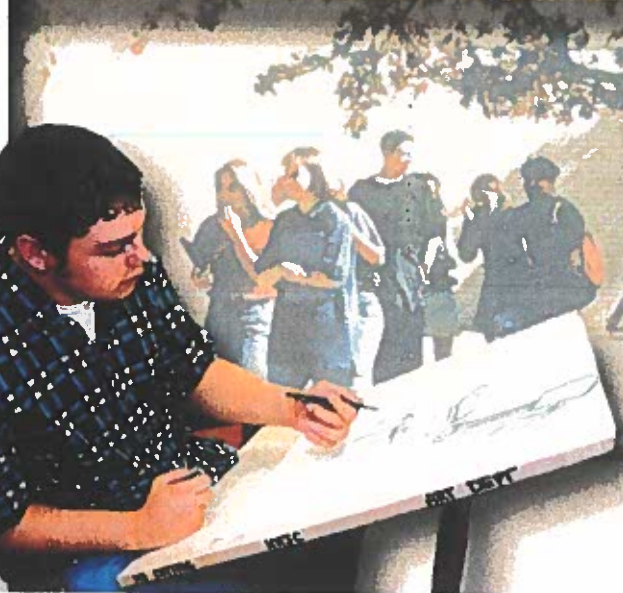
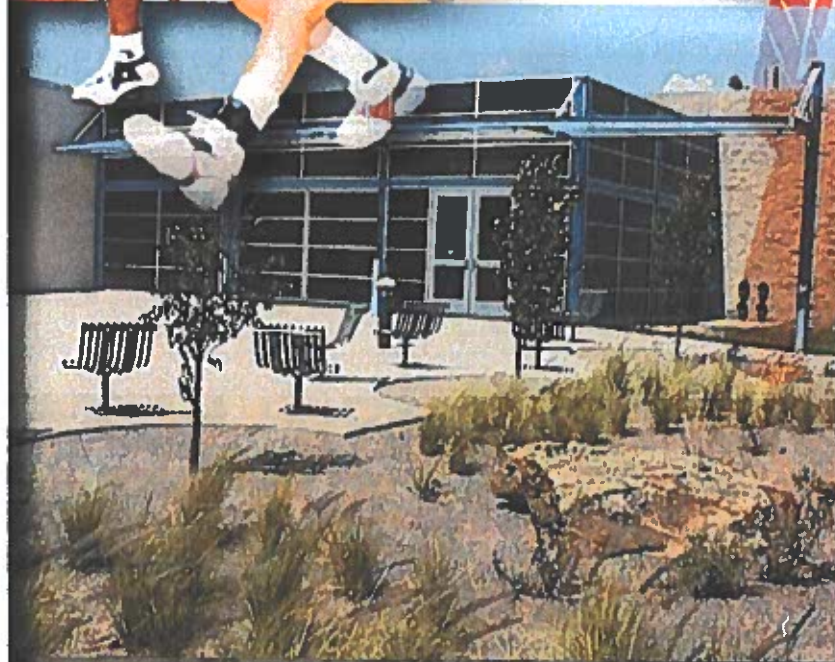




# 2000-2001 Catalog



**New Mexico  
Junior College**

New Mexico Junior College  
2000-2001 Catalog



New Mexico Junior College is committed to a policy of non-discrimination on the basis of race, sex, national origin, disability, or other non-merit reasons, in admissions, educational programs or activities and employment, as required by applicable laws and regulations. Inquiries may be addressed to Equal Employment Opportunity Chairperson, NMJC, 5317 Lovington Highway, Hobbs, NM 88240 or Director, Office of Civil Rights, Health, Education and Welfare, Washington, DC 20201.

Admission to specific courses and/or specific programs of study may be denied if the admission presents a significant health or safety threat as noted in the Americans with Disabilities Act and related statutes.

Any individual with a hearing impairment may reach NMJC by using one of the following methods:

New Mexico Relay for the Deaf: 1-800-659-1779  
or  
Voice/TDD, 392-5411 (Learning Career Services)



▲ Students participate in the bungee run

## Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, dean of admissions or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by New Mexico Junior College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

Directory information defined as: student name, address, telephone, date of birth, level of education, academic major and degree received may be given upon request. A student can request, in writing, that the admissions and records office not release this information and the request will be honored.

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## NMJC Board

Ferrel L. Caster ..... District #1  
Tatum ..... Term expires 3-31-2003

Bill Lee ..... District #2  
Lovington ..... Term expires 3-31-2001

Bonnie Moran ..... District #5  
Hobbs ..... Term expires 3-31-2001

Monty D. Newman ..... District #3  
Hobbs ..... Term expires 3-31-2003

Irene Salgado ..... District #6  
Hobbs ..... Term expires 3-31-2003

Gary Schubert ..... District #4  
Hobbs ..... Term expires 5-31-2005

Donald L. Whitaker ..... District #7  
Eunice ..... Term expires 3-31-2001

## Administration

Steve McCleery ..... President  
B.S., Lubbock Christian College (1972)  
M.S., Texas Tech University (1974)  
Ed.D., University of New Mexico (1995)

Richard B. Fleming ..... Vice President for Instruction  
B.S., Memphis State University (1968)  
M.B.A., University of Dallas (1976)  
M.S., University of Dallas (1977)  
Ed.D., University of Northern Colorado (1999)

Brenda J. Peña ..... Vice President for Finance  
A.S., South Plains College (1979)  
B.B.A., Texas A&M University (1982)  
Certified Public Accountant (1985)

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)

## Deans

Robert M. Bensing ..... Dean, Admissions and Records  
B.S., Brigham Young University (1973)  
M.Ed., Texas Tech University (1977)

Mickey D. Best ..... Dean, Arts & Sciences  
B.A., Southwestern Oklahoma State University (1979)  
M.F.A., Texas Tech University (1990)

Steven M. Davis ..... Dean, Business & Technology  
B.S.N., West Texas State University (1975)  
M.S.N., University of Texas at El Paso (1981)

Sam L. Oswald . Dean, Continuing Education & Community Services  
B.S., Eastern New Mexico University (1974)  
M.A., West Texas A&M University (1993)

## Professional Staff

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

Jason Anderson ..... Coordinator, Audio Video Services  
A.A.S., New Mexico Junior College (1999)

Deby L. Beran ..... Accounting Supervisor  
B.S., Eastern New Mexico University (1976)  
B.B.A., College of the Southwest (1989)

Connie L. Brady ..... Controller  
A.A., New Mexico Junior College (1975)  
B.B.A., College of the Southwest (1980)

William R. Braun ..... Director, Graphic Arts Services  
B.S., Eastern New Mexico University (1975)

Jerry R. Brian ... Director/Professor, Petroleum & Environmental Technology  
A.A., South Plains College (1972)  
B.S., Hardin-Simmons University (1986)

Lisa D. Brown ..... Director, Human Resources  
B.A., New Mexico State University (1982)

Willie R. Brown ..... Assistant Director/Professor  
Basic Corrections Academy/Criminal Justice  
A.A., University of New Mexico (1999)

Connie S. Brumley .... Coordinator, Special Needs Services  
B.A., Sam Houston State University (1969)  
M.Ed., Texas Tech University (1991)

Joy A. Buhalts ..... Program Director - Small Business Development Center  
B.S., Colorado State University (1975)

La Jean Burnett ..... Director, Lea County Cowboy Hall of  
Fame/Western Heritage Center

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

Patricia S. Clardy ..... ACCEL Job Coach  
B.S., West Texas State University (1972)

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

Randy A. Cook ..... Program Coordinator/Planner, C.E/Comm Svcs.  
A.A., Dodge City College (1986)  
B.S., West Texas A & M University (1974)

Alan D. Drennan ..... ACCEL Educational Trainer  
A.A., Frank Phillips Junior College (1969)  
B.S., West Texas State University (1971)  
M.Ed., West Texas State University (1980)

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

August Fons ..... Director, Criminal Justice  
B.B.A., College of the Southwest (1985)  
M.Ed., College of the Southwest (1997)

Mark A. Freed ..... Director, Bookstore Services  
B.S., Chadwick University (1994)

Adrian J. Galvan ..... ESL/Basic Skills Specialist  
B.A., Texas Tech University (1999)

Vera J. Gilliland ..... Director, Talent Search Program  
B.A., University of Texas at El Paso (1993)

Patrick Gorman ..... Director, Guidance & Counseling  
B.A., University of New Mexico (1966)  
M.A., University of New Mexico (1967)  
Ph.D., University of Northern Colorado (1974)

Tommy L. Irwin ..... Talent Search School Coordinator  
A.S., Park College (1984)  
B.S., Park College (1985)

Marilyn S. Jackson ... Director, Learning & Career Services  
B.S., Kansas State Teachers College (1966)  
M.S., Kansas State Teachers College (1974)

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

Patricia A. Knapp ..... Records Administrator

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

Angela R. Lacey ..... ACCEL Client Services Manager  
B.S., Eastern New Mexico University (1982)

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

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

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

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

Emily C. Navarrete ..... Director, Upward Bound Program  
A.A.S., New Mexico Junior College (1991)  
B.S., College of the Southwest (1993)  
M.S., College of the Southwest (1998)

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

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

Paul L. Newey ..... ACCEL Job and Community Developer  
B.A., University of New Mexico (1996)

M. Pilar Ortiz ..... Hardware/Software Specialist  
A.A.S., New Mexico Junior College (1993)

Timothy L. Perry .. Coordinator of Public Relations/Marketing  
A.A.S., New Mexico Junior College (1991)  
B.F. A., Eastern New Mexico University (1996)

LaRae Phillips ..... Counselor  
B.M.Ed., McMurray University (1982)  
M.Ed., University of North Texas (1996)

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

Debbie Pruitt ..... Assistant Director/Professor, Law  
Enforcement Academy/Criminal Justice  
B.S., New Mexico State University (1975)

Constance M. Robinson ..... Coordinator, Tutoring and  
Supplementary Instruction  
A.A., Lubbock Christian University (1962)  
B.S., Abilene Christian University (1964)  
M.A., Abilene Christian University (1990)

Barbara Schaaphok ..... ACCEL Project Coordinator  
B.S., College of the Southwest (1970)

Patricia C. Scott ..... Allied Health Counselor  
B.S., Eastern New Mexico University (1989)  
M.Ed., Eastern New Mexico University (1991)

Erliene R. Shelton ..... Coordinator, Payroll

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

T. Wayne Smith  
Coordinator, ITV  
B.S., Eastern New Mexico University (1994)

Edward D. Solomon ..... General Maintenance Foreman

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

Francis L. Teller ..... ACCEL Job Developer  
B.S., State University of New York (1956)  
M.A., Columbia University (1958)

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

Oscar R. Vigil ..... Coordinator, Network Systems

Wende Wampler ..... Assistant Director, Financial Aid  
B.B.A., Eastern New Mexico University (1992)

Ismael V. Zuniga ..... Custodial Supervisor

## New Mexico Junior College 2000-2001 Calendar

### Fall 2000

August 14	Faculty reports
August 15-17	Registration
August 18	Student Orientation/Purge Day
August 21	Classes Begin
August 21-25	Last Registration
August 25	Last Day to Add/Enroll in Classes for Credit
September 4	<b>Labor Day</b>
September 8	Last Day to Add/Enroll for Audit
October 13	<b>Mid-Term Grades Due</b>
October 19	In-service
November 10	County-Wide In-Service
November 22	Last Day to Withdraw/No Evening Classes
November 23-24	<b>Thanksgiving Holiday</b>
December 11-13	Final Exams
December 15	Final Grades Due (noon)/Fall Semester Ends
December 15	Faculty Break Begins (5:00 pm)
December 22	Staff Break Begins (5:00 pm)/Campus Closed

### Spring 2001

January 8	Staff reports
January 9	Faculty reports
January 9-11	Registration
January 12	Student Orientation/Purge Day
January 15	<b>Martin Luther King Day</b>
January 16	Classes Begin
January 16-22	Late Registration
January 22	Last Day to Add/Enroll in Classes for Credit
February 2	Last Day to Add/Enroll for Audit
February 19	President's Day/In-Service
March 9	<b>Mid-Term Grades Due (noon)</b>
March 26-30	Spring Break
April 13	<b>Good Friday</b>
April 20	Last day to Withdraw
May 4	Last Day of Regular Classes
May 7-9	Final Exams
May 11	Final Grades Due (noon)/Spring Semester Ends
May 11	Commencement

## Summer I 2001

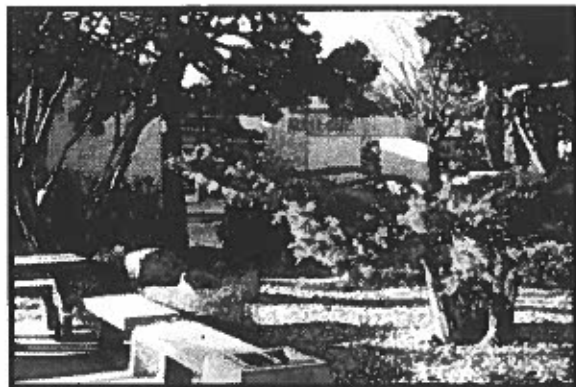
### First Five-Week Session

May 23-24	Registration
May 25	Purge Day
May 28	Memorial Day
May 29	Faculty Reports/Classes Begin
May 29-30	Late Registration
May 29	Classes Meet on Friday
May 30	Last Day to Add/Enroll for Credit
June 1	Last Day to Add/Enroll for Audit
June 21	Last Day to Withdraw
June 28	Final Exams
June 29	Final Grades Due/Summer I Ends

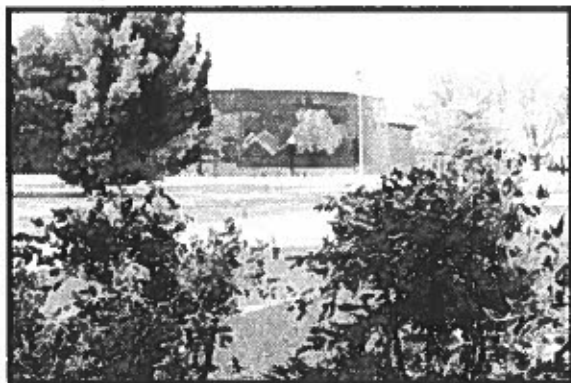
## Summer II 2001

### Second Five-Week Session

June 28	Registration
June 29	Purge Day
July 3	Last Day to Add/Enroll for Credit
July 4	Independence Day
July 2	Faculty Reports/Classes Begin
July 2-3	Late Registration
July 5	Classes Resume
July 6	Classes Meet on Friday
July 26	Last Day to Withdraw
August 2	Final Exams
August 3	Final Grades Due (12:00 noon)/Summer II Ends



▲ Heidel Hall



▲ Watson Hall

## General Information

### Location

New Mexico Junior College is located between the Lea County communities of Hobbs and Lovington just west of Highway 18 in the Llano Estacado region of Southeastern New Mexico.

This expansive, semi-arid region, renowned for a temperate climate, is steeped in a western rangeland heritage that is complemented by a modern petroleum industry.

### NMJC Regulations Interpretation

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

### NMJC History

New Mexico Junior College, the first junior college in New Mexico, officially came into existence on July 1, 1965, following an October 1964 county-wide election, as provided by the 1963 Junior College Act passed by the New Mexico legislature.

A junior college board was appointed to call an election to create a New Mexico Junior College district, approve an operational levy, select NMJC's first president and call for a subsequent election for the issuance of general obligation bonds. This same board served until standing for election to staggered terms in February 1967.

NMJC began classes in September 1966 and has continued to enjoy the support, planning, hard work, and good wishes of district taxpayers that resulted in the academic excellence, fine faculty, facilities, and beautiful campus that has become the comprehensive community college of today.

NMJC receives tax-based financial support from the college district consisting of Hobbs, Lovington, Tatum, and Eunice public school districts.

In Lea County, you will not have to search far to find one of the thousands of people whose lives have been favorably touched due to the existence of NMJC.

Through its years of service NMJC has reaffirmed and expanded a commitment to provide the people and communities of the college district with a wide range of academic, vocational, technical, enrichment, economic, and continuing education opportunities.

## NMJC Mission Statement

The mission of New Mexico Junior College is to provide quality educational programs and support services and to enhance the quality of life for the communities and individuals we serve.

## Overarching Themes and Key Vision Statements

Throughout the planning process, the following Overarching Themes and Vision Statements articulate key areas in which New Mexico Junior College must excel. It is evident that these statements are keys to the continued success of the institution.

### Overarching Principles

- Promoting Excellence
- Building Communities
- Developing Student Access
- Planning Future Initiatives
- Sharing the Vision

## Vision Statements

- New Mexico Junior College must strive to provide the highest quality education and community services possible. Providing quality education is our first priority. V-1
- New Mexico Junior College must strive to be a premier community college with a focus on quality. V-2
- New Mexico Junior College must do everything possible to enhance its image within the service area. V-3
- New Mexico Junior College must establish a recruiting plan that ensures a yearly 1%-2% FTE growth in enrollment. V-4
- New Mexico Junior College should provide a positive working environment for employees. The environment should promote teamwork and foster trust and communication among the staff. V-5
- New Mexico Junior College must continually scan the environment, locally, regionally, and nationally, and provide a Strategic Plan that will serve the needs of students, the college, the service area, and the state. V-6
- New Mexico Junior College will continue to provide modern and clean facilities, as well as provide a rational plan for maintaining the campus and buildings for future growth. V-7
- New Mexico Junior College will provide a safe and secure environment for its students, staff, and patrons. V-8
- New Mexico Junior College will explore every avenue to increase the institution's cash position, resource base, and stabilize the budgeting process. V-9
- New Mexico Junior College will continue to provide good equipment that addresses the needs of the entire campus. V-10
- New Mexico Junior College must develop an integrated marketing plan that promotes the vision and value of the college. V-11

## Accreditation

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

- American Association of Collegiate Registrars & Admissions Officers
- American Association of Community and Junior Colleges
- Association of Community College Trustees
- New Mexico Council of Independent Community Colleges
- National Association of Student Financial Aid Administrators
- National Association of Student Personnel Administrators
- National Automotive Technicians Education Foundation (NATEF)
- National Junior College Athletic Association
- National League for Nursing Accreditation Commission (NLNAC). [(61 Broadway; New York, NY 10006 • (212) 363-5555 ext. 153)]
- New Mexico Association of Collegiate Registrars & Admission Officers
- New Mexico Association of Community, Junior, and Technical Colleges
- New Mexico State Department of Education, Vocational Technical, and Adult Education Unit

- North Central Association of Colleges and Schools
- Rocky Mountain Association of Collegiate Registrars and Admission Officers
- Western Junior College Athletic Conference

## Reasons For Attending NMJC

**Cost**—New Mexico Junior College's low tuition and fee charges generally present a significant savings over other college and university attendance costs. The first two years' savings at NMJC may contribute significantly toward the expense of the last two years' attendance at a four year college. 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.

**Evening Service**—To serve students attending college, particularly those having classes from 6 to 9 p.m. NMJC extends many services through the Office of the Director of the Evening College from 5 to 8:30 p.m., Monday through Thursday.

**Individual Assistance**—The small student body at NMJC allows the faculty to provide individual instruction for students requiring personal assistance. At NMJC the professors emphasize the individual student.

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

**Vocational and Technical Preparation**—The majority of technical vocations do not require more than two years of college. The NMJC Business and Technology sector offers an array of vocational/technical programs designed to meet individual needs. Students with vocational-occupational, or non-vocational goals may enroll in numerous credit or non-credit courses available on or off campus.

The educational needs of many vocational students who seek employment at the end of the first or second college year can be met through vocational/technical courses. Additionally, NMJC offers a number of associate degree plans designed for students interested in becoming a technician and/or transferring to four-year colleges or technical institutions. One year certificate options are provided in accounting, automotive technology, computer information systems, cosmetology, design communication, environmental technology, finance, law enforcement technology, office technology, practical nursing, welding, and inspection and testing for welding fields.

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

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

- students who elect to take these courses for life enrichment,
- students who take these courses to fulfill core



- requirements for a degree or certificate, and students required to take these courses to fulfill associate degree requirements.

