstrate accountability for self, individuals, families, and groups while effectively directing and coordinating legal, ethical, safe, effective, and competent nursing care. The internship role provides the student nurse with the opportunity to exhibit professional behavior in all activities, to provide clinically competent nursing care, and to practice as a collaborating member of a multidisciplinary health care team. This experience will allow the student to demonstrate competencies of natural and behavioral sciences and nursing theory in the development, implementation, and evaluation of plans of care in meeting the complex health care needs of individuals, families, groups, and communities. The student will have the opportunity to demonstrate communication, critical thinking, and problem-solving competencies while functioning in a variety of nursing roles. This course is a laboratory course composed of clinical learning experiences at local and out-of-town health care agencies. This is a three credit hour course.  
Prerequisites: NU 219, PC 212  
Co-requisites: NU 225, NU 222

**NU 225 Nursing IV**

This course addresses the concepts of legal-ethical issues and trends in nursing practice, community health nursing, and the role of the registered nurse as a collaborating member of a multidisciplinary health care team. The course focuses on the student's development as a leader, designer, manager, and coordinator of legal, ethical, safe, and effective nursing care. The course provides the opportunity for the student to plan, direct, and coordinate nursing care based on current standards of practice. The clinical learning experiences are conducted in a variety of community and acute care clinical agencies. This course includes a laboratory component with campus laboratory hours (which may include simulation) and clinical learning experiences at local and out-of-town health care agencies. This is a five credit hour course.  
Prerequisites: NU 219, PC 212  
Co-requisites: NU 223, NU 222.



## PHARMACOLOGY (PC)

### PC 113 Pharmacology I

This course provides students with opportunities to learn and apply the principles of pharmacology, medication administration and dosage calculations. These concepts will be applied to clients across the lifespan. This is a three credit hour course with a lab component.

Co-requisite course is NU 119

### PC 122 Pharmacology II

This course addresses major therapeutic drug groups and their effects on body systems. The following body systems will be covered in this class: central and autonomic nervous systems, cardiovascular, digestive, immune, integument, hematopoietic, respiratory, and endocrine systems. The course will relate drug groups used to treat common disorders of the body systems. Clinically relevant information will be presented utilizing the nursing process, principles of drug therapy, nursing actions, and client teaching guidelines. This is a two credit hour course.

Prerequisite courses are PC 113 and NU 119

Co-requisite course is NU 128

### PC 212 Pharmacology III

This course utilizes a body systems approach to address major drug groups and their effects on multiple systems of the body. The course will relate pharmacological interventions to address the multiple, complex, and specific health care needs/problems of the critically ill client. Course concepts focus on pharmacological interventions and drug groups related to intravenous medications, blood administration, and medications affecting the following systems: central and autonomic nervous, cardiovascular, respiratory, immune, and endocrine. Other medications to be discussed are hematopoiesis psychotherapeutics, and neoplastics. This is a two credit hour course.

Prerequisites: PC 113, PC 122, NU 119, NU 128

Co-requisite: NU 219

## PHYSICS (PH)

### PH 112C Fundamentals of Instrumentation and Controls

This course will provide students with the basic knowledge of the theory and application of resistance temperature sensors. The student will be introduced to the basic functions of temperature detectors, the basic theory of thermocouple operation, the identification of logic circuits, and environmental concerns that can affect the accuracy of temperature detection instrumentation. This is a two credit hour course. (This does not count as a lab science course.)

### PH 112E Basic Electrical Theory

This course will provide students with the fundamentals of electrical terminology, units of electrical measurement, voltage production methods, electrical symbols, Kirchhoff's Laws, battery terminology and hazards, voltage regulators, and transformers. This is a two credit hour course. (This does not count as a lab science course.)

### PH 112N Review of Nuclear Physics

This course will provide students with a review of basic physics to include atomic structure, radioactivity decay, neutron interactions, nuclear fission, and radiation's interaction with matter and nuclear criticality with an emphasis on nuclear physics. This is a two credit hour course. (This does not count as a lab science course.)

### PH 113 Technical Physics

This course covers the principles of mechanics, heat, and electricity as applied to automotive technology. This course is open only to students in the ASEP (GM), ASSET (FM), and Automotive Technology (AT) training programs. This is a three credit hour course. (This does not count as a lab science course.)

### PH 113H Introduction to Health Physics

This course will provide students with the basics of Health Physics in order to meet the purposes and requirements of a Radiation Work Permit (RWP). The major mechanisms of energy transfer for alpha particulate radiation, neutron classification as related to kinetic energy, ALARA philosophy; exposure rates, airborne radioactivity sampling, and other related topics will be discussed during this class. This is a three credit hour course. (This does not count as a lab science course.)

### PH 113T Introduction to Thermodynamics, Fluid Flow, and Hydraulics

This course will provide students with the basic principles of thermodynamic properties, temperature pressure, change of phase, first and second law of thermodynamics, compression processes, convection and radiant heat transfer, continuity equation, laminar and turbulent flow, Bernoulli's equation, centrifugal pumps and hydraulics as utilized by technicians. This is a three credit hour course. (This does not count as a lab science course.)

### PH 113V Fundamentals of Vacuum Technology

This course will provide students with the fundamentals of vacuum technology in order to understand vacuum theory. This is a three credit hour course. (This does not count as a lab science course.)

### PH 114 General Physics I

The course content involves the principles of mechanics and heat. This course meets the requirements of pre-medical, pre-dental, and technician majors. Concurrent enrollment in PH114L (laboratory) is required. This is a four credit hour course.

Prerequisites: MA 113 and MA 123 or consent of instructor

### PH 114A Astronomy

The observations, theories, and methods of astronomy in relation to the major areas of astronomy (Planetary, Solar, Stellar, and Galactic) will be covered in this course. This is a course intended for non-science majors. Concurrent enrollment in PH 114AL (laboratory) is required. This is a four credit hour course.

### PH 114C Introduction to Physics

This is 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. This course is for non-science majors. This is a four credit hour course.

### PH 124 General Physics II

This course is a continuation of PH 114, with a study of magnetism, electricity, sound, and light. Concurrent enrollment in PH 124L (laboratory) is required. This is a four credit hour course.

Prerequisite: PH 114

### PH 214 Engineering Physics I

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. Concurrent enrollment in PH 214L (laboratory) is required. This is a four credit hour course.

Prerequisite: MA 144 or consent of instructor

### PH 224 Engineering Physics II

This is a continuation of PH 214, with a study of the principles and applications of heat, electricity, and magnetism. Concurrent enrollment in PH 224L (laboratory) is required. This is a four credit hour course.