General education offerings are also provided through NMJC Continuing Education options.

**Continuing Education/Community Services**—The mission of New Mexico Junior College Continuing Education/Community Services is to lead and collaborate with community and within the community college to develop concepts, strategies, and delivery systems which generate creative and innovative lifelong learning opportunities for the enrichment of personal and professional lives of citizens within the college service area.

**Upper Division and Graduate Classes**—NMJC provides facilities for classes offered by any regionally accredited senior institution desiring to offer junior, senior, or graduate level courses. Credit earned in such courses is certified by the senior institution as extension or residence credit. Eastern New Mexico University offers a Masters of Business Administration, a Masters of Educational Administration, and some extension classes at NMJC.

**Degrees**—The NMJC Board is authorized to confer the Associate in Arts (A.A.), Associate in Science (A.S.), and Associate in Applied Science (A.A.S.) Degrees. Requirements for the degrees are outlined in the section on graduation requirements. Certificates of completion are also awarded by the Board.

## Admission

Correspondence concerning admission to NMJC should be addressed to **Admission, New Mexico Junior College, 5317 Lovington Highway, Hobbs, NM 88240**. Students may enter NMJC for any semester or summer session but are urged to apply for admission at least two months before the registration date for that given term. Students are further encouraged to have an academic advisement conference prior to registration in order to:

1. Determine career objectives;
2. Complete the assessment process;
3. Select and schedule courses; and,
4. Discuss any questions with college officials.

A student must have on file with the Dean of Admissions and Records a completed application for admission before being permitted to register.

Transcripts of work completed in high school and at other institutions of higher learning are required by New Mexico Junior College for:

1. Students who are working toward an associate degree;
2. Foreign students;
3. Transfer students (letter of good standing for summer term); and,
4. Other students when requested by the administration.

Official transcripts must be sent directly by the home school, high school or college to the Dean of Admissions and Records, New Mexico Junior College, 5317 Lovington Highway, Hobbs, NM 88240. Copies of transcripts are not acceptable.

When accepted, each applicant for admission will be issued an official notice. If a student's application is incomplete at the time of registration, the student may be admitted on 'Individual Approval.' A student cannot have a degree or program certificate conferred until the application is complete.

It is recommended that entering freshmen take the American College Test (ACT) given by various high schools and colleges prior to enrollment. Prospective

NMJC students should check with respective high schools and colleges for testing dates. Admission decisions are not influenced by ACT scores but test results are useful tools.

NMJC admission applicants may be admitted by one of the following means:

**High School and Home School Graduate:** All high school and home school graduates are eligible for admission.

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

**Transfer:** A student may be admitted by transfer from a regionally accredited college or university.

A college transfer student must present official transcripts of all college work. A student under 'disciplinary' suspension from another college or university will not be considered for admission during the suspension period. A student who is under 'Academic' suspension from another institution may be admitted if approved by the Admissions and Academic Standards Committee. Approval will be based on the committee's determination of the likelihood of student success.

Applicants from regionally non-accredited colleges or universities may be admitted as transfer students under the same policies utilized by other regionally accredited colleges and universities in New Mexico.

**High School Student:** A high school junior or senior may be admitted for 'concurrent enrollment' while in high school upon a recommendation of a high school principal. This includes home school juniors or seniors.

**Non-Degree/Certification and Non-Credit Student:** Students enrolling for specific courses, non-credit courses and those students with incomplete applications may be admitted on 'Individual Approval.' Before a degree or program certification will be conferred, any student admitted on 'Individual Approval' must complete the admission process.

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

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

1. Official certified transcripts of all previous educational experience must be submitted to the Admissions Office. Certified translations into the English language must be submitted for records that are in languages other than English.
2. Proof of proficiency in the English language must be provided. This requirement may be satisfied by any one of the following:
  - (1) The applicant's secondary schooling was in the English language;
  - (2) The applicant scored sufficiently high on a test of English proficiency (500 on the TOEFL, 240 on the ALIGU);
  - (3) The applicant has completed level 9 at an ESL language center; or,
  - (4) Applicants may be recommended for admission on an individual basis by the Admission and Academic Standards Committee as follows:
    - a. If practical, the applicant may be personally interviewed by at least three members of the committee and take an essay examination that will be

evaluated by the committee.

- b. If a personal interview is not practical, the committee may recommend acceptance upon evaluation of the candidate's background and training in the English language.
3. The applicant's educational background must be sufficiently strong to indicate high probability of academic success at New Mexico Junior College. The guidelines of materials issued by AACRAO or NASFA will be followed in making such judgments. In those cases that are unclear or difficult to evaluate, the AACRAO consulting service for foreign student evaluation will be utilized.
4. The applicant must provide proof of adequate financial support for at least one full year of study at New Mexico Junior College (including summer school). Budget guidelines established by the student financial aid officer will be used in determining the adequacy of support. Since New Mexico Junior College cannot guarantee that foreign students will be granted permits to work by the Immigration and Naturalization Service, the support must be exclusive of funds from employment.
5. The applicant must have resources to cover emergency situations that may arise such as illness, accident, or death. The student may satisfy this requirement by:
  - (1) Securing adequate life and medical insurance. The college recommends the NAFSA International Accident and Sickness program; however, if the student chooses another program, the benefits must be at least those of NAFSA program.
  - (2) The student may present proof of such resources such as an affidavit from a sponsor, certification from the home government, or other proof of financial support. If the student chooses to secure insurance to satisfy this requirement, copies of policies or proof of application for such policies must be filed with the admissions office before the student will be allowed to register.
6. All admissions material must be submitted at least two months before the beginning of the semester of first attendance. An exception would be transcripts of the last semester of work for transfer students; however, all other materials must be submitted before the two-month deadline. Other exceptions may be recommended by the Admissions and Academic Standards Committee.

Applications for admission for international students may be obtained from the Registrar'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.

## Admission to the Career Mobility Nursing Program

### Career Mobility Nursing Program

The curriculum of the Career Mobility Nursing Program is designed to recognize the ability, educational preparation, and work experience of nursing student. The program allows the nursing student to adapt the program to meet his/her selected career goals, individual needs and abilities.

The program consists of four semesters with an optional summer session between the first and second year of the program. The Career Mobility Nursing Program offers the student preparation for three different entry level jobs.

### 1) Nursing Assistant

After successfully completing all of the requirements for the first semester of the freshman year in the nursing program, the student is eligible to take the state certification examination for nursing assistant certification. Taking the nursing assistant certification exam is an **option** and **not a requirement** for progression in the nursing program. After successful completion of the nursing assistant certification exam the student can work as a nursing assistant during nursing school. The student or the student's employer is required to arrange sitting for the exam and to pay all testing fees.

#### Requirements for nursing assistant certification exam eligibility:

- A) Completion all of the admission requirements for freshman level entry into the nursing program.
- B) Completion of prerequisite course, PS113-Introduction to Psychology with a grade of 'C' or higher.
- C) Completion of PS 110-College Orientation, or PS 112-Becoming a Successful Student, or PS 191-Student Success
- D) Completion of all the following courses with a grade of 'C' or higher for each:
  - NU 116-Introduction to Nursing
  - BI 214A-Human Anatomy and Physiology I
  - EN 113-Composition and Rhetoric
  - PS 223B-Human Growth and Development for Allied Health
  - DS 111-Nursing Calculations

### 2) Practical Nurse

After successful completion of the first two semesters of the nursing program and NU-214 Practical Nursing, a student is eligible to take the National Council Licensure Examination (NCLEX-PN/CAT) to qualify for Practical Nurse Licensure in New Mexico and many other states. A student planning to take the licensure exam in a state other than New Mexico must contact that particular state's board of nursing for specific licensure requirements.

#### Requirements for practical nurse licensure exam eligibility:

- A) Completion of 40 semester hours.
- B) Completion of prerequisite course, PS113-Introduction to Psychology with a grade of 'C' or higher.
- C) Completion of PS 110-College Orientation, or PS 112-Becoming a Successful Student, or PS 191-Student Success
- D) Completion of all the following courses with a grade of 'C' or higher for each:
  - EN 113-Composition and Rhetoric
  - PS 113-Introduction to Psychology
  - PS 223B-Human Growth and Development for Allied Health
  - BI 214A-Human Anatomy and Physiology I
  - BI 224A, Human Anatomy and Physiology II
  - PC 122-Pharmacology
  - NU 116-Introduction to Nursing
  - NU 127-Nursing in Health Deviation I
  - HE 113-Introduction to Nutrition
  - DS 111-Nursing Calculations

NU 214-Practical Nursing.

- E) Achievement of an overall grade point average of 2.0 or higher.

### 3) Associate Nurse

Students who have successfully completed the Associate Degree Nursing Program are eligible to take the National Council Licensure Examination (NCLEX-RN/CAT) to qualify for Registered Nurse Licensure in New Mexico and many other states. [Students planning to take the licensure exam in a state other than New Mexico must contact that particular state's board of nursing for specific licensure requirements.]

The Associate Degree program allows students to enter the program at two different levels: (1) new students are eligible to enter at the freshman level and (2) Licensed Practical/Vocational Nurses (LPN/LVNs) are eligible to enter the second year of the nursing program; however, LPN/LVNs must meet the two following requirements prior to admission into the Associate Degree Program: (1) graduation from a state approved nursing school.

- A) LPN/LVNs who have graduated from a state approved nursing school within the past five years prior to admission into the Associate Degree Program will receive credit for the following courses:  
BI 214A-Human Anatomy and Physiology I  
DS 111-Nursing Calculations  
PC 122-Pharmacology  
NU 116-Fundamentals of Nursing  
NU 127-Nursing in Health Deviations I
- B) LPN/LVNs who have graduated from a state approved nursing school more than five years prior to admission into the Associate Degree Program are required to pass a challenge examination. LPN/LVNs who successfully complete the challenge exam will receive credit for the following courses:  
BI 214A-Human Anatomy and Physiology I  
DS 111-Nursing Calculations  
PC 122-Pharmacology  
NU 116-Fundamentals of Nursing  
NU 127-Nursing in Health Deviations I

(2) successful completion of NU201, Nursing Articulation  
All LPNs, transfer, and readmission students are required to successfully complete NU 201, Nursing Articulation upon entry or reentry into the program.

### Requirements for Registered Nurse licensure exam eligibility:

- A) Completion of the Associate Degree in Applied Science.
- B) Completion of 70 semester hours.
- C) Completion of prerequisite course, PS113-Introduction to Psychology with a grade of 'C' or higher.
- D) Completion of PS 110-College Orientation, or PS 112-Becoming a Successful Student, or PS 191-Student Success
- E) Completion of the following courses with a grade of 'C' or higher for each:  
EN 113-Composition and Rhetoric  
EN 123-Composition and Literature  
PS 113-Introduction to Psychology  
PS 223B-Human Growth and Development for Allied Health

- PC 213-Pharmacology  
BI 214A-Anatomy and Physiology I  
BI 224A-Anatomy and Physiology II  
BI 224-Microbiology  
HE 113-Introduction to Nutrition  
NU 116-Introduction to Nursing  
NU 127-Nursing in Health Deviations I  
NU 219-Nursing in Health Deviations II  
NU 250-Nursing in Multiple Health Deviations  
NU 222-Nursing Seminar  
DS 111-Nursing Calculations  
PC 122-Pharmacology;  
NU 211-Nursing Law & Ethics  
2 semester hour elective course
- F) Achievements of an overall grade point average of 2.0 or higher.

### Admission Process

**\*\*An Allied Health Counselor is available to students, family members and significant others to provide career guidance and admission assistance. An interview with the Allied Health Counselor is suggested prior to initiation of the admission process.**

The student is responsible to verify that his/her application is complete prior to the January 31st deadline. A student must be in good academic standing with New Mexico Junior College upon admission into the nursing program and continue in good academic standing throughout his/her enrollment in NMJC and the nursing program.

Admission to New Mexico Junior College does not include admission into the nursing program. An additional application to the nursing program is required for admission into the nursing program.

The faculty of the NMJC Career Mobility Nursing Program reserves the right to deny admission to any student who does not meet the established nursing program admission requirements.

### Admission Requirements for Freshmen level entry:

- A) Concurrent admission to New Mexico Junior College in accordance with the admission requirements stated in the NMJC catalog.
- B) Completion of an application to the Career Mobility Nursing Program.
- C) High school graduation or equivalent General Educational Development Test (GED). An official copy of high school transcript or GED certificate must be received by the Allied Health Counselor.
- D) Official transcripts from all previous educational experiences must be received by the Allied Health Counselor. These transcripts include high schools, technical/vocational schools, colleges, and universities.
- E) One unit of high school mathematics or a college mathematics course of (3) semester hours or more with the grade of 'C' or higher.
- F) One unit of high school laboratory science or a college laboratory science course of (4) semester hours or more in biology, chemistry, or physics with the grade of 'C' or higher.
- G) Completion of prerequisite course, PS113-Introduction to Psychology with a grade of 'C' or higher.
- H) A score of 36 or higher on the Compass Math Test.
- I) A score of 84 or higher on the Compass Reading Test.
- J) A score of 60 or higher on the Compass Writing Test.

- K) Documentation of completion of current health requirements must be received by the Allied Health Secretary prior to the first day of class.
- L) Documentation of current certification in Cardiopulmonary Resuscitation (CPR) must be received by the Allied Health Secretary prior to the first day of class. Current CPR certification is required throughout enrollment in the nursing program.
- M) Admission requirements should be completed by January 31st to be considered for admission in the following fall semester. Applications are prioritized for admission consideration by the date of completion of all prerequisites. Complete applications received after January 31st are considered on a space available basis.

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After successful completion of the first year of the nursing program, a student who has earned a grade of at least 70.0% for NU127-Nursing in Health Deviations is eligible to take NU214-Practical Nursing. The course is offered during the summer semester between the freshman and sophomore years. After successful completion of NU214-Practical Nursing with the grade of "C" or higher, the student is eligible to take the National Council Licensure Exam/Computerized Adaptive Testing (NCLEX-PN/CAT). Following successful completion of the NCLEX-PN Exam, the student can work as an LPN during the sophomore year of the nursing program.

A student who has earned a grade of less than 75.0% for NU127-Nursing in Health Deviations may not directly progress to the second year of the nursing program. The student earning a grade of less than 75.0% for NU127-Nursing in Health Deviations may apply to enter the second year of the nursing program one year after completion of the first year of the nursing program. The student is encouraged to take the NCLEX-PN CAT and work as an LPN/LVN in a healthcare setting during the one year period between first and second years of the nursing program.

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#### Admission Requirements for Sophomore Level entry:

- A) Documentation of current certification in Cardiopulmonary Resuscitation (CPR) must be received by the Allied Health Secretary prior to the first day of class. Current CPR certification is required throughout enrollment in the nursing program.
- B) Completion of PS 110-College Orientation, or PS 112-Becoming a Successful Student, or PS 191-Student Success
- C) Completion of the course requirements for the first two semesters of the nursing program as listed in the Associate in Applied Science degree plan. The following courses are required with a grade of 'C' or higher for each:  
 EN 113-Composition and Rhetoric  
 EN 123-Composition and Literature  
 BI 214A-Human Anatomy and Physiology I  
 BI 224A-Human Anatomy and Physiology II  
 NU 116-Introduction to Nursing

NU 127-Nursing in Health Deviations I  
 PS 223B-Human Growth and Development for Allied Health Students  
 PS113-Introduction to Psychology  
 HE 113-Introduction to Nutrition  
 DS 111-Nursing Calculations  
 PC 122-Pharmacology  
 BI 224 - Microbiology

- A student may receive credit for the required courses by successfully completing the courses at NMJC with a grade of 'C' or higher. Additionally, with prior approval, a student may receive course credit by successfully completing a challenge exam, through direct transfer from another institution, or by transfer of nursing credits following determination of course equivalence.
- D) All LPN/LVNs, transfer and readmission students must meet all of the admission requirements for freshman level entry and successfully complete NU201-Nursing Articulation with the grade of 'C' or higher prior to entry to the sophomore level .
  - E) For progression to the final semester of the nursing program, the student must successfully complete the following courses with a grade of 'C' or higher:  
 NU 219-Nursing in Health Deviations II  
 NU 211-Nursing Law and Ethics

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New Mexico Junior College and the Career Mobility Nursing Program are committed to a policy of non-discrimination on the basis of gender, national origin, disability, or other non-merit reasons, in admissions, educational programs or activities and employment as required by applicable laws and regulations.

Admission to specific courses and/or specific programs of study may be denied if the admission presents a significant health or safety threat to the student or persons/patients under the student's care.

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#### 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 admission to the nursing program, prospective nursing students who have been previously convicted of a felony are advised to contact the board of nursing of the state in which the student plans to apply for licensure to ascertain his/her eligibility for licensure in that state.

The New Mexico Board of Nursing will deny the application for licensure from any student 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 questions pertaining to this process should contact the New Mexico Board of Nursing for additional information.

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#### Faculty Initiated Student Disenrollment

A student's enrollment in the nursing program may be discontinued at any time if the nursing faculty and a college review committee determine the student has failed to meet or maintain acceptable standards.

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#### Readmission Process

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

A student who has been academically unsuccessful during his/her first readmission must petition the Nursing Readmission Committee and obtain permission for a second readmission into the nursing program. If the Committee grants permission for second readmission, the application will be considered on a space available basis. If the Committee denies the petition for a second readmission, the student may appeal the Committee's decision.

A student who has been academically unsuccessful during his/her second readmission is not eligible for a third readmission to the nursing program.

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

The NMJC Career Mobility Nursing Program is accredited by and responsible to the NLNAC. The NMJC Career Mobility Nursing Program is required to annually report to the NLNAC such information as tuition and fees, length of program, etc. For more information about the NMJC Career Mobility Nursing Program, please write to the National League for Nursing Accrediting Commission, 61 Broadway, New York, NY, 10006 or telephone 1-800-669-1656. The NLNAC website address is [www.accrediting-comm-nlnac.org](http://www.accrediting-comm-nlnac.org).

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## **General Policies, Procedures, and Fees**

### **Catalog Statute of Limitation**

Graduation and program requirements exist for the student as stated in the catalog of record at the time of the student's initial enrollment and attendance. The student may continue to pursue his or her academic objective with this catalog as the catalog of record provided the student enrolls in and completes at least one credit course, applicable to meeting degree requirements before a calendar year has passed, since the student's last enrollment and attendance.

After a calendar year of non-attendance at NMJC, the student is no longer under graduation and program requirements as listed in the catalog of record corresponding to the student's initial enrollment and attendance. The student is subject to the graduation and program requirements indicated in the catalog in force at the time of the current enrollment and attendance.

### **Course Changes**

A student may add or drop course(s) during a five day post-registration period of each regular semester or during the first two instructional days of a summer session. A student may also drop a course up to the beginning of the last two weeks of a regular semester or the last week of a summer session.

Any student who does not follow the correct withdrawal/drop procedure will receive an 'F' for each course. Students should contact the Admissions and Records Office for withdrawal/drop procedures.

### **Auditing a Class**

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

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

Theory includes recitation and lectures. Practice includes work done in the laboratory, shop, drawing room, or field. For each classroom hour, two hours of outside work are expected. The time required in practice will vary with the nature of the courses and class requirements. Ordinarily, two to four hours of laboratory work or practice are the equivalent of one lecture hour.

Most courses meet three hours per week, having a credit value of three semester hours per semester. A semester hour is one lecture hour per week for an entire semester spent in class plus outside preparation.

## **Attendance**

Attendance is required at every session of each course for which the student is enrolled. When unavoidable circumstances make attendance impossible, students must provide a satisfactory explanation of their absences to their instructors. 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 appropriate professor to take care of required work; however, arrangements for make ups should be made within a reasonable time frame, usually within one week of the absence.

A student may be dropped for excessive absence from any course upon the recommendation of the professor with the approval of the appropriate Dean, after the fifth instructional day of a regular semester.

## **Physical Examination**

Physical examinations are not required by students admitted to New Mexico Junior College. However, students who are enrolled in physical education activity courses are encouraged to have a physical examination prior to enrollment.