Prerequisite: PH 214

## PHILOSOPHY (PI)

### PI 213 Introduction to Philosophy

This course provides a survey of the philosophical problems posed by the great thinkers from antiquity through modern times. Students are introduced to the adventure of philosophizing and the art of reflective thinking, pointing toward formulating a philosophy of life. This is a three credit hour course.

## PSYCHOLOGY (PS)

### PS 110 College Orientation

This course is an introduction to college living, library usage, study hints, course selection, catalog requirements, preparing papers, adjustment to college life, and instruction. It is presented during freshman week activities and is required of all students enrolled in twelve or more semester hours and/or seeking a degree. It's recommended for all beginning students. This is a zero credit hour course.

**PS 113 Introduction to Psychology**

This is an introduction to the science of human behavior and surveys topics including learning, motivation, physiological, personality, and abnormal psychology. This is basic to all succeeding courses in psychology. This is a three credit hour course.

**PS 113A Freshman Seminar**

This is an introduction to college life and surveys topics from policies and procedures to career exploration. This course outlines strategies the student can use to achieve a successful college experience. The emphasis is on the attainment of superior personal and academic skills. This is a three credit hour course.

**PS 113E Ethics for Substance Abuse Counselors**

This is 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] is included. The course will address participant counseling concerns regarding ethical dilemmas. This is a three credit hour course.

**PS 123A Abnormal Psychology**

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. This is a three credit hour course.

Prerequisite: PS 113 or other general introductory psychology course

**PS 123E Effects of Alcohol and Substance Abuse**

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. This is a three credit hour course.

**PS 213 Child Psychology**

This course is a study of the physiological, psychological, and social development from conception to adolescence. Basic theories, research, and practical applications will be connected to student lives. This is a three credit hour course.

**PS 213A Psychology of Adjustment**

This course surveys the responses people have to conflict, stress, and frustration. Emphasis is placed on methods of adaptation, adjustment and coping with range of response from normal to abnormal. This is a three credit hour course.

**PS 213B Human Relations**

This course is an introduction to the behavioral sciences as they apply to management. It includes a study of individual behavior as it relates to leadership traits, individual behavior in organizations, and related subjects of motivation and leadership. There is also a consideration of perceptions, attitudes, and values as they affect management decisions and actions. This is a three credit hour course.

**PS 213F Educational Psychology (same as ED 213F)**

This is an introduction to the principles of educational psychology for use by teachers. This includes a study of various ways to apply educational psychology concepts and principles for working with students in the classroom and meet the complex challenges of teaching. This course is the equivalent to ED 213F. This is a three credit hour course.

**PS 213G Group Process T**

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. This is a three credit hour course.

Prerequisite: PS 113T

**PS 213I Crisis Intervention**

This course is 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. This is a three credit hour course.

Prerequisite: PS 113T

**PS 223 Adolescent Psychology**

This course will examine the individual's physical, psychological, and social development during the adolescent years by studying basic theories, research, and cultural influence. This is a three credit hour course.

Prerequisite: PS 113 or consent of instructor

**PS 223A Psychology of Lifespan**

This course surveys physical, motor, emotional, cognitive, social, and personality development through the lifespan. This course examines hereditary and environmental influences throughout the lifespan. This is a three credit hour course.

Prerequisite: PS 113 or consent of instructor

**PS 223B Human Growth & Development (Allied Health)**

This course encompasses the socio-cultural, environmental, spiritual, and religious influences on the person and the family. This course also introduces the student to the concept of family and provides an overview of the theories of human development. Focus is on family development and relationships, physiologic concepts, psychological concepts, and nursing implications from conception to death. Enrollment is restricted to Allied Health students only. This is a three credit hour course. Prerequisite: PS 113

Prerequisite: PS 113

**PS 243P Practicum for Substance Abuse Counselors**

This course provides field or practical experience for individuals in the Substance Abuse Counselor degree program. The student will be under the supervision of a faculty member and a licensed professional assigned to the location/facility at which the student will work 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. This is a three credit hour course.

Prerequisite: Consent of the instructor is required.

**PHYSICAL EDUCATION (PY)****PY 101 Introduction to Exercise**

This is a physical education activity course 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. This is a one credit hour course.

**PY 101C Fitness for Specialized Programs**

This course will give the working professional flexibility in their personal fitness program. It is a blended course delivered through online instruction and traditional instruction methods. The traditional component of this class is conducted at the NMJC Caster Activity Center, under the guidance of a physical education professor. The student is given the opportunity to utilize different areas for fitness such as cardiovascular training, multi-gym weight training, nautilus training, and free-weight training. This is a one credit hour course.

**PY 111 Volleyball**

This is a physical education activity course that provides instruction and practice of basic skills and techniques in volleyball. Knowledge of rules and strategies will be stressed so students will be able to effectively participate in recreational volleyball. This is a one credit hour course.

**PY 111A Nautilus Conditioning**

This is a physical education activity course that provides instruction for an isokinetic conditioning program that can develop muscular strength, muscular endurance, flexibility, and cardiovascular endurance at a moderate pace. It also provides the student with new techniques in exercise conditioning that can make fitness enlightening and enjoyable. This is a one credit hour course.

**PY 111B Beginning Golf**

This is a physical education activity course designed to teach the beginning golf student the basic knowledge, skills, and etiquette of the game of golf. This is a one credit hour course.

**PY 111C Techniques of Cross Country**

This is a physical education activity course that provides instruction in and practice of basic cross country running techniques. This course is designed to increase cardiovascular and aerobic endurance of distance runners through distance training. Enrollment is open only to intercollegiate athletes participating in cross country. This is a one credit hour course. (This course may be repeated for credit for a total of two credit hours.)

**PY 111H Fitness for Life**

This is a physical education activity course that is required for most degree seeking students. The student will be introduced to all the concepts and components necessary for incorporating physical fitness into their current lifestyle and the benefits of lifelong physical activity. This is a one credit hour course.

**PY 111I Jazzercise**

Jazzercise is an international jazz fitness program developed by Judy Sheppard Missett, and is for anyone who loves to move to music and be physically and mentally fit. Even though it is structured as a moderate aerobics class, other levels of intensity and impact are demonstrated. Jazzercise concentrates on physical fitness including cardiovascular, balance, posture, coordination, flexibility, muscle tone, endurance, etc., and mental fitness. This is a one credit hour course.

**PY 111L Circuit Weight Training**

This is a physical education activity course that provides a moderate to high intensity workout program consisting of weight lifting and aerobic movement patterns, providing maximum fitness benefits in a minimum amount of time. This is a one credit hour course.

**PY 111N Beginning Racquetball**

This is a physical education activity course designed to teach the beginning racquetball player the proper racquetball strokes and how to use them offensively and defensively. The student will also learn court and service strategies and rules of the game. Safety and on-the-court etiquette will be stressed. This is a one credit hour course.

**PY 111S Body Shaping/Fitness**

This is a physical education activity course designed to involve students in a low impact aerobic activity program, structured to increase cardiovascular fitness, build muscular strength and endurance through specific body conditioning exercises and increases overall flexibility through static as well as rhythmic stretching. This is a one credit hour course.

**PY 111U Arthritis Exercise**

This is a physical education activity course that is designed for people with any type of arthritis. Participants are led by a trained instructor who has been certified by the National Arthritis Foundation to provide well researched gentle land-based exercises that will benefit those who live with arthritis. This is a one credit hour course.

**PY 111V Basic Rock Climbing**

Basic rock climbing is designed as an introductory course for novice climbers. Instruction and demonstrations will be given on proper use of equipment, rock climbing techniques, and belaying techniques required to safely navigate vertical rock faces. Basic knot tying skills, climbing etiquette, and safety will be taught. Top-rope climbing will be done in an indoor gym on an artificial rock wall. Descriptions and brief instruction will be given of other types of climbing techniques such as lead, aid, and sport climbing. Field trips to a nearby climbing gym or an outdoor natural rock face may be held near the end of the semester as a culminating experience. This is a one credit hour course.

**PY 111Y Fundamentals of Yoga**

This is a physical activity course designed to familiarize the student with the basic yoga asanas (postures) and breathing techniques of Hatha Yoga. Yoga is a slow stretching and toning activity designed to help release stress while elongating muscles to give them a longer, leaner look. Yoga can help strengthen secondary and postural muscles not usually used by individuals, therefore making them more flexible and stronger in everyday life. Breathing practices and body awareness techniques designed to relax and revitalize the mind and body are included. This is a one credit hour course.

**PY 113 Introduction to Physical Education**

This is a physical education theory course that provides instruction about the foundations of physical education, aims, objectives, scope, and general significance of physical education involving all age groups. This is a three credit hour course.

**PY 113B Introduction to Athletic Training**

This is a physical education theory course that provides instruction for the student who has not had sports health, athletic training and/or sports medicine education previously. This course provides instruction in the prevention, care of, and rehabilitation of athletic injuries. This is a three credit hour course.

**PY 121A Conditioning Aerobics**

This is a physical education activity course designed to prepare, motivate, and engage students in various low to medium impact aerobic exercises. Conditioning Aerobics is structured to increase cardiovascular fitness, build muscular strength and endurance through safe and specific body conditioning exercises. Overall flexibility should increase through static and rhythmic stretching. Participants will be encouraged to develop individual health improvement strategies and will be taught the skills to reach personal fitness goals. This is a one credit hour course.

**PY 121C Community Fitness**

This is a physical education activity course designed to give students flexibility in the personal fitness program. Students are given the opportunity to utilize different areas for fitness such as cardiovascular training, multi-gym weight training, and free-weight training under the guidance and supervision of a physical education professor. This is a one credit hour course.

**PY 121D Step Aerobics**

This is a physical education activity course primarily designed to prepare, motivate, and engage students in various levels including low to high impact aerobic exercises using the step. Anaerobic, flexibility, and stretching activities will also be included. Step Aerobics is structured to increase cardiovascular fitness, build muscular strength and endurance through safe and specific body conditioning movements. Participants will be encouraged to develop individual health improvement strategies and will be taught the skills to reach personal fitness goals. This is a one credit hour course.

**PY 121G Competitive Golf I**

This is a physical education activity course that will provide individual and team assessment to develop, maintain, and improve individual and team strategies, skills, techniques, and conditioning needed to participate in men's NJCAA golf. This is a one credit hour course.

**PY 121H Techniques of Women's Basketball I**

This is a physical education activity course that will provide assessment to develop, maintain, and improve the individual's basketball skills, techniques, and condition needed to continue participating in women's competitive intercollegiate NJCAA basketball. This is a one credit hour course.

**PY 121J Jazzy Joints**

This is a physical education activity course that provides gentle and low impact exercises designed to provide a participant a combination of endurance/aerobic, stretching, strengthening, toning, range of motion, and relaxation during each class session. This is a one credit hour course.

**PY 121K Beginning Karate**

This is a physical education activity course designed to acquaint individuals with basic skills and elements of Kajukenbo karate in a non-intimidating, yet disciplined atmosphere. This course will include warm-up, stretching, and practice drills. In addition to techniques, simple strikes, kicks, and falls will also be a part of this class. Understanding of proper etiquette, terminology, and related concepts will be assessed throughout the course. This is a one credit hour course.

**PY 121L Kick Boxing**

This is a physical education activity course designed to provide a fun, energetic, and safe workout for students focusing on techniques of self-defense and karate in an aerobics atmosphere for better health, strength and cardiovascular abilities. This is a one credit hour course.

**PY 121N Intermediate Racquetball**

This is a physical education activity course designed to reinforce basic fundamentals of racquetball. Offensive and defensive strategies will be stressed. The intermediate student will have the opportunity to continue to develop an understanding of racquetball strokes and techniques as well as the rules of the game. This is a one credit hour course.

**PY 121R Walking and Jogging for Fitness**

This course is a physical education activity course. The primary purpose of this course is to introduce novice exercisers to the benefits of walking and jogging for the enhancement of health and fitness. Information on new trends and topics of fitness will be covered and individual walking and jogging programs will be established and performed throughout the semester. This is a one credit hour course.

**PY 121U Techniques of Men's Basketball I**

This is a physical education activity course that provides individual/team orientation, assessment and goal setting, skills, techniques, rules, and conditioning necessary to participate in intercollegiate men's basketball. This is a one credit hour course.

**PY 131A Techniques of Men's Basketball II**

This is a physical education activity course that will provide assessment to develop, maintain, and improve the individual's basketball skills, techniques, and condition needed to continue participating in men's competitive intercollegiate NJCAA basketball. This is a one credit hour course.

**PY 131B Techniques of Women's Basketball II**

This is a physical education activity course that provides individual/team orientation, assessment and goal setting, skills, techniques, rules and conditioning necessary to participate in intercollegiate women's basketball. This is a one credit hour course.

**PY 131C Techniques of Men's Baseball**

This is a physical education activity course that provides individual team orientation, assessment and goal setting, skills, techniques, rules and conditioning necessary to participate in intercollegiate men's baseball. This is a one credit hour course.