Students requesting a waiver of physical education requirements due to health reasons must file the petition with the Dean of Admissions and Records along with a recommendation from the student's physician. Exemption is granted through the Arts and Sciences Dean who makes a recommendation to the Dean of Admissions and Records.

Some special programs may require a physical examination prior to acceptance for admission to the program. International students are required to complete a physical examination prior to admission.

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

The Dean of Admissions and Records interprets the regulations concerning resident status. Questions regarding residency should be addressed to the Dean of Admissions and Records.

## **Registration for Courses**

Students are expected to enroll with the Dean of Admissions and Records and pay tuition and fees before the first instructional day of each semester. A professor's class enrollment will be based on an official list furnished by the Dean of Admissions and Records. Students who are not properly enrolled will not be admitted to class.

## **College Level Examination Program**

New Mexico Junior College participates in the College Level Examination Program (subject area exam only). Whereby it is possible for a student to receive as many as 30 semester hours of college credit. More information can be obtained by sending inquiries to the Counseling Office, New Mexico Junior College, 5317 Lovington Highway, Hobbs, NM 88240.

## Advanced Placement

Students who have completed college-level courses in secondary schools and have taken the Advanced Placement Examinations of the College Examination 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.

## Credit By Examination

New Mexico Junior College recognizes that students learn by experience as well as in the formal class setting.

Therefore credit for specific courses is given upon satisfactory performance on the comprehensive examinations which are administered by the divisions responsible for the courses and recommended by the appropriate Instructional Dean. In order to be eligible to attempt credit by examination, the following provisions must be met:

1. The student must contact the responsible academic dean and instructor for permission, and make arrangements to take the examination for credit.
2. The student must not have previously audited, enrolled in, or attempted credit by examination in the courses.
3. The student should be currently enrolled in the course if credit by examination is given.
4. The student must take College Level Examination Program (CLEP) tests in the areas that are available. The student will pay the costs for CLEP testing when they sign up.
5. Physical Education activity courses are not eligible for credit by examination.

## Student Load

The typical credit class load for a student expecting to graduate in two years is 16 credit hours per semester. *NMJC students who demonstrate reasonably high levels of academic achievement and who desire to take more than 18 hours per semester must receive documented permission from the Dean of Business and Technology or the Dean of Arts and Sciences.*

Students who are employed are encouraged to adjust academic loads in relation to employment demands.

*NMJC officials reserve the right to limit the total semester hours late enrolling students may carry. The last day to register for credit courses is the fifth class day of each fall and spring semester noted on the 'Official NMJC Calendar' in the front of this publication. Students may not enroll for credit after this date.*

NMJC will limit the maximum student load to twelve hours per semester if a student is attending another college. A student who is enrolled for a maximum of four semester hours, or less at an institution other than NMJC, may petition the appropriate Dean for permission to register for overload based on superior academic achievement. However, in no case shall the maximum overall hours exceed eighteen at both institutions and then only if based on prior superior academic achievement.

The typical credit class load for summer is 7 to 10 hours. Students may petition the appropriate Dean for permission to register for an overload.

The above regulations will apply even though a student may be taking an audit course at an institution other than NMJC.

## Student Classification

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

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

## Tuition and Fees

Tuition and fees are payable at the time of registration. Tuition and fees are subject to change without notice by the NMJC Board.

## Tuition Per Semester

NMJC in-district resident:

Maximum cost for twelve (12) hours or more .....	\$156.00
Cost per hour for two through eleven hours .....	13.00
Minimum tuition charge for one credit hour .....	23.00

New Mexico out-of-district resident:

Maximum cost for twelve (12) hours or more .....	\$360.00
Cost per hour for two through eleven hours .....	30.00
Minimum tuition charge for one credit hour .....	40.00

Out-of-state resident:

Maximum cost for twelve (12) hours or more .....	\$420.00
Cost per hour for two through eleven hours .....	35.00
Minimum tuition charge for one credit hour .....	45.00

## Special Considerations

New Mexico Junior College will offer courses outside the district that would recover the total cost of offering said course(s).

NMJC would consider waiving the out-of-district tuition for New Mexico students, not residing in the district, who would receive a competitive scholarship/grant-in-aid equivalent to \$100 per academic year.

NMJC would also consider the waiving of out-of-state tuition for students who would receive a competitive scholarship/grant-in-aid equivalent to \$100 per academic year.

Special Fees:

Activity fee* .....	\$1.00 per credit hour or \$10.00 maximum
*Activity fee is charged for on-campus credit classes only.	
Dishonored check fee .....	\$25.00
Fee receipt copies each .....	\$1.00
Graduation fee (pay on graduation semester only) ..	\$25.00
Matriculation fee (payable once only) .....	\$5.00
Off-campus course (Lovington only) .....	\$3.00
Parking fee* .....	\$1.00 per credit hour or \$5.00 maximum
*Parking is charged to students taking on-campus credit classes only.	
Transcript fee (first one free) .....	\$2.00
IRC Usage Fee (all students) \$1.00 per credit hour or \$5.00 maximum	

Housing and Meal Plan Fees: .. Contact the Housing Dept., NMJC  
**Arts and Science Course/Laboratory Fees:**

Art .....	\$15.00
Anatomy and Physiology Testing Fee .....	\$8.00
Biology .....	\$15.00
Testing fee for Anatomy and Physiology .....	\$8.00
Testing fee for Microbiology .....	\$8.00
Chemistry .....	\$20.00
Electronics .....	\$10.00
English (course w/lab) .....	\$10.00
Environmental Technology Course .....	\$15.00
Environmental Technology Certification .....	Varies
Firearms Proficiency (Criminal Justice Major Only) .....	\$60.00
Geology .....	\$15.00
Golf .....	\$25.00
Interactive Television Course .....	\$25.00
Law Enforcement .....	\$200.00
Math Lab Fee .....	\$10.00
Microbiology Testing Fee .....	\$8.00
Petroleum Tech .....	\$15.00
Petroleum Tech Certification .....	Varies
Photography .....	\$15.00
Physics .....	\$15.00
Reading .....	\$10.00
Telecollege Course Fee .....	\$25.00

### Business and Technology Course/Laboratory Fees:

Automotive (AU) .....	\$10.00
Automotive Technology (program fee) .....	\$20.00
Automotive Service Education Program (ASEP program fee) .....	\$20.00
Automotive Student Service Education Training (ASSET program fee) .....	\$20.00
Business Courses .....	\$ 5.00 to \$10.00
Computer Graphics .....	\$10.00
Computer Science .....	\$10.00
Cosmetology Program Fee .....	\$20.00
Drafting .....	\$10.00
EMT Lab Fee .....	\$20.00
Emergency Medical Services Academy Fee .....	\$75.00
Engineering Graphics .....	\$10.00
Graphic Arts .....	\$10.00
Interactive Television Course .....	\$25.00
Nursing (courses w/lab) .....	\$20.00
Nursing (testing fee) .....	\$20.00
Office Technology Courses .....	\$5.00 to \$10.00
Telecollege Course Fee .....	\$25.00
Welding .....	\$10.00
Woodworking I & II .....	\$10.00

### Tuition Policy

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

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

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

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

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

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

### Refunds

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

not meet on the first day of the semester. The tuition and course fee refund schedule is as follows:

Through the fifth day of the semester  
100%

After the fifth day of the semester

### NO REFUND

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

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

The correct refund procedure is as follows:

1. Contact the Dean of Admissions and Records for instructions.
2. Complete the appropriate withdrawal or drop forms and obtain approval from the appropriate college officials, as instructed by the Dean of Admissions and Records.
3. Present the form to the business office as application for refund.

### Note:

1. The first instructional day for each regular session (fall, spring, and summer) will be the day noted 'instruction begins' as specified in the calendar in the NMJC catalog.
2. 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.
3. Tuition and fee rates are subject to change without notice by the New Mexico Junior College Board.

**Students who receive Title IV financial assistance and who withdraw, drop or otherwise fail to complete the semester for which they are enrolled, are subject to the following refund policies:**

**Institutional Refund Policy** - All Title IV aid recipients who withdraw or drop during the first week of classes are subject to this policy. The calculation will be based on 100% refund. After the first week of classes, either the Pro Rata or Federal refund policy will apply.

**Pro Rata Refund Policy** - First-time students at NMJC who receive Title IV aid and withdraw or drop on or prior to 60% of the period for which they are enrolled are subject to this refund policy. The refund amount is based on a percentage of the time remaining in the enrollment period.

**Federal Refund Policy** - All other Title IV aid recipients will be subject to this refund policy as outlined in federal regulations.

Students who receive Title IV financial assistance and fail to attend classes will be subject to 100% refund, and will be responsible for any charges incurred by NMJC.

Title IV aid recipients who withdraw, drop or otherwise fail to complete the period for which they are enrolled may be subject to the repayment calculation for living expenses not incurred, if funds are disbursed to the student for non-institutional costs.

Further information regarding refunds and repayments is available in 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 Admissions and Records. The Dean of Admissions and Records will study the appeal and either recommend a refund or refer the appeal to the Vice President for Student Services.

### Tuition, Fees, and Refunds for Special Courses

Special courses with dates that do not coincide with the regular semester dates will have charges for tuition and fees separate from regular semester course charges. *Special course fees are not refundable.*

Tuition refunds will be made by the following guidelines: For classes 10 weeks or longer, the refund schedule for the fall and spring semesters will be followed. For classes of four to ten weeks in length, the summer school schedule will be followed. For classes of less than four weeks, no refund will be made after the initial class. For special courses, the first instructional day is defined as the initial class meeting for the special course.

### Payment Policy

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

- student account balances
- deferred payment installments
- short-term loans
- bookstore charges
- amounts invoiced for other charges incurred

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

1. Formal notice will be mailed to the student's last known address demanding full payment of the delinquent amount, plus any applicable late fees, within ten (10) business days from the date of notice.
2. If the student fails to make satisfactory arrangements for payment of the delinquent amount within the ten (10) business days:
  - a. the student may be withdrawn from all classes
  - b. the student may be removed from College housing and meal privileges may be discontinued
  - c. the student's transcript shall be placed on 'hold' status, and
  - d. legal collection action may be taken

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:

1. If the worthless check is in payment of tuition and fees, the student may be withdrawn from all classes.
2. If the worthless check is in payment of housing or meals, the student may be removed from housing and/or meal privileges.
3. The student's transcript shall be placed on 'hold' status.
4. The College may prosecute under the *New Mexico Worthless Check Act*.

**Future enrollment will be prohibited until all amounts owed by the student are paid in full.**

Exceptions to this policy may be made only by the President of the College.

## Financial Aid

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

manner. Students should contact the Financial Aid Office for specific application information and submission deadlines.

### Types of Financial Aid

New Mexico Junior College offers a wide range of financial services, including scholarships, Federal Title IV assistance, state assistance, and work study programs, contingent on the availability of funds.

### Scholarships

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

### Federal Title IV Programs

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

- have a high school diploma, GED, or pass an independently administered test approved by the Department of Education
- have a Social Security Number
- be enrolled as a regular student in an eligible program
- be a U.S. Citizen or eligible Non-Citizen
- maintain satisfactory academic progress standards as determined by college policy
- sign certification statements of educational purpose, refunds and defaults, and updated information
- register with Selective Service, if required

Financial need for the campus-based programs (FSEOG, FCW and Federal Stafford Loans) is calculated by determining the student's cost of education and subtracting the expected family contribution (EFC). All students are encouraged to apply for the following federal financial aid programs:

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

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

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

**Federal Stafford Loan** - a variable interest loan made to students who are attending college at least half-time. Funds are disbursed by a lender (i.e.: a bank, credit union, savings and loan association or non-profit foundation) and the loan is insured by a state guarantee agency and reinsured by the Federal Government. The subsidized Federal Stafford Loan amount is based on unmet financial need. The unsubsidized Federal Stafford Loan amount is based on the student's cost of



education less other aid received. This loan must be repaid. This program is available only to students who have previously borrowed under this program.

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

**Federal Plus Loan** - enables parents to borrow money for a dependent student to help meet educational costs. Under this program, the student does not have to demonstrate need, but the borrower must undergo credit analysis for certification. The loan amount is based on the student's cost of attendance less other aid received. Funds are disbursed by a lender. Repayment of this loan begins within 60 days of the final loan disbursement unless a deferment is applicable. Deferments do not apply to interest.

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

### State Programs

**New Mexico Child Care Grant** - available to students who are also parents enrolled at least half-time in a New Mexico post-secondary institution. Priority is given to New Mexico residents. Students need not be recipients of other financial aid.

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

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

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

**New Mexico Lottery Tuition Scholarship** - available to New Mexico residents for tuition purposes. Contact the Financial Aid Office for more information.

**New Mexico Scholars Scholarship** - available to current high school graduates who are in the top 5% of their class or score at least 25 on the ACT test or 1020 on the SAT test, a U.S. Citizen, and have an adjusted gross income of \$30,000 or less.

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

**New Mexico Nursing Loan For Service** - available to New Mexico residents enrolled in an accredited nursing program at a New Mexico post-secondary institution. The student must demonstrate need and be willing to practice in an underserved area of the state upon completion of the program. Students are chosen by a panel designated by the State Commission on Higher Education.

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

### Student Employment

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

**New Mexico Work Study Program** - New Mexico work study program is designed primarily for New Mexico residents who demonstrate financial need. A student must be enrolled on at least a half-time basis to be considered for employment. A student will earn the current federal minimum wage and work hours will normally not exceed 20 hours per week.

**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. A student will earn the current federal minimum wage and work hours will normally not exceed 20 hours per week.

**Edith Search Work Study** - funded by the New Mexico Junior College Foundation. A student must be enrolled at least half-time to qualify. This award is not based on need. A student will earn the current federal minimum wage and work hours will normally not exceed 20 hours per week.

**Off-Campus Employment** - Referrals and job opportunities are available through New Mexico Junior College. Job announcements from potential employers are posted in various areas on campus. For more information, contact the Job Placement Office.

### Veteran's Information

Most NMJC course offerings are approved and meet veteran's educational assistance criteria under federal and state laws. The Dean of Admissions and Records acts as the veteran's coordinator. Veterans should contact that office for information concerning veteran's educational benefits.

As with other NMJC students, veterans who receive educational benefits through the VA are expected to perform at an acceptable academic level and attend each class session.

Each semester the faculty is made aware of veterans receiving education benefits. A student who does not satisfy faculty standards of attendance or course performance may be dropped from the class by the professor. When a veteran's course load changes by dropping from courses, the VA will be informed immediately of the status change. The veteran will then be held liable for any over payment. Veterans are encouraged to take advantage of the available college counseling services. Each veteran is assigned a faculty advisor who provides guidance relative to program planning, scheduling, and other areas of academic progress. The services of a professional counselor are also available to the veteran through the college counseling office. The veteran who is experiencing academic difficulty is expected to take advantage of these services.

# Academic Policies and Procedures

## Academic Honesty

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

## Attendance Policy

Attendance is required at every session of each course for which the student is enrolled. When unavoidable circumstances make attendance impossible, students must provide a satisfactory explanation of their absences to their professors. College-sponsored activities are considered excused absences and professors 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 the absence. Regarding make-up work, absences due to late registration are considered the same as regular absences.

Each department and/or professor may adopt their own specific attendance and class makeup policy. Please refer to that section of this syllabus for details. Upon the recommendation of the professor and the approval of the appropriate dean, a student may be dropped from a course when it is evident that work is being neglected as demonstrated by excessive absence.

## Cheating

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

## Classroom Conduct

The professor is responsible for evaluating all classroom conduct and student behavior in the class. By registering for this class, the student is assumed to have entered into an agreement with New Mexico Junior College and the professor to attend the class regularly and to behave in an appropriate manner at all times. Disruptive behavior may result in the student being removed from the class and dropped for the semester.

## Food and Drink Policy

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

## 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. Letter grades are defined as follows:

## Grade Distribution/Letter Grades

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

The scale represents percentages.

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

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

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

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

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

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

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

**I - Incomplete**—Incomplete grade - unfinished work, otherwise passing indicating that an important assignment such as a term paper, final examination, or experiment is missing (for medical or other sufficient reason) which can be submitted to complete the course. Removal of an incomplete establishes whatever letter grade is warranted. The following Incomplete Grade regulations apply:

1. Any instructor issuing an 'I' grade must submit written instruction to the appropriate Dean outlining the steps necessary for the student to complete the course. The instructions must be submitted to the appropriate Dean on or before the date final grades are due during the semester the 'I' grade is assigned.
2. Removal of an 'I' grade is accomplished by completing the work according to the instructor's written instructions.
3. Opportunity to complete a course, thereby removing an 'I' grade, continues for one calendar year following the semester in which the 'I' was assigned.
4. Any 'I' grade for a course not completed (within one calendar year) will remain as an 'I' on the student record and cannot be changed.

**W - Withdrawal Grade**—A student who must withdraw or drop from a course must report to the Dean of Admissions and Records for instructions on the proper procedure. The student who does not follow the formal procedure will be given a 'F' grade in each course irrespective of the withdrawal date.

The student who officially drops a course will be assigned a 'W'. A student will not be allowed to drop/withdraw from a course during the last two weeks of a regular semester or the last week of a summer session.

### Grade Points

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

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

### Grade Reports

An end of the semester grade report is issued to each student by the Dean of Admissions and Records after the semester's work is completed. Unrecorded mid-semester grades are distributed by the ninth week of the long semester for advising purposes.

### Change in Grade

Any grade change on record with the Dean of Admissions and Records will be made only after having been submitted in writing by the professor concerned and approved by the appropriate Dean.

### Military Absence

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

### Plagiarism

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

### Repeating Courses

College policy for students wishing to repeat a course includes:

1. Both courses are shown on the transcript but only the highest grade counts in calculating the grade point average (GPA).
2. The grade point average and hours for the highest course taken are used in computing grade point averages and hours earned.
3. To be eligible for substitution the original grade

earned must have been below a 'C.'

4. Maximum number of substitutions allowed is 16 credit hours.
5. Only one substitution may be made for a particular course.
6. Students must file a petition with the Dean of Admissions and Records for each repeated course in which they desire this policy to be applied.

### Credit by Examination

New Mexico Junior College awards credit by examination on the basis of three methods:

1. College Level Examination Program (CLEP) - subject area only. NMJC students may receive a maximum of 30 semester hours of college credit by CLEP exam. Credit for successful completion of CLEP exams will be applied to the semester in which the exam was taken or the semester the student applies to have the credit applied to the transcripts at NMJC. This decision is determined by the student. More information can be obtained by contacting the Counseling Office, New Mexico Junior College, 5317 Lovington Highway, Hobbs, NM 88240.
2. Advanced Placement (AP). Students who have completed Advanced Placement courses in secondary schools and have taken the AP Examinations of the College Examination Board with resulting composite scores of 3, 4, or 5 can request that the scores be sent to NMJC and petition for college credit. Credit awarded will be treated as transfer credit without a grade, may count toward graduation, and may be used in fulfilling specific curriculum requirements. AP courses may not transfer to other colleges. The student should contact the transfer college.
3. Institutional Challenge. New Mexico Junior College recognizes that students learn by experience as well as in the formal class setting. Therefore, credit for courses for which there is no CLEP exam is awarded upon satisfactory performance on comprehensive examinations that are administered by the divisions responsible for the courses. The grade on each institutional challenge exam is the grade that will appear on the NMJC transcript. In order to be eligible to attempt credit by institutional challenge, the following provisions must be met:
  - a) The student must contact the appropriate academic dean and instructor for permission and make arrangements to take the institutional exam for credit.
  - b) The student must not have previously audited, enrolled in, or attempted credit by examination in the course(s).
  - c) The student must enroll in the course before the institutional challenge exam can be taken.
  - d) Credit by exam will not be awarded for physical education activity classes.

### Scholastic Honors

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

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

**Vice Presidents' Honor List**—The Vice Presidents recognize scholars each semester by publishing a list of full-

time students whose grades for the previous semester show a 3.0 grade point average, with no grade less than a 'B'.

### Academic Probation and Suspension

NMJC students are expected to make satisfactory progress toward an academic objective. To assure that students make such progress, the academic record of each student is evaluated at the end of each collegiate session.