**PY 131D Techniques of Golf**

This is a physical education course that provides individual/team orientation; assessment and goal setting, motor skills, techniques, rules, and conditioning necessary to participate in collegiate golf. It will also emphasize the importance of teamwork, honesty, and integrity as it relates to golf in life. This is a one credit hour course.

**PY 131E Techniques of Rodeo**

This is a physical education activity course that provides individual/team orientation, assessment and goal setting, skills, techniques, rules and conditioning necessary to participate in intercollegiate men's and women's rodeo. This is a one credit hour course.

**PY 131F Techniques of Cheerleading**

This is a physical education activity course that provides students with advanced cheerleading skills. In this course basic cheerleading fundamentals such as cheers, chants, stunts, and sideline dances will be reinforced. Cheering at NMJC's basketball games will be required. This is a one credit hour course.

**PY 131G Weight Training**

This is a physical education activity course that introduces the basic techniques of weight training and proper conditioning. Knowledge of proper form and performance of individual exercises for various muscles and/or muscle groups will be taught. This is a one credit hour course.

**PY 131J Aqua Fitness**

This is a physical education activity course conducted in an aquatic environment. It will consist of aerobic as well as toning exercises. Use of various types of water equipment may be used in this class. This is a one credit hour course.

**PY 131P Indoor Fitness Biking**

This is a physical education activity course that will include endurance, strength, and interval bike rides. The course will also include strength and flexibility training and/or off the bike using various training techniques. The instructor will encourage each participant to customize their ride to fit their individual needs and fitness level. This is a one credit hour course.

**PY 131R Recreational Basketball**

This course is an introduction to basketball as a recreational sport, designed to assist students in acquiring basic skills and increasing aerobic and anaerobic fitness levels, while actively participating in basketball activities. This is a one credit hour course.

**PY 131T Athletic Training Practicum 1**

This is a physical education practicum course that provides instruction 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 is provided. This course has two components: the clinical assignments as well as mandatory weekly seminars in which educational modules will be discussed, demonstrated, and practiced. This is a one credit hour course.

**PY 132T Athletic Training Practicum II**

This is a physical education practicum course that provides instruction as 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. This is a two credit hour course.

Prerequisite: PY 131T or consent of instructor

**PY 141 Arthritis Foundation Aquatic Program**

This is a physical education activity course designed for people with any type of arthritis. Participants are led by a trained instructor who has been certified by the National Arthritis Foundation to provide well-researched exercises that will benefit those who have arthritis. The exercises are performed in a warm water pool. This is a one credit hour course.

**PY 141T Techniques of Women's Indoor/Outdoor Track & Field I**

This is a physical education activity course designed to improve individual and team assessment to develop, maintain, and improve individual and team indoor/outdoor track skills, techniques, and conditioning needed to compete in women's NJCAA indoor/outdoor track and field individual and team events. This is a one credit hour course.

**PY 211E Intermediate Golf**

This is a physical education activity course designed to reinforce basic fundamentals of golf and increase knowledge of how the game is to be played. The intermediate golf student can develop a basic knowledge of golf ball flight laws and acquire an understanding of the rules of golf. This is a one credit hour course.

**PY 211G Advanced Golf**

This is a physical education activity course designed for the advanced golf student to continue reinforcement of basic golf fundamentals and develop an advanced understanding of how the game of golf is played. This is a one credit hour course.

**PY 211H Backpacking and Camping**

This is a physical education activity course that provides instruction on the concepts of backpacking and outdoor survival skills. Respect for our natural environment will be stressed and the students will be provided a supervised backpacking experience in the wilderness. This is a one credit hour course.

**PY 211K Conditioning Free Weights**

This is a physical education activity course designed to assist students with the knowledge and basic fundamentals of conditioning and strength training by using free weights. Individual weight training routines and other conditioning will be prescribed. This is a one credit hour course.



**PY 213 Health Education**

This is a physical education theory course that provides instruction of the physical, mental, and social health issues of our modern society. It examines critical issues involving personal, family, community, regional, and world health problems. This is a three credit hour course.

**PY 213B First Aid and CPR**

This course examines standard first aid and prevention of accidents, first aid for injuries and disorders, and CPR skill/techniques for adults, children, and infants. National Safety Council standards are used. This is a three credit hour course.

**PY 221G Competitive Golf II**

This is a physical education activity course designed to provide individual and team assessment to develop, maintain, and improve individual and team golf strategies, skills, techniques, and conditioning needed to participate in men's NJCAA golf. This is a one credit hour course.

**PY 221H Techniques of Women's Basketball III**

This is a physical education activity course that will provide assessment to develop, maintain, and improve the individual's basketball skills, techniques, and condition needed to continue participating in women's competitive intercollegiate NJCAA basketball. This is a one credit hour course.

**PY 221U Techniques of Men's Basketball III**

This is a physical education activity course that will provide assessment to develop, maintain, and improve the individual's basketball skills, techniques, and condition needed to continue participating in men's competitive intercollegiate NJCAA basketball. This is a one credit hour course.

**PY 223 Theory of Coaching Basketball**

This course is designed to give the student a knowledge of the theory, organization, and planning of practice in the coaching of basketball. This is a three credit hour course.

**PY 223B Theory of Coaching Baseball**

This course is a physical education course designed to teach the administration, organization, management, and instructional skills necessary in coaching a successful high school or college baseball program. This is a three credit hour course.

**PY 223C Officiating in Sports**

This course includes discussion and practice in officiating techniques in soccer, volleyball, baseball, basketball, etc. This is a three credit hour course.

**PY 231T Athletic Training Practicum III**

This is a physical education practicum course 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. This is a one credit hour course.

**PY 232T Athletic Training Practicum IV**

This is a physical education practicum course that provides 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. This is a two credit hour course.  
Prerequisite: PY 231T or consent of instructor

**PY 241T Techniques of Women's Indoor/Outdoor Track & Field II**

This is a physical education activity course designed to improve individual and team assessment to develop, maintain, and improve individual and team indoor/outdoor track skills, techniques, and conditioning needed to compete in women's NJCAA indoor/outdoor track and field individual and team events. This is a one credit hour course.

**RELIGION (RE)****RE 113 World Religion**

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. This is a three credit hour course.

**RADIOLOGICAL CONTROL & WASTE HANDLING (RW)****RW 113 Introduction to Radiological Safety**

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. This is a three credit hour course.

**RW 123 Fundamentals of Radiological Control**

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. This is a three credit hour course.

Prerequisites: RW 113

**RW 133 Standards & Theory of Radiological Control**

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. This is a three credit hour course.

Prerequisites: RW 113

**RW 213 Radiological Control Systems**

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. This is a three credit hour course.

Prerequisites: RW 113

**RW 214 Radiological Monitoring & Protection**

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. This is a four credit hour course.

Prerequisites: RW 113, and RW 213 or consent of instructor

**RW 223 Radiological Transportation & Emergency**

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. This is a three credit hour course.

Prerequisites: RW 113 or consent of instructor



**RW 224 Radiological Instrumentation**

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. This is a three credit hour course.

Prerequisites: RW 113 or consent of instructor.

**SECRETARIAL SCIENCE (SC)****SC 111A Keyboarding on Microcomputers (same as CS 111A)**

This is a five-week course that utilizes a computerized keyboarding program, which presents a few new keys in each lesson. This is a one credit hour course.

**SC 113 Keyboarding and Document Processing I**

This is an introductory keyboarding course that utilizes a popular word processing software. The course is designed to help the student learn the alphabetic and numeric keys; to develop proper keyboarding techniques; to build basic speed and accuracy skills, and to provide practice in applying those basic skills to the formatting of letters, tables, reports, memorandums, and many other kinds of personal, and business documents. This course may be used as a refresher course. This course is taught through lecture, demonstration, individualized instruction, and hands-on activities. The students are allowed to progress at different rates; however, there are designated lessons and tests to complete each week. This is a three credit hour course.

**SC 113B Business Calculating Machines**

This course includes training and practice on both the computer 10-keypad and an electronic 10-key calculator. Emphasis is on 10-key touch control and business related calculations. This is a three credit hour course.

**SC 113C Business Mathematics**

This course provides 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. This is a three credit hour course.

**SC 113D Legal Secretary I**

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. This is a three credit hour course.

**SC 113E Business English**

This course will focus on an intensive study of grammar, punctuation, and word usage. This is a three credit hour course.

**SC 123 Keyboarding and Document Processing II**

This course is taught on computers and utilizes 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. This is a three credit hour course.

Prerequisites: SC 113 or equivalent

**SC 123B Introduction to Accounting**

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. This is a three credit hour course.

**SC 133 Records Management**

This is a beginning course designed to cover the principles and procedures used in the selection and operation of both physical and computer filing systems. This is a three credit hour course.

**SC 213B Legal Secretary II**

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. This is a three credit hour course.

Prerequisite: SC 113D

**SC 222A Medical Transcription**

This course provides training and practice in transcription of medical terms and reports from recorded dictation cassettes. This is a two credit hour course.

Prerequisite: SC 123

**SC 223B Office Procedures**

This is 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. This is a three credit hour course.

Prerequisite: SC 113E and SC 123 or equivalent

**SC 223D Microsoft Word**

This course provides extensive hands-on training in Microsoft Word. Basic through advanced features will be taught utilizing a current version of the software. This is a three credit hour course.

Prerequisite: SC 113 or equivalent

**SPEECH / COMMUNICATIONS (SE)****SE 103 Applied Communications**

This course develops communication, language arts, and English skills in an applied setting. Emphasis is placed on transferring improved reading, writing, listening, speaking, problem-solving, visual, and nonverbal skills to occupational and personal lives. This course includes occupation-specific applications in business, marketing, technical, trade, and industrial areas. This is a three credit hour course.

**SE 113 Interpersonal Communications**

Interpersonal Communication is a course centered upon the study of human communication. Specific emphasis is given to the analysis of the process of verbal and non-verbal exchanges in relationships. This is a three credit hour course.

**SE 123 Public Speaking**

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. This is a three credit hour course.

**SE 213A Introduction to Mass Communications**

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. This is a three credit hour course.

**SE 223 Voice and Articulation**

This course is 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. This is a three credit hour course.

**SE 233 Oral Interpretation**

This course is an introduction to and appreciation of oral interpretation of literature and includes the technical preparation and presentation of poetry, prose, storytelling, 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. This is a three credit hour course.

## **SIGN LANGUAGE (SL)**

### **SL 113 American Sign Language I**

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. This is a three credit hour course.

### **SL 123 American Sign Language II**

This course is a continuation of SL 113 and focuses on advanced development of skills learned in the introductory course. This is a three credit hour course.

Prerequisite: SL 113 or approval of instructor

## **SOCIOLOGY (SO)**

### **SO 113A Sociology of Alcohol and Substance Abuse**

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. This is a three credit hour course.

### **SO 123A Effects of Alcohol and Substance Abuse**

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. This is a three credit hour course.

### **SO 213 General Sociology**

This is an introductory review of the history of sociology using the major sociological principles for 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. This is a three credit hour course.

### **SO 213D Deviant Behavior**

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. This is a three credit hour course.

Prerequisite: SO 213

### **SO 223 Social Problems**

This course includes social problems with analysis of the social principles in group living as well as individual problems arising from social class, social disorganization, and maladjustment. It includes causes, effects, and remedial measures. This is a three credit hour course.

### **SO 223B Introduction to Women's Studies**

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. This is a three credit hour course.

### **SO 223C Criminology**

This course is a study of criminal behavior within society. Definitions, trends, theories, treatments, control of crime in addition to its victims are all examined within the framework of the criminal justice system. This is a three credit hour course.

### **SO 223W Marriage and the Family**

This course is a study of the social context of the modern family. Emphasis is placed on parenting techniques, as well as psychological traits of a healthy family. Care is given to ascertain the social factors that influence mate selection and mate compatibility of relationships. This is a three credit hour course.

### **SO 233 Cultural Diversity**

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. This is a three credit hour course.

## **SPANISH (SP)**

### **SP 103 Introduction to Spanish**

Introduction to Spanish is a course for beginners who wish to become familiar with the sound system and conjugation of Spanish verbs. 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. This is a three credit-hour course.

### **SP 114 Beginning Spanish I**

Beginning Spanish I is a course that provides a conversational approach to language acquisition to teach vocabulary and comprehension. This course allows beginning language learners to hear Spanish and experience its cultural diversity. This course provides development of speaking, reading, writing, and comprehension in Spanish with careful attention given to grammar and pronunciation. This course contains a lecture and lab component. This is a four credit hour course.

### **SP 124 Beginning Spanish II**

Beginning Spanish II is a continuation of SP 114. The conversational approach to language acquisition is used to provide students the opportunity to increase their fluency in Spanish. This course provides development of vocabulary, conversation, reading, and grammar with careful attention given to pronunciation. This course contains a lecture and lab component. This is a four credit hour course.