A student who has earned more than twelve cumulative semester hours and has a cumulative grade point average below 1.75 ('D') will be placed on academic probation. (A student will be removed from academic probation upon the attainment of a cumulative grade point average of 1.75 ('D').)

A student on academic probation is enrolled in the college conditionally, and is expected to make wise use of the college counseling services and professors in improving study habits. Neglect of these recommendations will be considered as evidence of the student's lack of sincerity in improving academic status. New Mexico Junior College students placed on academic probation are under the immediate supervision of a college faculty advisor. Generally, no student on academic probation may enroll for more than twelve hours during a semester or six hours during a summer session.

Probationary students who fail to achieve a 1.75 ('D') GPA for hours earned during the subsequent semester will be subject to academic suspension. This means the student must petition the *Admissions and Academic Standards Committee* for the privilege of continued NMJC enrollment.

Students on academic suspension are eligible to petition for readmission for any academic term following their term of suspension. Applications will be reviewed by the Admissions and Academic Standards Committee and if granted, will be subject to conditions specified by the committee, to include probationary status.

## Graduation Requirements

Graduation requirements represent the firm commitment by NMJC to general education principles. These requirements are designed to develop the potential of each student, broaden the outlook, and contribute to the realization of the well-balanced whole person.

Upon completion of the following requirements, students at NMJC will be granted the degree, Associate in Arts or Associate in Science, or Associate in Applied Science, depending on the area of emphasis. Responsibility for filing a graduation petition with the Dean of Admissions and Records no later than the end of the fifth week of the semester of graduation rests with the student.

Please note that effective with the 1995 Fall semester, developmental study courses cannot be used to satisfy graduation requirements; however, developmental 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 developmental study courses toward satisfying associate degree graduation requirements provided the previous catalog is the official catalog of record (see General Policies, Procedures and Fees in this catalog for additional information). Application of such hours may require approval of the college's Admissions and Academic Standards Committee.

### Associate in Arts

1. Psychology 110 - (College Orientation) or PS 112W
2. Communications  
12 semester hours  
This twelve hour requirement must include EN 113,

EN 123, and a three hour sophomore English course, along with three additional hours selected from English or Speech (SE) courses

3. Social science  
9 semester hours
4. Physical education (Fitness For Life I Required)  
2 semester hours  
(PY 111F will not count toward 2nd hour of physical education credit requirement.)
5. Behavioral science  
3 semester hours
6. Laboratory science  
8 semester hours
7. Mathematics  
3 semester hours
8. Humanities  
6 semester hours
9. Total of 64 semester hours
10. Twelve hours must be taken at NMJC
11. A minimum grade point average of 2.0 ('C') in all work attempted at NMJC or another institution of higher education

### Associate in Science

1. Psychology 110 - (College Orientation) or PS 112W
2. English 113 and 123. Three additional sophomore level semester hours in English
3. Social science  
9 semester hours
4. Physical education (Fitness For Life I Required)  
2 semester hours  
(PY 111F will not count toward 2nd hour of physical education credit requirement.)
5. Behavioral science  
3 semester hours
6. Laboratory science  
12 semester hours
7. Mathematics  
6 semester hours
8. Humanities  
3 semester hours
9. Total of 64 semester hours
10. Twelve hours must be taken at NMJC
11. A minimum grade point average of 2.0 ('C') in all work attempted at NMJC or another institution of higher education

### Associate in Applied Science

(For students in Fire Science, Nursing, and Business/Technology)

#### Fire Science

1. Psychology 110 - (College Orientation) or PS 112W
2. English 113 and 123
3. Behavioral science  
6 semester hours
4. Laboratory science  
4 semester hours
5. Mathematics  
3 semester hours
6. Total of 65 semester hours
7. Twelve hours must be taken at NMJC
8. A minimum grade point average of 2.0 ('C') in all work attempted and at NMJC
9. Other degree requirements are specified courses categorized as Non-Departmental, Departmental, and Electives

#### Nursing

1. Psychology 110 - (College Orientation) or PS 112 - (Freshman Seminar)
2. English 113 and 123
3. Behavioral science  
6 semester hours

4. Laboratory science  
12 semester hours
5. Total of 70 semester hours
6. Twelve hours must be taken at NMJC
7. A minimum grade point average of 2.0 ('C') in all work attempted and at NMJC
8. Other degree requirements are specified courses categorized as Non-Departmental, Departmental, and Electives

#### **Business/Technology**

1. Psychology 110 - (College Orientation) or PS 112W
2. English 113 and 123
3. Behavioral science  
3 semester hours
4. Laboratory science  
8 semester hours
5. Mathematics  
6 semester hours  
(Only 3 semester hours required for Office Technology)
6. Physical education  
2 semester hours  
(One activity class plus Fitness for Life I)  
(Fitness for Life II will not fulfill other Physical Education requirement)
7. Total of 64 semester hours
8. Twelve hours must be taken at NMJC
9. A minimum grade point average of 2.0 ('C') in all work attempted and at NMJC
10. Other degree requirements are specified courses categorized as Non-Departmental, Departmental, and Electives. The number of credit hours requirement in each category varies in Business/Technology degree plans.

#### **Subject Matter Classifications**

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

1. Behavioral science-psychology and sociology.
2. Social science-history, government, economics, sociology, anthropology, and philosophy.
3. Humanities-English, art, music, speech, foreign language, theatre, and philosophy.
4. Laboratory science-chemistry, physics, biology, geology, and astronomy.
5. Mathematics-all courses with MA prefix.
6. Communications-speech (SE) and English.

#### **Credit Transfer Information**

One of the greatest areas of potential misunderstanding by college students is the area of credit transfer from one institution of higher learning to another. In collegiate terms the college to which a student transfers credits is called the 'receiving institution.'

With few exceptions, most receiving institutions will accept the transfer of credits from a junior or community college. However, problems may arise when the receiving institution evaluates transcripts containing credits for application to its degree plan when the receiving institution's degree plan varies from the sample curricula shown in this catalog. Credits do transfer but do not necessarily apply to the student's chosen, or changed, major course of study at a receiving institution.

This fact underlines the importance of both coordination with the receiving institution and an NMJC advisor to structure a degree plan that will accomplish the student's college career goals.

Students who desire to transfer later to a senior college or university are encouraged to do the following:

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

#### **Articulation**

At a regular meeting of the New Mexico Junior College Board on December 18, 1990, that body adopted the following articulation policy addendum on the treatment of native NMJC and transfer students:

"To further enhance articulation between all state-supported institutions in New Mexico, *New Mexico Junior College* adopts the principle of treating transfer students as native NMJC students in the application of credit toward certificate or degree requirements."

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

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

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

**Transferable Lower-Division General Education Common Core**—Students enrolling for first-year study who have not yet selected either an academic focus or the institution where they wish to graduate are advised to take courses during their freshman year outlined in the Lower Division General Education Common Core. For students enrolled at any public institution in New Mexico, the following courses are guaranteed to transfer to any other New Mexico public college or university, and apply toward associate and baccalaureate degree program requirements. Students should consult advisors at their current institutions regarding which specific courses fit these categories. Students preparing for careers in engineering, health sciences, or other profession-related fields are advised that

some of this course work may not transfer toward general education requirements but in most cases will apply toward elective requirements.

<b>Area I: Communication</b>	select 9 semester hours
(a) College-Level English Composition	3-4 hrs.
(b) College-Level Writing (a second course building on the above)	3 hrs.
(c) Oral Communication	3 hrs.
<b>Area II: Mathematics</b>	select 3 semester hours
(a) College Algebra	3 hrs.
(b) Calculus	3 hrs.
(c) Other College-Level Mathematics	3 hrs.
<b>Area III: Laboratory Science</b>	select 8 semester hours
(a) General Biology, with laboratory	4-8 hrs.
(b) General Chemistry, with laboratory	4-8 hrs.
(c) General Physics, with laboratory	4-8 hrs.
(d) Geology/Earth Science, with laboratory	4-8 hrs.
(e) Astronomy, with laboratory	4-8 hrs.
<b>Area IV: Social/Behavioral Sciences</b>	select 6-9 semester hours
(a) Economics (macroeconomics or microeconomics)	3 hrs.
(b) Introductory Political Science	3 hrs.
(c) Introductory Psychology	3 hrs.
(d) Introductory Sociology	3 hrs.
(e) Introductory Anthropology	3 hrs.
<b>Area V: Humanities and Fine Arts</b>	select 6-9 semester hours
(a) Introductory History Survey	3 hrs.
(b) Introductory Philosophy	3 hrs.
(c) Introductory Course in History, Theory, or Aesthetics of the Arts or Literature	3 hrs.
<b>Total to be selected</b>	<b>35 semester hours</b>

#### Lower-Division 64-hour Transfer Modules

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

- Business
- Biological Sciences
- Engineering
- Teacher Education

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

#### Inter-Institutional Transfer Guides and Catalogs

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

#### Complaint Procedure for Transfer Students

All New Mexico public post-secondary institutions are required to establish policies and practices for receiving and resolving complaints from students (who fail to receive credit for courses contained in a transfer module taken at another institution) or from other complainants regarding the transfer of coursework from other public institutions in the state. A copy of NMJC complaint policy may be obtained by contacting the office of Vice President for Student Services or from New Mexico Commission on Higher Education: 1068 Cerrillos Road; Santa Fe, NM 87501-4295; (505) 827-7383; www.nmche.org

## Student Development

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

**Advisement**—The key to taking the right class is getting good advice. NMJC offers career decision making, academic planning and course advising to each interested student through the Counseling Office and the Faculty Academic Advisory System. The Counseling Office is where a student begins and is provided degree planning and transfer information.

Students who enroll for twelve or more credits and/or intend to earn a degree or program certificate are also assigned a faculty advisor based on their individually chosen major. During the first weeks of each semester, students should meet their assigned advisor to discuss goals and coordinate the student's entire program. Later in the semester, prior to enrollment for the next term, the student and advisor should meet again for a pre-enrollment conference.

Students are encouraged to meet regularly with their advisor, not only for schedule and program planning, but also for assistance with college-related problems. The advisement program provides students with contact with faculty members. This contact can be of significant value to the student.

**Orientation**—The college currently has three programs to help a student get orientated to the college's services, her policies and procedures and to acquire helpful study skills.

PS 110, College Orientation is a two to three-hour program presented twice a year. It is also available to be viewed on video in the library. These are presentations on major policies and procedures, services available to students, keys to success in the classroom and a meeting with faculty advisor or counselor.

PS 191, Student Success is a one credit-hour program that continues after PS 110. The student attends workshops on how to use the library effectively, how to take good notes, how to memorize, test anxiety, how to manage your time, how to prepare and take test, etc.

PS 112W, Becoming a Successful Student is a two credit-hour program that covers study skills and other key issues facing students.

**Placement**—The placement service exists to serve NMJC students, Alumni, and community patrons. The office is located on the second floor of Pannell Library.

This office assists with resume preparation and job searches for both part-time and full-time employment. A placement packet is maintained for all students who register with the placement office.

A complete listing of job vacancies from the city, state, and federal government are posted monthly. Local listings from the private sector are also available.

**Transcripts**—The first student requested transcript of earned credits at NMJC is free. Thereafter, a \$2 fee is charged for each additional requested transcript. Requests for official transcripts will not be honored until all outstanding college financial and equipment obligations are met. Transcript requests must be made by the student personally or via written request.

**Student I.D. Cards**—All students are required to have a NMJC student I.D. card. The card may be used for admission to school functions, library/career services and identification. I.D. cards are made in Pannell Library.

**Student Center**—The Student Center is the social hub for many NMJC students and staff. This facility serves as the site for numerous student activities and as a meeting location for various campus and community groups.

The Student Center houses offices for Student Activities and Housing as well as the bookstore and the food service

operation. Also included is a student lounge and game room, the T-Bird Room, and the New Mexico Junior College postal service and switchboard.

Normal operating hours are 7:30 a.m. to 8 p.m. Monday through Thursday and 7:30 a.m. to 5 p.m., Friday. Note that different operations housed within the facility may have slightly different operating hours.

**Bookstore**—The Bookstore sells required texts and course supplies. Novelty items, clothing, class rings, and general supplies are available. Generally, the bookstore is open weekdays from 8:00 am until 5:00 pm.

**Food Service**—The NMJC Food Service provides a snack bar, separate cafeteria dining, and a catering service. The catering service is available for both on and off campus activities.

The snack bar operation generally opens at 7:00 a.m. and closes at 8 p.m., Monday through Thursday and 7:00 a.m. to 5:00 p.m. on Friday when classes are in session.

In addition, the cafeteria dining program provides up to nineteen nutritious meals weekly for students participating in the various meal program options available to students. Serving hours and dates for cafeteria dining are determined prior to the beginning of each semester.

**Campus Security**—Campus security officers are on duty to help prevent or correct dangerous situations. The officers represent NMJC in all security matters and have the authority to reasonably carry out their duties. Failure to comply with a security officer request may result in serious student disciplinary action.

**Parking Permits**—Students are required to register the vehicle(s) they will be driving on campus. During registration, permits will be given out through the Business Office once the student account is clear. After registration, parking permits will be issued at the office of Vice President for Student Services.

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

**Crime Awareness**—In accordance with the Crime Awareness and Campus Security Act of 1990, New Mexico Junior College provides information regarding NMJC crime statistics and campus security procedures. Individuals should direct requests for this information to the Office of the Vice President for Student Services.

**Drug Free Campus Information**—The health and welfare of students and employees of NMJC are of great importance. NMJC strives to maintain a safe and productive environment free from the influence of illicit drugs and the unlawful use or abuse of alcohol.

Each student and employee is hereby informed that the unlawful possession, use, or distribution of illicit drugs and alcohol is prohibited on NMJC property.

Violators are subject to penalties up to and including expulsion from the college or termination of employment.

Written information including the necessary standard of conduct, legal and college sanctions, consequences of abuse, health risks, and a listing of treatment/rehabilitation resources is available from the office of Vice President for Student Services.

**Housing**—NMJC has two (2) campus housing facilities each having a capacity of 103 residents. Each housing facility has an electronic security system designed to enhance the occupant's safety. Each housing unit features suites consisting of two rooms with a common bathroom and shower. Each room is designed for comfort

and function. Each room can accommodate two occupants and features built-in furnishings, central heating and cooling, and mini-blinds. In addition, each room is pre-wired for local telephone and cable television. Some rooms are specifically designed for students with special needs.

**Additional information regarding housing at New Mexico Junior College may be obtained by contacting the Director of Housing/Student Activities, NMJC, 5317 Lovington Highway, Hobbs, NM 88240.**

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

**Counseling**—New Mexico Junior College employs a professional counseling staff to help students plan academic and professional futures. Counselors can assist students in choosing or changing careers, deciding on a major, selecting classes, determining transferability of courses, acquiring study skills to be successful, making decisions, exploring ways to deal with problems and confronting problems that hinder a student's progress.

The Counseling Office is located in the Administration Building. The office is open weekdays 8 a.m. to 6 p.m. and Friday, 8 a.m. to 5 p.m. when classes are in session.

**Learning and Career Services**—The Learning and Career Services Center, located on the second floor of Pannell Library provides students with career information, developmental programs, and learning enrichment opportunities. Programs in this department are funded by the State Department of Education-Vocational/Technical and Adult Education Unit, as well as through New Mexico Junior College matching funds.

**Assessment**—The Academic Skills Assessment program measures a student's ability in reading, math and English to assist students in selecting the class(es) that are appropriate for their academic background. New students who will be seeking a degree or taking their first college level math and/or English class are required to take the assessments. Any student who wants to know more about their skills in these areas can also take the assessments. The assessments can be taken during the day or evening. Students are placed in English, math, and other classes requiring considerable reading based on their ACT, SAT, ASSET or COMPASS scores.

The college also provides additional aptitude and career interest testing. Information about various assessments tests can be obtained from the Counseling Office.

**Career Center**—The college has a collection of career pamphlets, books, vocational biographies, and computerized systems to help individuals with career decision-making. The computerized system of Choices allows any individual to take career interest tests, locate careers consistent with their interest, and locate colleges. The Career Center is located in the Learning and Career Service area in Pannell Library and the computerized system is also available in the Counseling Office.

**Tutorial Program**—A tutorial program is available to NMJC students to provide additional help needed for course studies. To be a tutor or receive tutorial assistance, contact Learning & Career Services. (telephone 392-5411)

**Special Needs Student Services**—The college, in cooperation with the State Department of Education, provides special services to clients who are temporarily or permanently disabled.

Various services are available to qualified clients including, but not limited to the following: tutorial services, occupational testing, general aptitude testing, and other special services such as readers or typists.

Disabilities must be substantiated through private physicians or through appropriate agencies working with disabled clients.

**Adult Basic Education**—The Adult Basic Education program for Lea County is administered through the Learning and Career Services Center. Classes in General Education Development (GED), preparation for a high school diploma are conducted at various Lea County locations. Classes in 'English as a Second Language,' are conducted at sites throughout the county. A full Literacy Volunteer program is available at each Lea County community.

**Student Activities**—Both the college and the students design and provide activities which are enjoyable and enriching to the participants. The Student Senate has a major responsibility of recommending social events for the student body, while many activities are produced by other college groups. The Director of Student Housing/Activities is responsible for developing and coordinating student activities.

**Student Government**—Students are organized for the purpose of developing activities and interests, and to provide student representation in college operations. This formal organization is known as the Associated Students of New Mexico Junior College, with membership consisting of every enrolled college student.

**Intramurals**—Intramural activities are designed to give students an opportunity to compete in athletic events outside intercollegiate level competition.

The activities may include but are not limited to flag football, racquetball, basketball, volleyball, tennis, badminton, and soccer. Other sports and activities may be offered upon a demonstrated interest basis.

**Music**—The NMJC Sensations perform at various campus and community events throughout the year. Students may try out for the choir regardless of academic major. Scholarships can be awarded to students for participation in this activity.

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

**Cheerleading**—New Mexico Junior College has a competitive scholarship program for students seeking to participate as NMJC cheerleaders.

Interested students should direct inquiries about this program to the NMJC Cheerleading Sponsor.

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

**Student Clubs**—A variety of clubs and organizations exist to meet student needs and interests beyond the college curriculum. All officially recognized clubs and organizations must be approved by the Director of Housing/Student Activities and supervised by a faculty sponsor.

The college encourages student participation in one or more campus organizations where benefits gained from student participation are viewed as invaluable in promoting a balanced individual.

Individuals should contact the Director of Housing/Student Activities for information on the procedure for establishing a campus club or organization.

**Alliance for Minority Participation Program** - New Mexico Junior College, in conjunction with New Mexico State University, has established a scholarship program for ethnic minority students majoring in math, science, engineering, agriculture, and computer science. The program is called the Alliance for Minority Participation program (AMP). AMP is funded by a grant from the National Science Foundation.

This program will award scholarships that range from \$200 to \$1000 per year and they can be renewed for up to a total of four semesters. The program also provides:

- \* Tutoring ..
- \* A student organization
- \* Community and NMJC faculty mentors
- \* Field trips to:
  - Sandia Lab
  - NASA, Houston
  - WIPP-Waste Isolation Pilot Plant
  - Alamogordo, International Space Hall of Fame
  - Leadership Conference-NMSU, Las Cruces.

Applications must be obtained from the AMP office located in Pannell Library, Learning and Career Services office, and the Counseling Office located in the administration building. If you need additional information, please contact the AMP office at (505) 392-5411 ext. 540.

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

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

**Who's Who in American Community and Junior Colleges**—The Who's Who honor is based on student scholarship achievements and leadership activities.

## Instructional Divisions

### Arts and Sciences

The primary goal of the Arts and Sciences division is that of providing quality instruction in those areas most typically described as transferable to four year colleges or universities. The broad areas of offerings include communications, social and behavioral sciences, fine and performing arts, physical education, physical and biological sciences, mathematics, fire science, law enforcement, environmental technology, petroleum technology, and education.

The social science section of Arts and Sciences offers instruction in history, government, economics, law enforcement, psychology, sociology, and philosophy. In humanities, students may select from music, drama, art, or philosophy.

The importance of the spoken and written word becomes increasingly significant as students progress academically and professionally. Through such courses as composition, literature, communication, and foreign language, emphasis is placed upon the extreme importance of words for modern communication. A portion of the humanities must be related to the past to show man his place in the world. In social science courses,



students are given a fundamental knowledge of the progress of society, its institutions, and the cultivation of ideals. The main achievements of man in creative and artistic endeavors fulfill a need to create where nothing existed before. Courses in art, music, and theatre attempt to give the students pre-professional and general education in these areas.

Science and pre-engineering courses are available for pre-professional training for dentistry, engineering, pharmacy, physical therapy, chiropractics, and medicine. Students transferring from these programs have been heavily recruited by senior institutions and have maintained successful academic records at those institutions. In addition, technical training is provided in environmental and petroleum technology.

In mathematics, NMJC offers a range of courses from developmental/remedial levels through a complete calculus sequence.

The physical education offerings embrace the NMJC philosophy that physical education courses not only provide activity but also encompass the broader educational aspects of physical fitness.

Lifelong sports and physical fitness are emphasized in both intramural activities and in physical education courses so that the students may be involved and enjoy recreational activities that can be pursued throughout maturity.

### **Business/Technology**

The NMJC Business/Technology division offers opportunities for learning vocational skills in a variety of business and vocational-technical fields. Programs provide technical knowledge as well as extensive practical hands-on skill developing experiences for students.

Since the division's inception, Business/Technology has offered quality vocational training for students. Program offerings include accounting, automotive technology, business, business administration, computer science (computer information systems), cosmetology, design, commercial & computer graphics, finance, fire science, legal assistant/paralegal, legal secretary, management, marketing, nursing, office technology and welding. These programs give the student options which include certificate programs (nine and eleven months) and associate degree programs (two years). Course requirements are carefully designed to provide entry level skills for the student wishing to terminate training at the certificate or associate degree level. Additionally, students planning to pursue a baccalaureate degree at the university level may expect strong transferability of NMJC course credits.

The use of vocational advisory committees, composed of representatives from business, education, and industry is an important factor in the planning, implementation, and operation of each Business and Technology program. Advisory committees help to ensure that skills taught in the classroom are relevant to the occupation and meet current entry level skill expectations of business and industry.

The quality of instruction is excellent. Professors possess many years of experience and training in their respective fields as well as extensive teacher education preparation. Training equipment and laboratories are comparable or surpass current business and industry standards.

Students of Business/Technology disciplines have the opportunity to develop leadership skills which complement their technical skills through participation in the Vocational Industrial Clubs of America (VICA), Phi Beta Lambda (PBL), and Student Nursing Association (SNA). Student organizational activities help produce a well-rounded graduate/employee.

Presently, as in the past, job placement for program graduates is excellent.

## **Continuing Education/Community Services**

The NMJC Continuing Education/Community Service department exists to make the college's commitment to life long learning and services available to college district residents more than simply a good idea. Continuing Education/Community Service personnel assess, anticipate, respond to, and coordinate services designed to meet broad community needs. The overall thrust is individual development, community service, and the improvement of community life.

To meet this goal successfully, the office works with individuals, clubs, groups, businesses, and government agencies to identify and mobilize resources that meet community and individual needs. Continuing Education/Community Services offers these services:

**Continuing Education Courses**—An extensive number of non-credit courses that are enrichment, self-improvement, general interest, or vocationally oriented are offered throughout the year. Courses that meet professional continuing education requirements of various state and national organizations, are also available. These courses are open to the young and old and are offered at convenient times and locations throughout NMJC's service area. The courses vary in length, have flexible schedules, and low fees.

**Facility Use**—Campus facilities are available for community use. Room reservations and arrangements are made through Continuing Education/Community Services. The college encourages the use of the campus for art exhibits, cultural events, conferences, meetings, and similar activities.

**Tours and Demonstrations**—Groups and school classes frequently schedule tours of campus facilities, programs, and exhibits. In addition, college faculty and instructors in the Continuing Education/Community Services program can be scheduled in advance to make on-campus presentations to groups on a variety of informative topics.

**Additional Services and Information**—Something is always happening in the Continuing Education/Community Services program, and that is as it should be since the program provides services to a changing society and community.

Additional services for the community include:

- college personnel serving as consultants to local agencies, businesses, and groups.
- assistance in developing conferences, workshops, and seminars.
- development of new credit and non-credit courses of interest to the community.

Announcements of classes and program development are continually before the public through the media and college publications.

The Continuing Education/Community Services personnel welcome inquires about established or new courses, or suggestions to improve quality and increase service.

**National Assessment Institute**—The office of Continuing Education/Community Services is authorized for the State of New Mexico through National Assessment Institute (NAI) to offer testing for contractor's licensure (construction industries, real estate commission, and dental assisting board and others). The tests are ordered through NAI and given in the college testing center at Pannell Library and returned to NAI for grading and processing.

**Contract Training: Customized Education**—New Mexico Junior College is committed to meeting the unique life long learning needs of your organization. Through our contract training (customized education) availability, we can design a specialized, low-cost, quality training course/ program which

meets the needs and work schedule of your organization. Training courses/programs can be developed and implemented in a short period of time. Due to immediate needs of most customized education courses/programs, start dates are determined by your organization needs rather than the standard college semesters. Courses can be offered on campus or brought to your doorstep. Regardless of age, education or experience your employees will benefit from small, individualized courses where all students share the same objectives. The ability to design your education needs and structure a specialized course/program yields benefits to you in tuition costs and outcomes.

### Explanation of Course Abbreviations

American Institute of Banking	AB
Accounting	AC
Agriculture	AG
Anthropology	AN
Art	AR
Automotive Technology	AT
Automotive	AU
Automotive Technology GM	GM
Automotive Technology Ford	FM
Aviation	FT
Basic Studies	BA
Biology	BI
Business Law	BS
General Business	BU
Chemistry	CH
Communication	SE
Computer Science	CS
Cosmetology	CO
Criminal Justice	CJ
Developmental Studies	DS
Design, Commercial & Computer Graphics	DT
Design, Commercial & Computer Graphics	EG
Economics	EC
Education	ED
Electronics	EL
Emergency Medical	EM
Engineering	ER
English	EN
Environmental Technology	HM
Fire Science Technology	FS
Geology	GE
Government	GO
History	HI
Home Economics	HE
Law Enforcement	LA
Legal Assistant/Paralegal	LS
Mathematics	MA
Medical Terminology	ME
Music	MU
Nursing	NU
Pharmacology	PC
Physics	PH
Philosophy	PI
Psychology	PS
Petroleum Technology	PT
Physical Education	PY
Office Technology	SC
Sociology	SO
Spanish	SP
Theatre	DR
Welding	WE
Woodworking	WW

## Associate in Arts

### Course of Study

**THIS IS A SAMPLE PROGRAM ONLY.** Students, after consulting with advisors, will need to select courses suitable to their educational needs, (i.e., career goal, major, learning style, transfer goals). Students should review the section of the NMJC catalog titled 'Credit Transfer Information' before making degree plans. Studies related to the Associate in Arts Degree can include: English, Spanish, Communication, Theatre, Drama, History, Government, Psychology, Economics, Law Enforcement, Sociology, Philosophy, Accounting, Pre-Law, Business, Real Estate, Banking, Management, Finance, Music, Art, Education, and Advertising.

### Freshman

Fall semester:

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
EN 113, Composition and Rhetoric .....	3 hrs.
*Social Science Elective .....	3 hrs.
*PY 111H, Fitness for Life .....	1 hr.
*Laboratory Science Elective .....	4 hrs.
*Behavioral Science Elective .....	3 hrs.
*Elective .....	3 hrs.
Total .....	17 hrs.

Spring Semester:

EN 123, Composition and Literature .....	3 hrs.
*Social Science Elective .....	3 hrs.
*Laboratory Science Elective .....	4 hrs.
*Humanities Elective .....	3 hrs.
*Elective .....	3 hrs.
Total .....	16 hrs.

### Sophomore

Fall Semester:

English Elective (200 level) .....	3 hrs.
*Mathematics Elective (MA Prefix) .....	3 hrs.
*Humanities Elective .....	3 hrs.
*Electives .....	6 hrs.
Total .....	15 hrs.

Spring Semester:

*Communications Elective .....	3 hrs.
*Physical Education (Activity Course) .....	1 hr.
(PY 111F does not count toward 2 hr. physical education graduation requirement.)	
*Social Science Elective .....	3 hrs.
*Electives .....	9 hrs.
Total .....	16 hrs.

**Total Degree Requirements .....** 64 hrs.

*\*These classes can be arranged in many different ways depending on the educational needs of the student.*

## Associate in Science

### Course of Study

**THIS IS A SAMPLE PROGRAM ONLY.** Students, after consulting with advisors, will need to select courses suitable to their educational needs, (i.e., career goal, major, learning style, transfer goals). Students should review the section of the NMJC catalog titled 'Credit Transfer Information' before making degree plans. Studies related to the Associate in Science Degree include: Biology, Chemistry, Physics, Pre-Medical, Pre-Veterinarian, Pre-Engineering, Pre-Pharmacy, Physical Therapy, Pre-Dental, Pre-Chiropractic, and Agriculture.

#### Freshman

##### Fall Semester:

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
Laboratory Science Elective	4 hrs.
Mathematics Elective (MA Prefix)	3 hrs.
*Social Science Elective	3 hrs.
*PY 111H, Fitness for Life	1 hr.
*Elective	3 hrs.
<b>Total</b>	<b>17 hrs.</b>

##### Spring Semester:

EN 123, Composition and Literature	3 hrs.
Laboratory Science Elective	4 hrs.
Mathematics Elective (MA Prefix)	3 hrs.
*Social Science Elective	3 hrs.
*Elective	3 hrs.
<b>Total</b>	<b>16 hrs.</b>

#### Sophomore

##### Fall Semester:

English Elective (200 level)	3 hrs.
Laboratory Science Elective	4 hrs.
*Behavioral Science Elective	3 hrs.
*Electives	6 hrs.
<b>Total</b>	<b>16 hrs.</b>

##### Spring Semester:

*Physical Education (Activity Course) (PY 111F does not count toward 2 hr. physical education graduation requirement.)	1 hr.
*Social Science Elective	3 hrs.
*Humanities Elective	3 hrs.
*Electives	8 hrs.
<b>Total</b>	<b>15 hrs.</b>

**Total Degree Requirements** ..... 64 hrs.

*\*These classes can be arranged in many different ways depending on the educational needs of the student.*

## Associate in Applied Science

### Course of Study

**THIS IS A SAMPLE DEGREE PLAN ONLY.** Students, after consulting with advisors, will need to select courses suitable to their educational needs, (i.e., career goals, major, learning style, transfer goals). Students should review the section of the NMJC catalog titled 'Credit Transfer Information' before making degree plans.

#### Freshman

##### Fall Semester:

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
EN 113, Composition and Rhetoric	3 hrs.
Mathematics Elective (MA Prefix)	3 hrs.
*Departmental & non-departmental required classes	9 hrs.
PY 111H, Fitness for Life	1 hr.
<b>Total</b>	<b>16 hrs.</b>

##### Spring Semester:

EN 123, Composition and Literature	3 hrs.
Mathematics Elective (MA Prefix) if required	3 hrs.
*Departmental & non-departmental required classes	9 hrs.
Physical Education (Activity Course) (PY 111F does not count toward 2 hr. physical education graduation requirement.)	1 hr.
<b>Total</b>	<b>16 hrs.</b>

#### Sophomore

##### Fall Semester:

Laboratory Science Elective	4 hrs.
Behavioral Science Elective	3 hrs.
*Departmental & non-departmental or division required classes	9 hrs.
<b>Total</b>	<b>16 hrs.</b>

##### Spring Semester:

Laboratory Science Elective (if required)	4 hrs.
*Departmental & non department classes	3-9 hrs.
Electives (depending on major)	0-9 hrs.
<b>Total</b>	<b>15-16 hrs.</b>

**Total Degree Requirements** ..... 64 hrs.

*\*Classes required are specific to each major.*

The above sample program shows a four-semester sequence to complete the degree. This format will not fulfill every student's needs. Students unable or not wishing to complete their degree in this time frame should consult a counselor/advisor to design a program for their individual situation. This is a sample program. Students may consult a counselor/advisor to construct a program that will fit their individual situations.

## Associate in Applied Science

### Accounting

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

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

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
EN 113, Composition and Rhetoric	3 hrs.
EN 123, Composition and Literature	3 hrs.
Behavioral Science	3 hrs.
Lab Science	4 hrs.
MA 113, College Algebra or	
MA 113D, Math Analysis with Business Applications I	3 hrs.
PY111H, Fitness for Life	1 hr.
Physical Education (Activity Course) (PY 111F does not count toward 2 hr. physical education graduation requirement.)	1 hr.

#### Departmental Requirements (33 credit hours)

AC 114, Principles of Accounting I	4 hrs.
AC 124, Principles of Accounting II	4 hrs.
AC 213, Intermediate Accounting I	3 hrs.
AC 223, Intermediate Accounting II	3 hrs.
AC 213A, Microcomputer Accounting I	3 hrs.
AC 223B, Microcomputer Accounting II	3 hrs.
AC 233A, Income Tax I	3 hrs.
BU 213A, Principles of Finance	3 hrs.
BU 223, Business Communications	3 hrs.
CS 123A, Microcomputer Applications or	
CS 123D, Windows Applications	3 hrs.
CS 223G, or CS 213 EXCEL	3 hrs.

#### Specialized Electives (Select 12 credit hours from list) ... 12 hrs.

AC 231-233, Accounting Cooperative Work Experience (1-3)	
BS 213, Business Law (3)	
BS 223, Business Law (3)	
BU 213, Principles of Management (3)	
BU 223A, Principles of Marketing (3)	
CS 223H, Desktop Publishing (3)	
EC 213, Principles of Economics (Macro) (3)	
EC 223, Principles of Economics (Micro) (3)	
MA 113D, Math Analysis with Business Applications I (3)	
MA 123D, Math Analysis with Business Applications II (3)	
SC 113B, Business Calculating Machines (3)	

Elective ..... 1 hr.

Total ..... 66 hrs.

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

## Sample Associate in Science

### Agriculture

After consulting with advisors, students will need to select courses suitable to their educational goals (i.e., major, transfer goals). Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

NOTE: Course of study may vary at other institutions; see 'Credit Transfer Information' in catalog.

#### Freshman

##### Fall Semester:

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
EN 113, Composition and Rhetoric	3 hrs.
MA 113, College Algebra or Higher	3 hrs.
BI 114, General Biology	4 hrs.
PY 111H, Fitness for Life	1 hr.
Agriculture	6 hrs.
Total	17 hrs.

##### Spring Semester:

EN 123, Composition and Literature	3 hrs.
MA 113, College Algebra or Higher	3 hrs.
Humanities Elective	3 hrs.
Physical Education (Activity Course) (PY 111F does not count toward 2 hr. physical education graduation requirement.)	1 hr.
Agriculture	6 hrs.
Total	16 hrs.

#### Sophomore

##### Fall Semester:

English Elective (200 level)	3 hrs.
CH 114A, General Chemistry	4 hrs.
Social Science Elective	3 hrs.
Agriculture	6 hrs.
Total	16 hrs.

##### Spring Semester:

Behavioral Science Elective	3 hrs.
CH 124A, General Chemistry	4 hrs.
Social Science Elective	6 hrs.
Agriculture	3 hrs.
Total	16 hrs.

Total Suggested Degree Requirements ..... 65 hrs.

**Sample Associate in Arts**

**Art**

NOTE: Course of study may vary at other institutions; see 'Credit Transfer Information' in catalog.

**Freshman**

Fall Semester:

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
EN 113, Composition and Rhetoric .....	3 hrs.
AR 113A, Drawing .....	3 hrs.
Laboratory Science Elective .....	4 hrs.
Behavioral Science Elective .....	3 hrs.
PY 111H, Fitness for Life .....	1 hr.
Elective .....	3 hrs.
<b>Total .....</b>	<b>17 hrs.</b>

Spring Semester:

EN 123, Composition and Literature .....	3 hrs.
AR 113, Art Appreciation .....	3 hrs.
AR 213, Color and Design .....	3 hrs.
Laboratory Science Elective .....	4 hrs.
Social Science Elective .....	3 hrs.
<b>Total .....</b>	<b>16 hrs.</b>

**Sophomore**

Fall Semester:

EN 213 or 223, Types of Literature .....	3 hrs.
AR 123A, Drawing .....	3 hrs.
AR 213B, Ceramics .....	3 hrs.
AR 223F, Jewelry and Metalcraft .....	3 hrs.
Mathematics Elective .....	3 hrs.
<b>Total .....</b>	<b>15 hrs.</b>

Spring Semester:

AR 223B, Ceramics .....	3 hrs.
AR 213A, Painting I .....	3 hrs.
Communications Elective .....	3 hrs.
Social Science Electives .....	6 hrs.
Physical Education (Activity Course) .....	1 hr.
(PY 111F does not count toward 2 hr. physical education graduation requirement.)	
<b>Total .....</b>	<b>16 hrs.</b>

**Total Degree Requirements..... 64 hrs.**

**Sample Associate in Arts**

**Athletic Training Degree Plan\***

NOTE: Course of study may vary at other institutions; see 'Credit Transfer Information' in catalog.

**Freshman**

Fall Semester:

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
EN 113, Composition and Rhetoric .....	3 hrs.
BI 114, General Biology .....	4 hrs.
HI 113, U.S. History to 1877 .....	3 hrs.
PY 113B, Introduction to Athletic Training .....	3 hrs.
PY 213B, First Aid and CPR .....	3 hrs.
PY 131T, Athletic Training Practicum 1A .....	1 hr.
<b>Total .....</b>	<b>17 hrs.</b>

Spring Semester:

EN 123, Composition and Literature .....	3 hrs.
BI 124, General Biology .....	4 hrs.
HI 123, U.S. History from 1877 .....	3 hrs.
Humanities Elective .....	3 hrs.
PY 132T, Athletic Training Practicum 1B .....	3 hrs.
Physical Education (Activity Course) .....	1 hr.
(PY 111F does not count toward 2 hr. physical education graduation requirement.)	
<b>Total .....</b>	<b>16 hrs.</b>

**Sophomore**

Fall Semester:

EN 213 or 223, Types of Literature .....	3 hrs.
MA 113, College Algebra or Higher .....	3 hrs.
PS 113, Introduction to Psychology .....	3 hrs.
PY 113, Introduction to Physical Education .....	3 hrs.
PY 231T, Athletic Training Practicum 2A .....	1 hr.
Communications Elective .....	3 hrs.
<b>Total .....</b>	<b>16 hrs.</b>

Spring Semester:

Humanities Elective .....	3 hrs.
GO 213, American Government .....	3 hrs.
PS 223, Adolescent Psychology .....	3 hrs.
PY 111H, Fitness For Life .....	1 hr.
PY 213, Health Education .....	3 hrs.
PY 232T, Athletic Training Practicum 2B .....	2 hrs.
Physical Education Elective .....	1 hr.
<b>Total .....</b>	<b>16 hrs.</b>

**Total Suggested Degree Requirements..... 65 hrs.**

\*Athletic Training Degree, with minor modifications, can lead to an Associate in Science Degree.

Associate in Applied Science

Automotive Technology

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

General Education Requirements (18 credit hours)

- PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)
MA 114B, Technical Mathematics I
EN 113, Composition and Rhetoric
EN 123A, Report Writing for Technicians
PS 213B, Human Relations
PH 113, Technical Physics
PY 111H, Fitness for Life
Physical Education (Activity Course)
(PY 111F does not count toward 2 hr. physical education graduation requirement.)

Departmental Requirements (36 credit hours)

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

Non-Departmental Requirements (8 credit hours)

- WE 114, Introduction to Welding
BU 223C, Small Business Management
HM 101, Safety and Hazardous Materials
Elective

Total 65 hrs.