Prerequisite: SP 114

### **SP 214 Intermediate Spanish I**

Intermediate Spanish I is a continuation of SP 124. Instructional techniques are used to encourage conversation, to develop vocabulary, and to increase comprehension. This course is taught in Spanish and is reserved for those who have mastered the indicative and are ready to cover the subjunctive forms of verbs. Emphasis is on grammar, oral expression, and listening comprehension. This course contains a lecture and lab component. This is a four credit hour course.

Prerequisite: SP 124

### **SP 224 Intermediate Spanish II**

Intermediate Spanish II is a continuation of SP 214. Advanced instructional techniques are used to encourage conversation, to develop vocabulary, and to increase comprehension. This course includes intensive grammar review and practice in Spanish conversation. Emphasis is given to written composition. This course contains a lecture and lab component. This is a four credit hour course.

Prerequisite: SP 214

## **TRANSPORTATION (TRNS)**

### **TRNS 113 Introduction to Petroleum Safety**

This course will provide an overview of oil and gas safety practices for operator assistants. Upon successful completion of this course, students will be certified by the Petroleum Education Council (PEC). This is a three credit hour course.

### **TRNS 114 Field Experience for Operator Assistants**

This course will provide work experience with a cooperating petroleum based company. Students will work as a trainee under the supervision of an experienced operator. This course is intended for students seeking a Certificate in Transportation and Petroleum Safety and who are sponsored by a participating company. This is a four credit hour course.

**TRNS 123A Basic Operational Theory**

This course will cover the fundamentals of control systems, hours of service requirements, trip planning, public and employer relations, accident procedures, defensive driving techniques, written commercial driver's licensing needs, and state and federal regulations governing the professional truck driver. This is a three credit hour course.

Prerequisites: Student must be at least 18 years of age and successfully passed a Department of Transportation (DOT) Drug Screen and Physical

**TRNS 123B Basic Operational Theory**

This course will cover the fundamentals of control systems, hours of service requirements, trip planning, public and employer relations, accident procedures, defensive driving techniques, written commercial driver's licensing needs and state and federal regulations governing the professional truck driver. To register for this course, students must be sponsored by a participating company. This is a three credit hour course.

Prerequisites: Student must be at least 18 years of age and successfully passed a Department of Transportation (DOT) Drug Screen and Physical Exam.

**TRNS 124A Operator Skills Lab / Un-sponsored**

This laboratory experience covers on-the-range vehicle inspection, basic control, shifting, backing, coupling and uncoupling, hazard perception, visual search, speed and space management, preventive maintenance, and cargo handling. Students will practice skills to cope with hazards of the roadway environment. The lab is scheduled during the day, evening, and night hours and includes driving on urban roadways, rural roadways, and interstates. This is a four credit hour course.

Prerequisites: Student must be at least 18 years of age and successfully passed a Department of Transportation (DOT) Drug Screen and Physical

**TRNS 124B Operator Skills Lab / Sponsored**

This laboratory experience covers on-the-range vehicle inspection, basic control, shifting, backing, coupling and uncoupling, hazard perception, visual search, speed and space management, preventive maintenance, and cargo handling for individuals who are sponsored by a participating company. Students will practice skills to cope with hazards of the roadway environment. The lab is scheduled during the day, evening, and night hours and includes driving on urban roadways, rural roadways, and interstates. This is a four credit hour course.

Prerequisites: Student must be at least 18 years of age and successfully passed a Department of Transportation (DOT) Drug Screen and Physical

**TRANSITIONAL STUDIES (TS)**

Transitional study courses cannot be used to satisfy graduation requirements.

**TS 103A Basic Reading I**

Basic Reading I is designed for the non-native speaker or any student that may be having trouble in the development of oral language/reading skills and interaction strategies. An emphasis will be placed on phonemic awareness and skills related to phonics, dictionary use, and basic reading. Enrollment in this course is based upon the student receiving an appropriate score on a placement exam. This is a three credit hour course.

**TS 103B Basic Reading II**

Basic Reading II is designed for the non-native speaker or any student that may be having trouble in the development of oral language/reading skills and interaction strategies. Reading and vocabulary skills will be introduced and practiced with an emphasis on reading comprehension. Enrollment in this course is based upon the student receiving an appropriate score on a placement exam. This is a three credit hour course.

**TS 113 Developmental Reading**

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. This is a three credit hour course.

Prerequisites: TS 103A or appropriate score on placement exam

**TS 113A Review of English I**

Review of English I is designed to assist those students whose ability level in writing English requires practice and background development. The course provides a review of grammar as well as the teaching of the fundamentals of idea development, support and organization. This course cannot be substituted for any of the English requirements that lead to an associate degree. This is a three credit hour course.

Prerequisites: TS 193E [Basic English Skills] or attainment of an appropriate score on a placement exam Co-requisites: SC 111A or demonstrated proficiency through a keyboarding skills test

**TS 113C Review of English II**

Review of English II is a continuation of Review of English I. The course builds upon the foundations of usage and sentence skills. Students will have the opportunity to strengthen their English writing composition ability with the development, support and organization of ideas using the five paragraph essay. This course cannot be substituted for any of the English requirements that lead to an associate degree. This is a three credit hour course.

Prerequisites: TS 113A or attainment of an appropriate score on a placement exam

Co-requisites: SC 111A or demonstrated proficiency through a keyboarding skills typing test

**TS 113E Basic Mathematics**

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 equation solving, finding areas and volumes, and the conversion of measures. This course will be taught using lecture, cooperative learning, demonstrations, supervised problem solving, and computer problem sets. This course does not fulfill the mathematics requirements for any of the associate degrees. This is a three credit hour course.

**TS 113F Elementary Algebra**

This course develops skills and concepts of algebra for students with little background in algebra. This course includes properties of real numbers, principles of addition and multiplication, solving linear inequalities, problems with two unknowns, graphing linear equations, exponent rules, scientific notation, operations on polynomials, factoring, compound inequalities and solving equalities and inequalities involving absolute value. This course does not fulfill the mathematics requirements for any of the associate degrees. This is a three credit hour course.

Prerequisite: TS 113E or an appropriate score on a placement exam

**TS 116 English as a Second Language I**

English as a Second Language I is designed to teach English to the non-native speaker and is based on the development of oral language skills and interaction strategies. Emphasis will be given to English pronunciation, grammar, and intonation, as well as to idiomatic English expression. This is a six credit hour course.

**TS 123 Reading Improvement**

This course is designed to help students improve their reading skills. The goals 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. This is a three credit hour course.

Prerequisite/s: TS 113 or an appropriate score on a placement exam

**TS 126 English as a Second Language II**

English as a Second Language II is a continuation of TS 116. The emphasis of this course is on academic writing skills and the grammar of written and spoken English. This is a six credit hour course.