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

Associate in Applied Science

Automotive Technology

Ford Motor Company

(ASSET)

Automotive Student Service Educational Training

A total of 86 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

General Education Requirements (16 credit hours)

- PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)
MA 114B, Technical Mathematics I
EN 103, English Fundamentals for Specialized Programs
EN 113, Composition and Rhetoric
PS 213B, Human Relations
PH 113, Technical Physics

Departmental Requirements (72 credit hours)

- FM 112, Technology for Technicians
FM 114, Automotive Fundamentals
FM 114A, Cooperative Work Experience I
FM 114B, Cooperative Work Experience II
FM 114C, Cooperative Work Experience III
FM 123, Diesel Engine Operations
FM 124, Electronics I
FM 124A, Engine Performance I
FM 124B, Electronics II
FM 124C, Brake Systems
FM 211, Noise, Vibration, and Harshness
FM 212, Advanced Driveability Diagnosis
FM 214, Engine Repair
FM 214A, Manual Drive Train and Axles
FM 214B, Heating and Air Conditioning
FM 214C, Automatic Transmissions and Transaxles
FM 224, Engine Performance II
FM 224A, Cooperative Work Experience IV
FM 224B, Suspension and Steering Systems
FM 224C, Cooperative Work Experience V

Non-Departmental Requirements (1 credit hour)

- HM 101, Safety and Hazardous Materials

Total 89 hrs.

NOTE: All departmental requirements must be completed with a grade of "C" or better.

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

## Associate in Applied Science

# Automotive Technology

### General Motors

#### (ASEP)

#### Automotive Service Educational Program

A total of 86 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

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

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
MA 114B, Technical Mathematics I	4 hrs.
EN 103, English Fundamentals for Specialized Programs	3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
PS 213B, Human Relations	3 hrs.
PH 113, Technical Physics	3 hrs.

#### Departmental Requirements (66 credit hours)

GM 112, Technology for Technicians	2 hrs.
GM 114, Automotive Fundamentals	4 hrs.
GM 114A, Cooperative Work Experience I	4 hrs.
GM 114B, Cooperative Work Experience II	4 hrs.
GM 114C, Cooperative Work Experience III	4 hrs.
GM 124, Electronics I	4 hrs.
GM 124A, Engine Performance I	4 hrs.
GM 124B, Electronics II	4 hrs.
GM 124C, Brake Systems	4 hrs.
GM 214, Engine Repair	4 hrs.
GM 214A, Manual Drive Train and Axles	4 hrs.
GM 214B, Heating and Air Conditioning	4 hrs.
GM 214C, Automatic Transmissions and Transaxles	4 hrs.
GM 224, Engine Performance II	4 hrs.
GM 224A, Cooperative Work Experience IV	4 hrs.
GM 224B, Suspension and Steering Systems	4 hrs.
GM 224C, Cooperative Work Experience V	4 hrs.

Non Departmental Requirements (1 credit hour) ..... 1 hr.

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

Total ..... 83 hrs.

NOTE: All departmental requirements must be completed with a grade of "C" or better.

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

## Sample Associate in Science

# Biological Science

NOTE: Course of study may vary at other institutions; see 'Credit Transfer Information' in catalog.

### Freshman

#### Fall Semester:

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
BI 114, General Biology	4 hrs.
CH 114A, General Chemistry	4 hrs.
EN 113, Composition and Rhetoric	3 hrs.
MA 113, College Algebra or Higher	3 hrs.
Social Science Elective	3 hrs.
PY 111H, Fitness for Life	1 hr.
Total	18 hrs.

#### Spring Semester:

BI 124, General Biology	4 hrs.
CH 124A, General Chemistry	4 hrs.
EN 123, Composition and Literature	3 hrs.
MA 123, Plane Trigonometry or Higher	3 hrs.
Social Science Elective	3 hrs.
Physical Education (Activity Course)	1 hr.
(PY 111F does not count toward 2 hr. physical education graduation requirement.)	
Total	18 hrs.

### Sophomore

#### Fall Semester:

CH 214, Organic Chemistry	4 hrs.
PH 114, General Physics	4 hrs.
EN 213 or 223, Types of Literature	3 hrs.
Social Science Elective	3 hrs.
Total	14 hrs.

#### Spring Semester:

BI 224, Microbiology	4 hrs.
CH 224, Organic Chemistry or PH 124, General Physics	4 hrs.
Humanities Elective	3 hrs.
Behavioral Science Elective	3 hrs.
Total	14 hrs.

Total Suggested Degree Requirements ..... 64 hrs.

## Associate in Applied Science

### Business

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

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

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
Math Elective (MA Prefix) .....	3 hrs.
EN 113, Composition and Rhetoric .....	3 hrs.
EN 123, Composition and Literature .....	3 hrs.
PS 213B, Human Relations .....	3 hrs.
Lab Science .....	4 hrs.
PY 111H, Fitness for Life .....	1 hr.
Physical Education (Activity Course) .....	1 hr.
(PY 111F does not count toward 2 hr. physical education graduation requirement.)	

#### Departmental Requirements (42 credit hours)

AC 113, Principles of Accounting I .....	3 hrs.
AC 213A, Microcomputer Accounting I .....	3 hrs.
BS 213, Business Law .....	3 hrs.
BU 113, Introduction to Business .....	3 hrs.
BU 213, Principles of Management .....	3 hrs.
BU 223, Business Communications .....	3 hrs.
BU 223A, Principles of Marketing .....	3 hrs.
BU 223C, Small Business Management .....	3 hrs.
CS 123A, Microcomputer Applications .....	3 hrs.
CS 123C, MS-DOS Basics .....	3 hrs.
CS 223G, Excel .....	3 hrs.
SC 113B, Business Calculating Machines .....	3 hrs.
SC 113C, Business Mathematics .....	3 hrs.
SC 223G, Desktop Publishing .....	3 hrs.
Electives .....	4 hrs.

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

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

## Sample Associate in Arts

### Business Administration

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

#### General Education Requirements (37-39 credit hours)

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
Math Elective (MA Prefix) .....	3 hrs.
EN 113, Composition and Rhetoric .....	3 hrs.
EN 123, Composition and Literature .....	3 hrs.
EN 213 or EN 223, Types of Literature .....	3 hrs.
Humanities .....	3 hrs.
Humanities .....	3 hrs.
PS 113, Introduction to Psychology .....	3 hrs.
Lab Science .....	4 hrs.
CH 114, Current Concepts in Chemistry .....	4 hrs.
SE 123, Public Speaking .....	3 hrs.
Social Science Elective .....	3 hrs.
PY 111H, Fitness for Life .....	1 hr.
Physical Education (Activity Course) .....	1 hr.
(PY 111F does not count toward 2 hr. physical education graduation requirement.)	

#### Departmental Requirements (21 credit hours)

AC 113, Principles of Accounting I .....	3 hrs.
AC 123, Principles of Accounting II .....	3 hrs.
BU 113, Introduction to Business .....	3 hrs.
BU 213, Principles of Management .....	3 hrs.
BU 223, Business Communications .....	3 hrs.
EC 213, Principles of Economics (Macro) .....	3 hrs.
EC 223, Principles of Economics (Micro) .....	3 hrs.

#### Non-Departmental Requirements (6 credit hours)

CS 123A, Microcomputer Applications .....	3 hrs.
MA 113D, Mathematical Analysis with Business Applications I or	
MA 123D, Mathematical Analysis with Business Applications II .....	3 hrs.

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

NOTE: This program will work very well for a student transferring to specific colleges. However, substitutions can be made in some cases. Students planning to transfer should work very closely with their advisors to be sure that courses taken at NMJC not only fulfill NMJC requirements, but that they will also transfer as a requirement to their four-year institution.



Sample Associate in Science

Chemistry

NOTE: Course of study may vary at other institutions; see 'Credit Transfer Information' in catalog.

Freshman

Fall Semester:

Table listing Fall Semester courses for Freshman: PS 110, CH 114A, EN 113, MA 143, Social Science Elective, Behavioral Science Elective, Total 16 hrs.

Spring Semester:

Table listing Spring Semester courses for Freshman: CH 124A, EN 123, MA 153, Social Science Elective, Elective, Total 16 hrs.

Sophomore

Fall Semester:

Table listing Fall Semester courses for Sophomore: CH 214, EN 213 or 223, MA 233, PH 214, PY 111H, Electives, Total 17 hrs.

Spring Semester:

Table listing Spring Semester courses for Sophomore: CH 224, Social Science Elective, PH 224, Humanities Elective, Physical Education, Total 15 hrs.

Total Suggested Degree Requirements ..... 64 hrs.

Associate in Applied Science

Computer Information Systems

Microcomputer Specialist

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

General Education Requirements (18 credit hours)

Table listing General Education Requirements: PS 110, Math (MA Prefix), EN 113, EN 123, Lab Science, Behavioral Science, PY 111H, Physical Education, Total 18 hrs.

Departmental Requirements (21 credit hours)

Non-Departmental Requirements (6 credit hours)

Table listing Departmental and Non-Departmental Requirements: AC 113, AC 213A, CS 113, CS 123A, CS 123C, CS 123D, CS 213E, CS 223G, CS 213, CS 223N, Total 27 hrs.

Departmental Electives (Select 4 courses) ..... 12 hrs.

Table listing Departmental Electives: CS 113C, CS 123B, CS 123E, DT 223D, CS 223H, CS 223K, CS 223M, CS 123G, Total 12 hrs.

Departmental Programming Electives ..... 6 hrs. (Select 2 of the following programming courses)

Table listing Departmental Programming Electives: CS 213B, CS 213C, CS 213D, CS 213A, CS 213F, CS 223A, Total 6 hrs.

Elective ..... 1 hr.

Total ..... 64 hrs.

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

## Associate in Applied Science

### Cosmetology

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

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

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
EN 113, Composition and Rhetoric	3 hrs.
EN 123, Composition and Literature	3 hrs.
Behavioral Science	3 hrs.
Lab Science	4 hrs.
Math (MA Prefix)	3 hrs.
SE 113, Interpersonal Communication	3 hrs.
PY 111H, Fitness for Life	1 hr.
Physical Education (Activity Course) (PY 111F does not count toward 2 hr. physical education graduation requirement.)	1 hr.

#### Departmental Requirements (43 credit hours)

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

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

Cosmetology students may take state boards to be licenses in the following areas after the completion of the clock hours indicated during their course of study in cosmetology:

Nail Technician	350 hours
Esthetician	600 hours
Barber	1200 hours
Cosmetologist	1600 hours

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

## Associate in Arts

### Criminal Justice

NOTE: Course of study may vary at other institutions; see 'Credit Transfer Information' in catalog.

#### General Education Requirements (44 credit hours)

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
EN 113, Composition and Rhetoric	3 hrs.
EN 123, Composition and Literature	3 hrs.
Sophomore English	3 hrs.
English or Speech	3 hrs.
Social Science	9 hrs.
Behavioral Science	3 hrs.
*PY 111H, Fitness for Life	1 hr.
*PY, Activity	1 hr.
Laboratory Science	8 hrs.
MA, Mathematics	3 hrs.
Humanities	6 hrs.

#### Departmental Requirements (9 credit hours)

*CJ 113 or LA 113, Intro to Criminal Justice	3 hrs.
CJ 113E, Introduction to Judicial Process	3 hrs.
*CJ 113B or LA 113B, Criminal Law	3 hrs.

#### CJ, Electives (select 9 hrs.)

*CJ 113A or LA 113A, Patrol Procedures I	3 hrs.
*CJ 113B or LA 113B, Patrol Procedures II	3 hrs.
CJ 213B, Criminal Procedure	3 hrs.
*CJ 213A or LA 213A, Criminal Investigation I	3 hrs.
CJ 223A, Criminal Investigation II	3 hrs.
CJ 113D, Probation, Parole and Corrections	3 hrs.
CJ 113F, Juvenile Justice System	3 hrs.
CJ 113C, Crime in America	3 hrs.
CJ 123, Social Issues and Law Enforcement	3 hrs.
CJ 113G, Introduction to Community Policing	3 hrs.
CJ 223C, Narcotics and Dangerous Drugs	3 hrs.
*CJ 123D or LA 123D, Technical Writing (LE)	3 hrs.

**Total** ..... 65 hrs.

\*Note: Students who have completed the Basic Law Enforcement Academy will receive credit for the above courses marked with a star.

## Associate in Applied Science

### Design Communication

A total of 66 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a 'C' or better. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

#### Major Options Available:

1. Computer Graphic Design (Sample degree shown)
2. Computer Assisted Drafting (Sample degree shown)

#### Option 1: Commercial Graphics

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

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)  
MA 113A, Intermediate Algebra ..... 3 hrs.  
SC 113C, Business Math ..... 3 hrs.  
EN 113, Composition and Rhetoric ..... 3 hrs.  
EN 123, Composition and Literature ..... 3 hrs.  
Behavioral Science ..... 3 hrs.  
Lab Science ..... 4 hrs.  
PY 111H, Fitness for Life ..... 1 hr.  
Physical Education (Activity Course) ..... 1 hr.  
(PY 111F does not count toward 2 hr. physical education graduation requirement.)

##### Departmental Requirements (40 credit hours)

AR 113A, Drawing I ..... 3 hrs.  
DT 113B, Technical Illustration I ..... 3 hrs.  
DT 113D, Introduction to Graphic Arts ..... 3 hrs.  
DT 123A, Computer Graphics I ..... 3 hrs.  
DT 123W, Technical Illustration II ..... 3 hrs.  
DT 111, Conceptual Development Forum I ..... 1 hr.  
DT 211, Conceptual Development Forum II ..... 1 hr.  
DT 223D, Computer Animation & Multimedia Production I ..... 3 hrs.  
DT 223G, Desktop Publishing ..... 3 hrs.  
DT 224, Computer Graphics II ..... 4 hrs.  
DT 224A, Computer Graphics III ..... 4 hrs.  
DT 243, Advanced Desktop Publishing ..... 3 hrs.  
DT 233W, Computer Animation & Multimedia Production II ..... 3 hrs.  
DT 223, Graphic Design I ..... 3 hrs.

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

SC 112A, Professional Development ..... 2 hrs.  
CS 123D, Windows Applications I or ..... 3 hrs.  
CS 123F, Macintosh Applications ..... 3 hrs.

**Total ..... 66 hrs**

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

## Associate in Applied Science

### Design Communication

A total of 66 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a 'C' or better. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

#### Option 2: Computer Assisted Drafting

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

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)  
MA 113A, Intermediate Algebra ..... 3 hrs.  
MA 123, Plane Trigonometry *or*  
MA 114B, Technical Mathematics I ..... 3-4 hrs.  
EN 113, Composition and Rhetoric ..... 3 hrs.  
EN 123, Composition and Literature ..... 3 hrs.  
Behavioral Science ..... 3 hrs.  
Lab Science ..... 4 hrs.  
PY 111H, Fitness for Life ..... 1 hr.  
Physical Education (Activity Course) ..... 1 hr.  
(PY 111F does not count toward 2 hr. physical education graduation requirement.)

##### Departmental Requirements (40 credit hours)

DT 111, Conceptual Development Forum I ..... 1 hrs.  
DT 211, Conceptual Development Forum II ..... 1 hrs.  
EG 114, Intro to Computer Assisted Drafting ..... 4 hrs.  
EG 124A, Computer Assisted Drafting for Architecture ..... 4 hrs.  
EG 124B, Computer Assisted Drafting for Engineering ..... 4 hrs.  
EG 214A, Computer Assisted Drafting for GIS ..... 4 hrs.  
EG 214B, Advanced Computer Assisted Drafting ..... 4 hrs.  
DT 114, Drafting ..... 4 hrs.  
DT 214, Architectural Drawing ..... 4 hrs.  
DT 113B, Technical Illustration I ..... 3 hrs.  
DT 123A, Computer Graphics I ..... 3 hrs.  
DT 224, Computer Graphics II ..... 4 hrs.

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

SC 112A, Professional Development ..... 2 hrs.  
CS 123D, Windows Applications I ..... 3 hrs.

**Total ..... 66 hrs**

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

Sample Associate in Arts

Elementary Education

NOTE: Course of study may vary at other institutions; see 'Credit Transfer Information' in catalog.

Freshman

Fall Semester:

- PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)
- BI 114, Laboratory Science Elective ..... 4 hrs.
- EN 113, Composition and Rhetoric ..... 3 hrs.
- HI 113, U.S. History to 1877 ..... 3 hrs.
- PS 113, Introduction to Psychology ..... 3 hrs.
- ED 213, Foundations of Education ..... 3 hrs.
- PY 111H, Fitness for Life' ..... 1 hr.
- Total ..... 17 hrs.

Spring Semester:

- BI 124, Laboratory Science Elective ..... 4 hrs.
- EN 123, Composition and Literature ..... 3 hrs.
- HI 123, U.S. History from 1877 ..... 3 hrs.
- \*CS 123A, Microcomputer Applications or Elective based on 4 year institutional requirement ..... 3 hrs.
- Physical Education (Activity Course) ..... 1 hr. (PY 111F does not count toward 2 hr. physical education graduation requirement.)
- MA 113, College Algebra or Higher ..... 3 hrs.
- Total ..... 17 hrs.

Sophomore

Fall Semester:

- HI 213, History of Civilization ..... 3 hrs.
- AR 113, Art Appreciation or
- MU 213, Music Appreciation or DR 113, Introduction to Theatre ..... 3 hrs.
- EN 213 or 223, Types of Literature ..... 3 hrs.
- PS 213, Child Psychology or Elective ..... 3 hrs.
- Laboratory Science Elective ..... 4 hrs.
- Total ..... 16 hrs.

Spring Semester:

- EN 223, Types of Literature or Communications ... 3 hrs.
- GO 213, American Government ..... 3 hrs.
- SO 213, General Sociology ..... 3 hrs.
- Suggested Elective:
- HI 113A, History of New Mexico or Elective. .... 3 hrs.
- Humanities Elective:
- SE 123, Public Speaking ..... 3 hrs.
- Total ..... 15 hrs.

Total Degree Requirements ..... 65 hrs.

Sample Associate in Arts

English

NOTE: Course of study may vary at other institutions; see 'Credit Transfer Information' in catalog.

Freshman

Fall Semester:

- PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)
- EN 113, Composition and Rhetoric ..... 3 hrs.
- HI 113, U.S. History to 1877 ..... 3 hrs.
- SE 113, Interpersonal Communications ..... 3 hrs.
- Elective ..... 3 hrs.
- Laboratory Science Elective ..... 4 hrs.
- PY 111H, Fitness for Life ..... 1 hr.
- Total ..... 17 hrs.

Spring Semester:

- EN 123, Composition and Literature ..... 3 hrs.
- HI 123, U.S. History from 1877 ..... 3 hrs.
- AR 113, Art Appreciation or Humanities Elective ..... 3 hrs.
- PS 113, Introduction to Psychology ..... 3 hrs.
- Laboratory Science Elective ..... 4 hrs.
- Total ..... 16 hrs.

Sophomore

Fall Semester:

- EN 213 or 223, Types of Literature ..... 3 hrs.
- Elective ..... 3 hrs.
- Social Science Elective ..... 3 hrs.
- PI 213, Introduction to Philosophy or Humanities Elective ... 3 hrs.
- EN 213B, Creative Writing or EN 213A, British Literature 3 hrs.
- Physical Education (Activity Course) ..... 1 hr. (PY 111F does not count toward 2 hr. physical education graduation requirement.)
- Total ..... 16 hrs.

Spring Semester:

- EN 223, Types of Literature ..... 3 hrs.
- MA 113, College Algebra or Higher ..... 3 hrs.
- EN 223B, Creative Writing or EN 223A, British Literature .... 3 hrs.
- Elective ..... 6 hrs.
- Total ..... 15 hrs.

Total Degree Requirements ..... 64 hrs.

## Environmental Technology

NOTE: Course of study may vary at other institutions; see 'Credit Transfer Information' in catalog.

A total of 66 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a 'C' or better. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

### General Education Requirements:

PS 110, College Orientation (PS 112W Becoming A successful Student may be substituted for PS 110.)	
BI 114, General Biology	4 hrs.
BI 234, Environmental Microbiology	4 hrs.
CH 114A, General Chemistry	4 hrs.
CH 234, Environmental Chemistry	4 hrs.
Computer Applications Elective	3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
EN 123A, Report Writing for Technicians	3 hrs.
GO 213, American Government	3 hrs.
MA 113, College Algebra	3 hrs.
PY 111H, Fitness for Life I	1 hr.
Physical Education (Activity Course)	1 hr.
(PY 111F does not count toward 2 hr. physical education graduation requirement.)	
SE 113, Interpersonal Communication or Psychology Elective	3 hrs.
<b>Total</b>	<b>36 hrs.</b>

### Departmental Requirements:

HM 113, Introduction to Environmental Technology	3 hrs.
HM 133, Environmental Site Assessment	3 hrs.
HM 133A, Environmental Geology	3 hrs.
HM 133B, Environmental Sampling and Monitoring	3 hrs.
HM 143, Hydrology	3 hrs.
HM 223, Environmental Health and Safety (OSHA)	3 hrs.
HM 233, Environmental Law	3 hrs.
HM 233A, Waste Minimization	3 hrs.
HM 233B, Transportation of Hazardous Materials	3 hrs.
HM 243, Bioremediation	3 hrs.
<b>Total</b>	<b>30 hrs.</b>

**Total Degree Requirements** ..... 66 hrs.

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

## Finance

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

### General Education Requirements (18 credit hours)

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
Math Elective (MA Prefix)	3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
EN 123, Composition and Literature	3 hrs.
Behavioral Science	3 hrs.
Lab Science	4 hrs.
PY 111H, Fitness for Life	1 hr.
Physical Education (Activity Course)	1 hr.
(PY 111F does not count toward 2 hr. physical education graduation requirement.)	

### Departmental Requirements (39 credit hours)

AB 113, Principles of Banking	3 hrs.
AB 113A, Marketing for Bankers or	
BU 223A, Principles of Marketing	3 hrs.
AB 113B, Negotiable Instruments and the Payments Mechanisms	3 hrs.
AB 213, Money and Banking	3 hrs.
AB 213A, Business Financial Management	3 hrs.
AB 223C, Financial Statement Analysis	3 hrs.
AC 113, Principles of Accounting I	3 hrs.
AC 123, Principles of Accounting II	3 hrs.
BU 213, Principles of Management	3 hrs.
BU 213A, Principles of Finance	3 hrs.
BU 223, Business Communications	3 hrs.
CS 113A, Introduction to Management Information Systems	3 hrs.
EC 213, Principles of Economics (Macro)	3 hrs.

**Departmental Electives (Select one course)** ..... 3 hrs.

AC 213, Intermediate Accounting I (3)	
AC 223, Intermediate Accounting II (3)	
BS 213, Business Law (3)	
BS 223, Business Law (3)	
BU 223C, Small Business Management (3)	
CS 123A, Microcomputer Applications (3)	
EC 223, Principles of Economics (Micro) (3)	
SC 223G, Desktop Publishing (3)	

### Non-Departmental Requirements (3 credit hours)

SE 123, Public Speaking	3 hrs.
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**Elective** ..... 1 hr.  
**Total** ..... 64 hrs.

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

## Associate in Applied Science

### Fire Science

NOTE: Course of study may vary at other institutions; see 'Credit Transfer Information' in catalog.

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

#### Freshman

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
EN 113, Composition and Rhetoric	3 hrs.
SE 113, Interpersonal Communications	3 hrs.
FS 113, Introduction to Fire Science	3 hrs.
FS 113A, Fire Administration I	3 hrs.
CH 114, Current Concepts of Chemistry	4 hrs.
PY 111H, Fitness for Life	1 hr.
EN 123, Composition and Literature	3 hrs.
MA 113A, Intermediate Algebra	3 hrs.
GO 213, American Government	3 hrs.
FS 123, Fire Apparatus and Equipment	3 hrs.
FS 123A, Related Fire Codes and Ordinances	3 hrs.

#### Sophomore

PS 113, Introduction to Psychology	3 hrs.
CS 123A, Microcomputer Applications	3 hrs.
FS 113B, Fire Hydraulics	3 hrs.
FS 213A, Chemistry of Combustion	3 hrs.
Elective	3 hrs.
PS 213B, Human Relations	3 hrs.
FS 213, Fire Investigation and Arson Detection	3 hrs.
FS 223, Hazardous Materials	3 hrs.
FS 223A, Building Construction for Fire Protection	3 hrs.
EM 115, Emergency Medical Technician, Training, Basic	5 hrs.

**Total Degree Requirements** ..... 64 hrs.

## Sample Associate in Arts

### Government

NOTE: Course of study may vary at other institutions; see 'Credit Transfer Information' in catalog.

#### Freshman

##### Fall Semester:

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
EN 113, Composition and Rhetoric	3 hrs.
GO 213, American Government	3 hrs.
HI 113, U.S. History to 1877	3 hrs.
PS 113, Introduction to Psychology	3 hrs.
Laboratory Science Elective	4 hrs.
Total	16 hrs.

##### Spring Semester:

EN 123, Composition and Literature	3 hrs.
HI 113A, History of New Mexico	3 hrs.
HI 123, U.S. History from 1877	3 hrs.
SE 113, Interpersonal Communications	3 hrs.
Laboratory Science Elective	4 hrs.
Total	16 hrs.

#### Sophomore

##### Fall Semester:

EN 213 or 223, Types of Literature	3 hrs.
HI 213, History of Civilization	3 hrs.
MA 113A, College Algebra or Higher	3 hrs.
Electives	6 hrs.
PY 111H, Fitness for Life	1 hr.
Total	16 hrs.

##### Spring Semester:

EN 213 or 223, Types of Literature	3 hrs.
HI 223, History of Civilization	3 hrs.
Humanities Elective	3 hrs.
Electives	6 hrs.
Physical Education (Activity Course)	1 hr.
(PY 111F does not count toward 2 hr. physical education graduation requirement.)	
Total	16 hrs.

**Total Degree Requirements** ..... 64 hrs

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

## Sample Associate in Arts

### History

NOTE: Course of study may vary at other institutions; see 'Credit Transfer Information' in catalog.

#### Freshman

Fall Semester:

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
EN 113, Composition and Rhetoric .....	3 hrs.
HI 113, U.S. History to 1877 .....	3 hrs.
Mathematics Elective .....	3 hrs.
Communications Elective .....	3 hrs.
Behavioral Science Elective .....	3 hrs.
PY 111H, Fitness for Life .....	1 hr.
Total .....	16 hrs.

Spring Semester:

EN 123, Composition and Literature .....	3 hrs.
HI 123, U.S. History from 1877 .....	3 hrs.
Behavioral Science Elective .....	3 hrs.
AR 113, Art Appreciation or Humanities Elective .....	3 hrs.
PI 213, Introduction to Philosophy or Humanities Elective .....	3 hrs.
Physical Education (Activity Course) .....	1 hr.
(PY 111F does not count toward 2 hr. physical education graduation requirement.)	
Total .....	16 hrs.

#### Sophomore

Fall Semester:

EN 213 or 223, Types of Literature .....	3 hrs.
HI 213, History of Civilization .....	3 hrs.
GO 213, American Government .....	3 hrs.
Laboratory Science Elective .....	4 hrs.
Elective .....	3 hrs.
Total .....	16 hrs.

Spring Semester:

Electives .....	6 hrs.
HI 223, History of Civilization .....	3 hrs.
HI 113A, History of New Mexico .....	3 hrs.
Laboratory Science Elective .....	4 hrs.
Total .....	16 hrs.

**Total Degree Requirements .....** 64 hrs.

## Associate in Applied Science

### Law Enforcement Technology

NOTE: Course of study may vary at other institutions; see 'Credit Transfer Information' in catalog.

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

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
EN 113, Composition and Rhetoric .....	3 hrs.
EN 123, Composition and Literature .....	3 hrs.
Behavioral Science .....	3 hrs.
Behavioral Science .....	3 hrs.
SE 113, Interpersonal Comm or	
SE 123, Public Speaking .....	3 hrs.
*PY 111H, Fitness for Life .....	1 hr.
*PY, Activity .....	1 hr.
MA, Mathematics .....	3 hrs.

#### Departmental Requirements (37 credit hours)

*LA 113 or CJ 113, Intro to Criminal Justice .....	3 hrs.
*LA 113A or CJ 113A, Patrol Procedures .....	3 hrs.
*LA 123A or CJ 123A, Patrol Procedures II .....	3 hrs.
*LA 113B or CJ 113B, Criminal Law .....	3 hrs.
CJ 213B, Criminal Law II .....	3 hrs.
*LA 213A or CJ 213A, Criminal Investigation I .....	3 hrs.
*LA 123E or CJ 123E, Firearms Proficiency .....	3 hrs.
*LA 123F or CJ 123F, Traffic Law & Accident Investigation	3 hrs.
CJ 113F, Juvenile Justice System .....	3 hrs.
CJ 213D, New Mexico Law .....	3 hrs.
*LA 123D or CJ 123D, Technical Writing (LE) .....	3 hrs.
CJ 113G, Introduction to Community Relations .....	3 hrs.
CS 111A, Keyboarding on MC .....	1 hr.

(CJ, Electives .....	select 9 hrs.)
CJ 223C, Narcotics and Dangerous Drugs .....	3 hrs.
SP 113, Beginning Spanish .....	3 hrs.
CJ 223D, Fundamentals of Interviewing .....	3 hrs.
CJ 113D, Probation, Parole and Corrections .....	3 hrs.
CS 123A, Microcomputer Applications .....	3 hrs.
CJ 113E, Introduction to the Judicial Process .....	3 hrs.
CJ 223A, Criminal Investigation II .....	3 hrs.
CJ 113C, Crime in America .....	3 hrs.
CJ 123, Social Issues and Law Enforcement .....	3 hrs.

**Total .....** 66 hrs.

\*Note: Students who have completed the Basic Law Enforcement Academy will receive credit for the above courses marked with a star.

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

## Associate in Applied Science

### Legal Assistant/Paralegal

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

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

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
EN 113, Composition and Rhetoric	3 hrs.
EN 123, Composition and Literature	3 hrs.
SE 113, Interpersonal Communication <i>or</i>	
SE 123, Public Speaking	3 hrs.
PS 113, Introduction to Psychology <i>or</i>	
PS 213B, Human Relations	3 hrs.
Math (MA Prefix)	3 hrs.
Lab Science	4 hrs.
PY 111H, Fitness for Life	1 hr.
Physical Education (Activity Course)	1 hr.

#### Departmental Requirements (28 credit hours)

BU 213H, Real Estate Law	3 hrs.
LS 112, Legal Ethics	2 hrs.
LS 113, Introduction to the Justice System	3 hrs.
LS 113A, Introduction to Legal Research and Writing	3 hrs.
LS 122, Torts	2 hrs.
LS 123, Contracts	3 hrs.
LS 213, Law Office Operations and Management	3 hrs.
LS 213A, Civil Procedure	3 hrs.
LS 213B, Practicum/Internship	3 hrs.
LS 223A, Trial Preparation and Procedures	3 hrs.

#### Legal Specialty Electives (Select 6 credit hours)

BS 213, Business Law (3), BS 223, Business Law (3), GO 213, American Government (3), GO 223, State and Local Government (3), CJ 113B, Introduction to Criminal Law I (3), LA 213, Criminal Law II (3), LS 122A, Property (2), LS 122B, Family Law (2), LS 122C, Administrative Law (2), LS 223B, Torts/Negligence (3), LS 223C, Estate Planning and Probate (3), LS 223D, Bankruptcy and Creditors Rights (3), LS 223E, Oil and Gas Law (3), LS 223F, Environmental Law (3), LS 233, Advanced Research Techniques (3), LS 231A-234A, Special Topics in Paralegalism (1-4)

#### Specialized Requirements (9 credit hours)

AC 113, Principles of Accounting I	3 hrs.
SC 113C, Business Math	3 hrs.
SC 223H, Legal WordPerfect <i>or</i>	
SC 223F, Mastering WordPerfect	3 hrs.

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

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

## Associate in Applied Science

### Legal Secretary

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

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

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
EN 113, Composition and Rhetoric	3 hrs.
EN 123, Composition and Literature	3 hrs.
PS 213B, Human Relations	3 hrs.
GO 213, American Government	3 hrs.
Math (MA Prefix)	3 hrs.
SE 103, Applied Communications	3 hrs.
PY 111H, Fitness for Life	1 hr.
Physical Education (Activity Course)	1 hr.
(PY 111F does not count toward 2 hr. physical education graduation requirement.)	

#### Departmental Requirements (38 credit hours)

SC 113E, Business English	3 hrs.
SC 112A, Professional Development	2 hrs.
SC 113A, Principles of Shorthand	3 hrs.
SC 113D, Legal Secretary I	3 hrs.
SC 123, Keyboarding and Document Processing II	3 hrs.
SC 123B, Introduction to Accounting <i>or</i>	
AC 113, Principles of Accounting I	3 hrs.
SC 213, Advanced Typewriting	3 hrs.
SC 223A, Introduction to Word Processing	3 hrs.
SC 213B, Legal Secretary II	3 hrs.
SC 233A, Automated Office	3 hrs.
SC 223, Business Communications	3 hrs.
SC 223B, Office Procedures	3 hrs.
SC 223H, Legal Word Processing	3 hrs.

#### Specialized Requirements (5 credit hours)

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

**Elective** ..... 1 hr.

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

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



## Associate in Applied Science

### Management

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

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

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
Math Elective (MA Prefix) .....	3 hrs.
EN 113, Composition and Rhetoric .....	3 hrs.
EN 123, Composition and Literature .....	3 hrs.
Lab Science .....	4 hrs.
Behavioral Science .....	3 hrs.
PY 111H, Fitness for Life .....	1 hr.
Physical Education (Activity Course) .....	1 hr.
(PY 111F does not count toward 2 hr. physical education graduation requirement.)	

#### Departmental Requirements (36 credit hours)

AC 113, Principles of Accounting I .....	3 hrs.
AC 123, Principles of Accounting II .....	3 hrs.
BS 213, Business Law .....	3 hrs.
BU 213, Principles of Management .....	3 hrs.
BU 213A, Principles of Finance .....	3 hrs.
BU 223, Business Communications .....	3 hrs.
BU 233, Business Statistics .....	3 hrs.
BU 223A, Principles of Marketing .....	3 hrs.
BU 223C, Small Business Management .....	3 hrs.
CS 123A, Microcomputer Applications .....	3 hrs.
CS 223H, Desktop Publishing .....	3 hrs.
EC 213, Principles of Economics (Macro) .....	3 hrs.

#### Departmental Electives (Select one course) .....

BU 113, Introduction to Business (3)	
BU 113B, Salesmanship (3)	
DT 223W, Advertising Layout and Design (3)	
EC 223, Principles of Economics (Micro) (3)	

#### Non-Departmental Requirements (6 credit hours)

SE 123, Public Speaking .....	3 hrs.
MA 113D, Mathematical Analysis with Business Applications I or	
MA 123D, Mathematical Analysis with Business Applications II	3 hrs.

Elective .....

Total .....

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

## Associate in Applied Science

### Marketing

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

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

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
Math Elective (MA Prefix) .....	3 hrs.
EN 113, Composition and Rhetoric .....	3 hrs.
EN 123, Composition and Literature .....	3 hrs.
Lab Science .....	4 hrs.
Behavioral Science .....	3 hrs.
PY 111H, Fitness for Life .....	1 hr.
Physical Education (Activity Course) .....	1 hr.
(PY 111F does not count toward 2 hr. physical education graduation requirement.)	

#### Departmental Requirements (36 credit hours)

AC 113, Principles of Accounting I .....	3 hrs.
AC 123, Principles of Accounting II .....	3 hrs.
BS 213, Business Law .....	3 hrs.
BU 213, Principles of Management .....	3 hrs.
BU 213A, Principles of Finance .....	3 hrs.
BU 223, Business Communications .....	3 hrs.
BU 233, Business Statistics .....	3 hrs.
BU 223A, Principles of Marketing .....	3 hrs.
BU 223C, Small Business Management .....	3 hrs.
CS 123A, Microcomputer Applications .....	3 hrs.
CS 223H, Desktop Publishing .....	3 hrs.
EC 213, Principles of Economics (Macro) .....	3 hrs.

#### Departmental Electives (Select one course) .....

BU 113, Introduction to Business (3)	
BU 113B, Salesmanship (3)	
DT 223W, Advertising Layout and Design (3)	
EC 223, Principles of Economics (Micro) (3)	

#### Non-Departmental Requirements (6 credit hours)

SE 123, Public Speaking .....	3 hrs.
MA 113D, Mathematical Analysis with Business Applications I or	
MA 123D, Mathematical Analysis with Business Applications II	3 hrs.

Elective .....

Total .....

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

## Sample Associate in Science

### Mathematics

NOTE: Course of study may vary at other institutions; see 'Credit Transfer Information' in catalog.

#### Freshman

Fall Semester:

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
CH 114A, General Chemistry .....	4 hrs.
EN 113, Composition and Rhetoric .....	3 hrs.
MA 143, Calculus I .....	3 hrs.
Social Science Electives .....	6 hrs.
Total .....	16 hrs.

Spring Semester:

CH 124A, General Chemistry .....	4 hrs.
EN 123, Composition and Literature .....	3 hrs.
MA 153, Calculus II .....	3 hrs.
Social Science Elective .....	3 hrs.
Behavioral Science Elective .....	3 hrs.
Total .....	16 hrs.

#### Sophomore

Fall Semester:

EN 213 or 223, Types of Literature .....	3 hrs.
MA 233, Calculus III .....	3 hrs.
PH 214, Engineering Physics .....	4 hrs.
Elective .....	4 hrs.
PY 111H, Fitness for Life .....	1 hr.
Total .....	15 hrs.

Spring Semester:

CS 213A, FORTRAN Programming or CS 213F, C Programming .....	3 hrs.
PH 224, Engineering Physics .....	4 hrs.
MA 243, Calculus IV .....	3 hrs.
Humanities Elective .....	3 hrs.
Elective .....	3 hrs.
Physical Education (Activity Course) .....	1 hr.
(PY 111F does not count toward 2 hr. physical education graduation requirement.)	
Total .....	17 hrs.

**Total Suggested Degree Requirements ..... 64 hrs.**

## Sample Associate in Arts

### Music

NOTE: Course of study may vary at other institutions; see 'Credit Transfer Information' in catalog.

#### Freshman

Fall Semester:

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110)	
Behavioral Science Elective .....	3 hrs.
EN 113, Composition and Rhetoric .....	3 hrs.
HI 113, U.S. History to 1877 .....	3 hrs.
MU 112C, Harmony I .....	2 hrs.
MU 112D, Aural Skills I .....	2 hrs.
MU 112B, Voice I or MU 112A, Piano I .....	2 hrs.
MU 111P, Private Piano (for piano majors only) .....	1 hr.
Total .....	16 hrs.

Spring Semester:

Laboratory Science Elective .....	4 hrs.
EN 123, Composition and Literature .....	3 hrs.
HI 123, U.S. History from 1877 .....	3 hrs.
MU 122B, Harmony II .....	2 hrs.
MU 122C, Aural Skills II .....	2 hrs.
MU 122D, Voice II or MU 122A, Piano II .....	2 hrs.
Total .....	16 hrs.

#### Sophomore

Fall Semester:

EN 213 or 223, Types of Literature .....	3 hrs.
Social Science Elective .....	3 hrs.
MA 113A, Intermediate Algebra or Higher .....	3 hrs.
MU 212B, Harmony III .....	2 hrs.
MU 212C, Aural Skills III .....	2 hrs.
MU 212A, Voice III or MU 212, Piano III .....	2 hrs.
Choir or a Performance Class .....	2 hrs.
PY 111H, Fitness for Life .....	1 hr.
Total .....	18 hrs.

Spring Semester:

Communications Elective .....	3 hrs.
Laboratory Science Elective .....	4 hrs.
MU 222B, Harmony IV .....	2 hrs.
MU 222C, Aural Skills IV .....	2 hrs.
MU 222A, Voice IV, or MU 222, Piano IV .....	2 hrs.
Choir or a Performance Class .....	1 hr.
Physical Education (Activity Course) .....	1 hr.
(PY 111F does not count toward 2 hr. physical education graduation requirement.)	
Total .....	15 hrs.

**Total Suggested Degree Requirements ..... 65 hrs.**

## Associate in Applied Science

### Nursing

NOTE: Completion of the prerequisites may require one year or longer.