Prerequisite: TS 116

**TS 133 College Preparatory Reading**

This course is designed to help students improve their reading skills. The goals 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. This is a three credit hour course.

Prerequisite: TS 123 or an appropriate score on a placement exam

## **WELDING (WE)**

### **WE 112B Blueprint and Shop Equipment Identification**

This course covers current welding machinery, tools, and equipment. Design and construction fundamentals for shop layout of structural steel and pipe are discussed. Students will examine the uses of symbols, blueprints, and written specifications in the layout and fabrication of welded structures. This is a two credit hour course.

### **WE 113D Destructive Testing**

This course is designed to develop an understanding of the nomenclature of testing processes, equipment and materials. Techniques, positions and trade terms are stressed. The course includes material testing on the ferrous, carbon alloy steel and nonferrous material testing. Tests will meet the National board, ASME, AWS, and API standards. This is a three credit hour course.

Prerequisites: WE 114, WE 124, WE 113M

### **WE 113M Basic Metallurgy and Welding**

This course includes a study of ferrous and nonferrous metals from ore to the finished products. Emphasis is 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 are covered. This is a three credit hour course.

Prerequisite: WE 114

### **WE 114 Introduction to Welding**

This course introduces the nomenclature of welding processes, equipment, and materials used in the various types of gas and electric welds. The techniques, positions, and trade terms are stressed. Fusion welds on different thicknesses of metals with the oxy-acetylene torch welding equipment will be practiced. This is a 4 credit hour class.

### **WE 123S Estimating, Safety and Symbols**

This course includes 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. This is a three credit hour course.

Prerequisite: WE 114

### **WE 124 Advanced Welding**

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. This is a four credit hour course.

Prerequisite: WE 114 or consent of instructor

### **WE 214 Inert Gas Welding**

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. This is a four credit hour course.

Prerequisite: WE 114 or consent of instructor

### **WE 223N Non-Destructive Testing**

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. This is a three credit hour course.

Prerequisites: WE 114, WE 124, WE 123S, WE 113D

### **WE 223P Pipe Welding**

This course is a continuation of WE 124, including shielded metal-arc welding in the horizontal, vertical and overhead positions. The following concepts and skills are covered in class: 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. This is a three credit hour course.

Prerequisites: WE 114, WE 124

### **WE 224 Advanced Theory and Practice**

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.

Prerequisites: WE 114, WE 124

### **WE 224A Advanced Welding**

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. This is a four credit hour course.

Prerequisites: WE 114, WE 124, WE 214, and WE 224, if the student is degree seeking

### **WE 224Q Advanced Theory and Application**

This course is a technical course studying the materials and methods of applying welding knowledge in industry. Course includes welding different metals in various positions, study of welding codes, metallurgy of rods, electrodes and materials. Additional practice is provided in all areas of the department, fabrication of individual projects, and discussion of farm building construction. This is a four credit hour course.

Prerequisites: WE 114

### **WE 243C Industrial Codes and Standards**

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. This is a three credit hour course.

Prerequisites: WE 114

### **WE 244 Welding Co-operative Work Experience**

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. This is a four credit hour course.

Prerequisite: WE 124 and the consent of the instructor and the company



## ADVANCED CAREER TECHNOLOGY ACADEMY (ACT)

The Advanced Career Technology Academy is primarily designed to serve the needs of high school students but is open to registration from traditional students and / or community members.

### 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.

### 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.

### 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 coworkers, and the motoring public.

### 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.

### 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, COSM 132 Sanitization & Sterilization and COSM 142 Shampooing and Rinsing.

### CO 047 Cosmetology II

This course is a continuation of CO 037. The course syllabus meets the objectives of NMJC courses, COSM 113 Facials and COSM 123 Hairstyling.

Prerequisite: Successful completion of CS 037 Cosmetology I

### CO 057 Cosmetology III

This course is a continuation of CO 047. The course syllabus meets the objectives of NMJC courses, COSM 114 Chemical Rearranging, Permanents, and Relaxers and COSM 213 Manicuring & Pedicuring. Prerequisite: Successful completion of CS 047 Cosmetology II

### CO 067 Cosmetology IV

This course is a continuation of CO 057. The course syllabus meets the objectives of NMJC course, COSM 115 Haircutting and COSM 232 Salon Business.

Prerequisite: Successful completion of CS 057 Cosmetology III. If the ACT ACADEMY students complete all four courses, 037, 047, 057, and 067 the course syllabi meet the objectives of NMJC course COSM 112 Theory I.

### 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 123, Introduction to Computer Assisted Drafting.

### 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.

Prerequisite: Successful completion of EG 037 Introduction to Computer Assisted Drafting or permission from the instructor

### 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 223A, Advanced Computer Assisted Drafting.

Prerequisite: Successful completion of EG 057 Intermediate Computer Assisted Drafting or permission from the instructor

### 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 Computer Assisted Drafting. Prerequisite: Successful completion of EG 067, Advanced Computer Assisted Drafting or permission from the instructor

### 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. The course syllabus meets the objectives of NMJC course EG 123C, Introduction to 3-Dimensional Animation.

### 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.

### 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.

### 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.



**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.

**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

**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.

**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

**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

**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

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## Board Members

**Phillip Jones** District 1, Tatum  
Term Expires 3-31-2009

**Pat Chappelle, Secretary** District 2, Lovington  
Term Expires 3-31-2013

**Guy Kesner** District 3, Hobbs  
Term Expires 3-31-2009

**Ron Black** District 4, Hobbs  
Term Expires 3-31-2011

**Larry Hanna, Chairman** District 5, Hobbs  
Term Expires 3-31-2013

**Yvonne Williams** District 6, Hobbs  
Term Expires 3-31-2009

**Mary Lou Vinson** District 7, Eunice  
Term Expires 3-31-2013

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## 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)

**Robert L. Rhodes** **Vice President for Training and Outreach**  
B.S., Eastern New Mexico University (1981)  
M.B.A., Eastern New Mexico University (1991)

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## Deans

**Mickey D. Best** **Dean, Arts & Humanities**  
B.A., Southwestern Oklahoma State University (1979)  
M.F.A., Texas Tech University (1990)

**Michele Clingman** **Dean, Enrollment Management**  
B.A., University of Texas of the Permian Basin (1977)  
M.A., University of Texas of the Permian Basin (1979)  
Ed.D., New Mexico State University (2006)

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# Definitions



## **Academic Advising**

An opportunity for students to meet with their advisors to obtain and review their plan of study and to select courses.

## **Academic Advisor**

College staff member or faculty member responsible for providing guidance in course or program related issues.

## **Academic Term (Semester)**

Designated number of weeks of instruction that comprise the academic year. Fall and spring periods with 16 weeks of instruction and one week of final exams. The summer semester is shorter than 16 weeks.

## **Add A Course**

To enroll for additional courses after registration is complete, accomplished through the Registrar's Office.

## **Add/Drop Period**

A set period of time after the first day of classes when students can add or drop a class through the Registrar's Office.

## **Articulation Agreement**

A formal agreement between NMJC and a four-year college or university which outlines specific course, grade point, and credit requirements necessary to transfer from NMJC to that four-year institution. Some articulation agreements are also established with high schools to provide advanced placement opportunities, advanced college credit, and College Career Pathways or 2 +2 articulated college credit.

## **Audit**

To take a course under a written arrangement with the faculty member and student in which the final grade is AU. Generally involves regular attendance and participation, but limits graded activities, such as exams; requires full payment of tuition and fees; paperwork must be returned to the Registrar's office no later than the fourth week of the first day of classes.

## **Career Program**

A specialized degree designed to equip a student with the skills and general educational background needed for employment in a specific field.

## **Certificate Program**

An academic program of study in a specific field intended for occupational training, upgrading or retraining, generally requiring 30 credits or less. A certificate is awarded upon successful completion of the program.

## **Commencement**

Commencement is the formal ceremony conferring degrees and certificates upon qualified graduating students.

## **Common Course Numbering**

Common course numbering refers to courses that are numbered the same at all New Mexico state universities and colleges.

## **Co-Requisite**

A co-requisite is a course which must be taken at the same time as another course.

## **Course Reference Number (CRN)**

A number assigned to a specific course section in the schedule of classes.

## **Credit Hour**

A credit hour is a standard measure of the amount of instructional time required to successfully complete a course. (For example, ENG 111, College Composition, is a 3 Credit Hour course, which usually means it will meet for 3 hours each week.) For the length of each class session and lab hours, if any, be sure to check with your advisor or a faculty member regarding specific courses.

## **Curriculum**

Set of courses focused in a particular field (i.e., Accounting, Criminal Justice, Liberal Arts and Sciences, Nuclear Engineering Technology, Nursing).

**Degree Program**

An Associate in Arts (AA) or Associate in Science (AS) or Associate in Applied Science (AAS) plan of study requiring a minimum of 64 credits for completion.

**Developmental Course**

A basic skill development course numbered below 100/1000 in the College catalog which is credited in meeting financial aid eligibility and veterans benefits but does not count toward the minimum requirements for graduation. (See Credit Course)

**Distance Learning**

Courses offered via the Internet. Also, ITV courses are considered distance learning courses.

**Drop From A Course**

To cease to participate in a course after registration is complete, accomplished through the Registrar's Office.

**Elective**

Course requirement(s) in a program of study which may be fulfilled by choosing from a variety of specified courses.

**Financial Aid**

Funding provided to students from various sources to assist in defraying expenses of college (See Financial Aid section of this catalog).

**Financial Aid Form (FAFSA)**

A standardized application including detailed financial data, which is required to determine eligibility for all financial aid programs.

**Full-Time (Student)**

Student registered for 12 or more credits in a semester at NMJC.

**GPA (Cumulative Grade Point Average)**

An educational standard computed by multiplying the number of credit hours of a course by the points assigned to the course grade, then dividing by the total number of hours.

**Point values** are: A=4, B=3, C=2, D=1, F=0.

**Graduation**

Official confirmation of the completion of a certificate or degree program. Graduation is dependent on the approved completion of all program and institutional graduation requirements and is approved by the Office of the Registrar.

**Hybrid / Blended**

A hybrid course combines face-to-face classroom instruction and online internet-based learning. Typically, 50 percent of the time is in the classroom and 50 percent of the time students work independently on their own computers.

**Lab Hours**

Lab hours are learning activities, which are "hands-on" rather than the traditional lecture/discussion. Lab hours provide experiments/exercises that focus on the lecture applications. Since lab hours are the co-requisite to the lecture/discussion portion of a class, students need to register for both (lecture and lab) course reference numbers (CRN's) in the same semester.

**Non-Credit**

Non-academic course oriented to personal interest or continuing education needs of persons seeking non-credit bearing instruction.

**Part of Term**

A period of time within a term in which courses are scheduled. Parts of terms can be one to sixteen weeks in duration.

**Part-Time (Student)**

Student enrolled for 11 or fewer credits in a semester.

**PHI THETA KAPPA**

A national honorary organization recognizing academic scholarship by community/technical college students.

**Plan of Study**

A worksheet of courses required to earn a degree in a chosen area of study. Used as a roadmap for course selection. Used to conduct a final audit for graduation.

**Prerequisite**

Skill or course required for entry into a course or program of study.

**Program Director**

Instructor who provides in-depth information about a certificate or degree program.

**Program of Study**

(See Degree Program and Certificate Program)

**Registration**

The process of signing up for courses, including paying tuition and fees.

**Residence (Credits Earned In)**

A minimum of 12 credit hours applicable to an associate degree must be granted by NMJC as opposed to credits transferred in from another institution of higher education or earned through proficiency examination.

**Semester (Term)**

See Academic Term.

**Schedule of Classes**

A printed list of classes to be offered in the upcoming term, including CRN, day/time and location, with information about admission, payments and registration.

**Short Session**

See Part of Term.

**Skill Set Certificate**

A document issued by an academic division upon successful completion of a combination of approved courses that provide specific skills.

**Topics Course**

A course that is not a part of NMJC's regular course offerings and may change each term. Topics courses complement NMJC's regular course offerings in a subject area or program. They may emphasize subject matter or content introduced in other courses, content at a more advanced level, or content that is not covered in other NMJC courses.

**Traditional Grade**

Letter grade (A, B, C, D or F) used in calculating the grade point average.

**Transcript**

An official, permanent educational record of student's enrollment at a college, showing courses attempted and completed, grades and grade point average, and graduation.

**Transfer Credits**

Credits for courses taken at another institution and counted toward a NMJC certificate or degree, or credits taken at NMJC and applied toward a degree at another institution.

**Transfer Guidelines**

Informal documents which suggest courses to be taken at NMJC that transfer into a four-year college.

**Transfer Program**

A degree program designed for students who plan to continue their academic careers beyond the associate degree level through transfer to a four-year college or university.

**Tuition**

Charges to student by the college for registration in credit courses of instruction.

**Withdraw From A Course**

To cease to participate in a course after the add/drop period, accomplished through the Registrar's Office.

**Withdraw From the College**

To cease to participate in all courses for one semester or more, accomplished through the Registrar's Office.