NOTE: Course of study may vary at other institutions; see 'Credit Transfer Information' in catalog.

Requires prerequisites for admission to program:  
 PS 113, Introduction to Psychology (required prerequisite for admission to the program) ..... 3 hrs.

#### Freshman

##### Fall Semester:

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)  
 EN 113, Composition and Rhetoric ..... 3 hrs.  
 BI 214A, Human Anatomy and Physiology I ..... 4 hrs.  
 PS 223B, Human Growth and Development for Allied Health 3 hrs.  
 NU 116, Introduction to Nursing ..... 6 hrs.  
 DS 111, Nursing Calculations ..... 1 hr.  
 Total ..... 17 hrs.

##### Spring Semester:

HE 113, Introduction to Nutrition ..... 3 hrs.  
 BI 224A, Human Anatomy and Physiology II ..... 4 hrs.  
 NU 127, Nursing in Health Deviations I ..... 7 hrs.  
 PC 122, Pharmacology ..... 2 hrs.  
 Total ..... 16 hrs.

##### Summer Session I:

NU 214, Practical Nursing ..... 4 hrs.  
 Total ..... 4 hrs.

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

##### Summer Session II:

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

EN 123, Composition and Literature\* ..... 3 hrs.  
 BI 224, Microbiology ..... 4 hrs.  
 Total ..... 7 hrs.

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

PS 110, College Orientation, or PS 112W, Becoming a Successful Student, or PS 191, Student Success  
 NU 201, Nursing Articulation ..... 1 hr.  
 BI 224, Microbiology ..... 4 hrs.

\*LPN's transfer, or readmission students are encouraged to complete EN 123, Composition and Literature prior to entering the sophomore year as a sophomore schedule does not allow time for general education coursework.

#### Sophomore

##### Fall Semester:

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

##### Spring Semester:

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

**Total Degree Requirements ..... 70 hrs.**

\*Required for students working toward an associate degree. Two years are required for completion of the nursing program after all prerequisite coursework has been completed and the student is admitted into the nursing program.

## Associate in Applied Science

### Office Technology

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

#### General Education Requirements (17 credit hours)

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)  
 Math (MA Prefix) ..... 3 hrs.  
 EN 113, Composition and Rhetoric ..... 3 hrs.  
 EN 123, Composition and Literature ..... 3 hrs.  
 SE 103, Applied Communications ..... 3 hrs.  
 PS 213B, Human Relations ..... 3 hrs.  
 PY 111H, Fitness for Life ..... 1 hr.  
 Physical Education (Activity Course) ..... 1 hr.  
 (PY 111F does not count toward 2 hr. physical education graduation requirement.)

#### Departmental Requirements (44 credit hours)

SC 113E, Business English ..... 3 hrs.  
 SC 112A, Professional Development ..... 2 hrs.  
 SC 113A, Principles of Shorthand ..... 3 hrs.  
 SC 113B, Business Calculating Machines ..... 3 hrs.  
 SC 113C, Business Mathematics ..... 3 hrs.  
 SC 123, Keyboarding and Document Processing II ..... 3 hrs.  
 SC 123B, Introduction to Accounting (3) *or*  
 AC 113, Principles of Accounting I (3) ..... 3 hr.  
 SC 213, Advanced Keyboarding and Machine Transcription ..... 3 hrs.  
 SC 133, Records Management ..... 3 hrs.  
 AC 213A, Microcomputer Accounting I ..... 3 hrs.  
 SC 223A, Introduction to Word Processing ..... 3 hrs.  
 SC 223B, Office Procedures ..... 3 hrs.  
 SC 223D, Word Processing II ..... 3 hrs.  
 SC 223, Business Communications ..... 3 hrs.  
 SC 233A, Automated Office ..... 3 hrs.

Approved Related Elective ..... 3 hrs

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

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

## Sample Associate of Applied Science

### Petroleum Technology

NOTE: Course of study may vary at other institutions; see 'Credit Transfer Information' in catalog.

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

#### Freshman

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
EN 113, Composition and Rhetoric	3 hrs.
EN 123A, Report Writing for Technicians	3 hrs.
CH 114, Current Concepts of Chemistry or	4 hrs.
CH 114A, General Chemistry	
MA 113, College Algebra	3 hrs.
Business/Accounting Elective	3 hrs.
Business/Accounting Elective	3 hrs.
GO 213, American Government	3 hrs.
SE 113, Interpersonal Communication or	3 hrs.
PS 213B, Human Relations	
CS 123A, Micro Applications	3 hrs.
Computer Elective w/Spreadsheet Applications	3 hrs.
PY 111H, Fitness for Life I	1 hr.
Physical Education (Activity Class)	1 hr.
(PY 111F does not count toward 2 hr. physical education graduation requirement.)	
Elective	3 hrs.
<b>Total</b>	<b>36 hrs.</b>

#### Departmental Requirements

HM 113, Introduction To Environmental Technology	3 hrs.
HM 223, Environmental Health and Safety (OSHA)	3 hrs.
PT 113, Introduction to Petroleum Technology	3 hrs.
PT 114, Environmental and Petroleum Geology	4 hrs.
PT 213, Well Completion Methods	3 hrs.
PT 213A, Production Methods I	3 hrs.
PT 213B, Production Methods II	3 hrs.
PT 223, Natural Gas Production	3 hrs.
Electives	3 hrs.
(Possibly PT 123, Formation Evaluation or PT 223A, Property Evaluation)	
<b>Total</b>	<b>28 hrs.</b>

**Total Degree Requirements** ..... 64 - 66 hrs.

## Sample Associate in Arts

### Physical Education

NOTE: Course of study may vary at other institutions; see 'Credit Transfer Information' in catalog.

#### Freshman

Fall Semester:

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
BI 114, General Biology or Laboratory Science Elective	4 hrs.
EN 113, Composition and Rhetoric	3 hrs.
HI 113, U.S. History to 1877 or Social Science Elective	3 hrs.
Humanities Elective	3 hrs.
PY 113, Introduction to Physical Education	3 hrs.
PY 111H, Fitness for Life	1 hr.
<b>Total</b>	<b>17 hrs.</b>

Spring Semester:

BI 124, General Biology or Laboratory Science Elective	4 hrs.
EN 123, Composition and Literature	3 hrs.
HI 123, U.S. History from 1877 or Social Science Elective	3 hrs.
MA 113, College Algebra or Higher	3 hrs.
Physical Education (Activity Course)	1 hr.
(PY 111F does not count toward 2 hr. physical education graduation requirement.)	
<b>Total</b>	<b>14 hrs.</b>

#### Sophomore

Fall Semester:

EN 213 or 223, Types of Literature	3 hrs.
PY 213, Health Education	3 hrs.
PY 213A, First Aid	3 hrs.
Humanities Elective	3 hrs.
ED 213, Foundations of Education	3 hrs.
Physical Education (Activity Course)	1 hr.
(PY 111F does not count toward 2 hr. physical education graduation requirement.)	
<b>Total</b>	<b>16 hrs.</b>

Spring Semester:

BI 223B, Adolescent Psychology	3 hrs.
Communications Elective	3 hrs.
PY 223, Theory of Basketball	3 hrs.
BI 224B, Human Anatomy and Physiology	4 hrs.
Social Science Elective	3 hrs.
Physical Education (Activity Course)	1 hr.
(PY 111F does not count toward 2 hr. physical education graduation requirement.)	
<b>Total</b>	<b>17 hrs.</b>

**Total Suggested Degree Requirements** ..... 64 hrs.

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

## Sample Associate in Science

### Physics

NOTE: Course of study may vary at other institutions; see 'Credit Transfer Information' in catalog.

#### Freshman

Fall Semester:

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
PH 114, General Physics .....	4 hrs.
EN 113, Composition and Rhetoric .....	3 hrs.
MA 143, Calculus I .....	3 hrs.
Computer Science Elective .....	4 hrs.
PY 111H, Fitness for Life .....	1 hr.
Electives .....	2 hrs.
Total .....	17 hrs.

Spring Semester:

PH 124, General Physics .....	4 hrs.
EN 123, Composition and Literature .....	3 hrs.
MA 153, Calculus II .....	3 hrs.
Behavioral Science Elective .....	4 hrs.
Electives .....	2 hrs.
Physical Education (Activity Course) .....	1 hr.
(PY 111F does not count toward 2 hr. physical education graduation requirement.)	
Total .....	17 hrs.

#### Sophomore

Fall Semester:

EN 213 or 223, Types of Literature .....	3 hrs.
MA 233, Calculus III .....	3 hrs.
Social Science Electives .....	6 hrs.
PH 214, Engineering Physics .....	4 hrs.
Total .....	16 hrs.

Spring Semester:

CS 213A, FORTRAN Programming .....	3 hrs.
MA 243, Calculus IV .....	3 hrs.
Humanities Electives .....	3 hrs.
Social Science Elective .....	3 hrs.
PH 224, Engineering Physics .....	4 hrs.
Total .....	16 hrs.

**Total Suggested Degree Requirements ..... 66 hrs.**

## Sample Associate in Science

### Pre-Engineering

NOTE: Course of study may vary at other institutions; see 'Credit Transfer Information' in catalog.

#### Freshman

Fall Semester:

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
CH 114A, General Chemistry .....	4 hrs.
MA 143, Calculus I .....	3 hrs.
PH 214, Engineering Physics I .....	4 hrs.
EN 113, Composition and Rhetoric .....	3 hrs.
EG 114, Introduction to Computer Assisted Drafting .....	4 hrs.
Total .....	18 hrs.

Spring Semester:

CH 124A, General Chemistry II .....	4 hrs.
MA 153, Calculus II .....	3 hrs.
PH 224, Engineering Physics II .....	4 hrs.
EN 123, Composition and Literature .....	3 hrs.
Social Science Electives .....	3 hrs.
PY 111H, Fitness for Life .....	1 hr.
Total .....	18 hrs.

#### Sophomore

Fall Semester:

ER 213, Statics (Prerequisites: MA 153 & PH 214) .....	3 hrs.
MA 233, Calculus III .....	3 hrs.
ER 203, Circuit Analysis (Pre-requisite: MA 153) .....	3 hrs.
CS 213, FORTRAN or CS 213F, C Programming .....	3 hrs.
EN 213 or 223, Types of Literature .....	3 hrs.
Behavioral Science Elective .....	3 hrs.
Total .....	18 hrs.

Spring Semester:

ER 223, Dynamics (Pre-requisites: MA 233 & ER 213) .....	3 hrs.
MA 233, Calculus IV or MA 223 or SE 113 Interpersonal Communication or SE 123 Public Speaking .....	3 hrs.
Social Science Electives .....	6 hrs.
Physical Education (Activity Course) other than PY 111F .....	1 hr.
Total .....	16 hrs.

**Total Suggested Degree Requirements ..... 70 hrs.**

## Sample Associate in Science

### Pre-Medical and Pre-Dental

NOTE: Course of study may vary at other institutions; see 'Credit Transfer Information' in catalog.

#### Freshman

Fall Semester:

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
BI 114, General Biology .....	4 hrs.
CH 114A, General Chemistry .....	4 hrs.
EN 113, Composition and Rhetoric .....	3 hrs.
MA 113, College Algebra or Higher .....	3 hrs.
PY 111H, Fitness for Life .....	1 hr.
Total .....	15 hrs.

Spring Semester:

BI 124, General Biology .....	4 hrs.
CH 124A, General Chemistry .....	4 hrs.
EN 123, Composition and Literature .....	3 hrs.
MA 123, Plane Trigonometry or Higher .....	3 hrs.
Physical Education (Activity Course) .....	1 hr.
(PY 111F does not count toward 2 hr. physical education graduation requirement.)	
Total .....	15 hrs.

#### Sophomore

Fall Semester:

CH 214, Organic Chemistry or PH 114, General Physics .....	4 hrs.
EN 213 or 223, Types of Literature .....	3 hrs.
Social Science Elective .....	3 hrs.
MA 133, Calculus I .....	3 hrs.
Behavioral Science Elective .....	3 hrs.
Total .....	16 hrs.

Spring Semester:

CH 224, Organic Chemistry, or PH 124, General Physics .....	4 hrs.
BI 224, Microbiology .....	4 hrs.
Social Science Elective .....	6 hrs.
Humanities Elective .....	3 hrs.
Elective .....	1 hr.
Total .....	18 hrs.

Total Suggested Degree Requirements ..... 64 hrs.

## Sample Associate in Arts

### Psychology

NOTE: Course of study may vary at other institutions; see 'Credit Transfer Information' in catalog.

#### Freshman

Fall Semester:

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
BI 114, General Biology or Laboratory Science Elective .....	4 hrs.
EN 113, Composition and Rhetoric .....	3 hrs.
Social Science Elective .....	3 hrs.
PS 113, Introduction to Psychology .....	3 hrs.
CS 123A, Microcomputer Applications .....	3 hrs.
PY 111H, Fitness for Life .....	1 hr.
Total .....	17 hrs.

Spring Semester:

BI 124, General Biology or Laboratory Science Elective .....	4 hrs.
EN 123, Composition and Literature .....	3 hrs.
Elective .....	3 hrs.
MA 113, College Algebra or Higher .....	3 hrs.
Communications Elective .....	3 hrs.
Total .....	16 hrs.

#### Sophomore

Fall Semester:

GO 213, American Government or Elective .....	3 hrs.
EN 213 or 223, Types of Literature .....	3 hrs.
PS 213, Child Psychology .....	3 hrs.
SO 213, General Sociology or Social Science Elective .....	3 hrs.
Humanities Elective .....	3 hrs.
Total .....	15 hrs.

Spring Semester:

Humanities Elective .....	3 hrs.
PS 223, Adolescent Psychology .....	3 hrs.
SO 223, Social Problems or Social Science Elective .....	3 hrs.
PS 223A, Psychology of Lifespan .....	3 hrs.
Physical Education (Activity Course) .....	1 hr.
(PY 111F does not count toward 2 hr. physical education graduation requirement.)	
Electives .....	3 hrs.
Total .....	16 hrs.

Total Degree Requirements ..... 64 hrs.

**Sample Associate in Arts**

**Secondary Education**

NOTE: Course of study may vary at other institutions; see 'Credit Transfer Information' in catalog.

**Freshman**

Fall Semester:

- PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110)
- BI 114, General Biology or Laboratory Science Elective.. 4 hrs.
- HI 113, U.S. History to 1877 ..... 3 hrs.
- EN 113, Composition and Rhetoric ..... 3 hrs.
- PS 113, Introduction to Psychology ..... 3 hrs.
- MA 113, College Algebra or Higher ..... 3 hrs.
- PY 111H, Fitness for Life ..... 1 hr.
- Total ..... 17 hrs.

Spring Semester:

- BI 124, General Biology or Laboratory Science Elective.. 4 hrs.
- EN 123, Composition and Literature ..... 3 hrs.
- HI 123, U.S. History from 1877 ..... 3 hrs.
- Math Elective ..... 3 hrs.
- AR 113, Art Appreciation or
- MU 213, Music Appreciation or
- DR 113, Introduction to Theatre ..... 3 hrs.
- Physical Education (Activity Course)..... 1 hr.
- (PY 111F does not count toward 2 hr. physical education graduation requirement.)
- Total ..... 17 hrs.

**Sophomore**

Fall Semester:

- HI 213, History of Civilization ..... 3 hrs.
- EN 213 or 223, Types of Literature ..... 3 hrs.
- GO 213, American Government ..... 3 hrs.
- CS 123A, Microcomputer Applications ..... 3 hrs.
- CH 114, Current Concepts of Chemistry or
- CH 114A, General Chemistry ..... 4 hrs.
- Total ..... 16 hrs.

Spring Semester:

- ED 213, Foundations of Education ..... 3 hrs.
- EN 213 or 223, Types of Literature or Speech ..... 3 hrs.
- HI 223, History of Civilization or
- HI 113A, History of New Mexico ..... 3 hrs.
- PS 223, Adolescent Psychology ..... 3 hrs.
- SO 213, General Sociology ..... 3 hrs.
- Humanities Elective ..... 3 hrs.
- Total ..... 18 hrs.

**Total Suggested Degree Requirements ..... 68 hrs.**

**Sample Associate in Arts**

**Sociology**

NOTE: Course of study may vary at other institutions; see 'Credit Transfer Information' in catalog.

**Freshman**

Fall Semester:

- PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110)
- EN 113, Composition and Rhetoric ..... 3 hrs.
- HI 113, U.S. History to 1877 or Social Science Elective ..... 3 hrs.
- MA 113, College Algebra or Higher ..... 3 hrs.
- Communications Elective ..... 3 hrs.
- Laboratory Science Elective ..... 4 hrs.
- Total ..... 16 hrs.

Spring Semester:

- EN 123, Composition and Literature ..... 3 hrs.
- HI 123, U.S. History from 1877 or Social Science Elective ..... 3 hrs.
- PS 113, Introduction to Psychology ..... 3 hrs.
- EC 113, Principles of Economics or Elective ..... 3 hrs.
- Laboratory Science Elective ..... 4 hrs.
- Total ..... 16 hrs.

**Sophomore**

Fall Semester:

- EN 213 or 223, Types of Literature ..... 3 hrs.
- Humanities Elective ..... 3 hrs.
- SO 213, General Sociology ..... 3 hrs.
- CS 123A, Microcomputers Applications or Elective ..... 3 hrs.
- EC 223, Principles of Economics or Elective ..... 3 hrs.
- PY 111H, Fitness for Life ..... 1 hr.
- Total ..... 16 hrs.

Spring Semester:

- Psychology Elective ..... 3 hrs.
- SO 223, Social Problems ..... 3 hrs.
- SO 223W, Marriage and the Family ..... 3 hrs.
- PI 213, Introduction to Philosophy or Humanities Elective ..... 3 hrs.
- Elective ..... 3 hrs.
- Physical Education (Activity Course) ..... 1 hr.
- (PY 111F does not count toward 2 hr. physical education graduation requirement.)
- Total ..... 16 hrs.

**Total Degree Requirements ..... 64 hrs.**

## Associate in Applied Science

### Wastewater Treatment

A total of 66-68 credit hours of which at least 12 hours are earned at NMJC; minimum GPA of 2.00. All courses, other than General Education Requirements, must be completed with a 'C' or better. Students should consult with a counselor or advisor for possible degree revisions and for proper sequential order of degree completion.

#### General Education Requirements (24-26 credit hours)

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
MA 114B, Technical Mathematics I	4 hrs.
EN 113, Composition and Rhetoric	3 hrs.
EN 123A, Tech Report Writing	3 hrs.
SE 113, Interpersonal Comm or	
PS 113, Intro to Psychology	3 hrs.
CH 114, Current Concepts or	
General Chemistry	4 hrs.
CS 123A, Micro Applications	3 hrs.
GO 213, American Government	3 hrs.
PY 111H, Fitness for Life	1 hr.

#### Departmental Requirements (42 credit hours)

HM 223, Environmental Health & Safety	3 hrs.
HM 113, Intro to Haz Mat	3 hrs.
To be Transferred from California State University Sacramento	
Operation of WW Treatment Plants I	6 hrs.
Operation of WW Treatment Plants II	6 hrs.
Operation/Maintenance of WW Coll System I	6 hrs.
Advanced Waste Treatment	6 hrs.
Industrial Waste Treatment I	6 hrs.
Industrial Waste Treatment II	6 hrs.

Total ..... 66-68 hrs.

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

## Associate in Applied Science

### Water Treatment

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

#### General Education Requirements (35-39 credit hours)

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
MA 114B, Technical Mathematics I	4 hrs.
EN 113, Composition and Rhetoric	3 hrs.
EN 123A, Tech Report Writing	3 hrs.
SE 113, Interpersonal Comm or	
PS 113, Intro to Psychology	3 hrs.
CH 114, Current Concepts or	
General Chemistry	4 hrs.
CS 123A, Micro Applications	3 hrs.
GO 213, American Government	3 hrs.
PY 111H, Fitness for Life	1 hr.

#### Departmental Requirements (27 credit hours)

HM 113, Intro to Haz Mat	3 hrs.
HM 213, Environmental Waste Minimization	3 hrs.
HM 133, Environmental Site Assessment	3 hrs.
To be Transferred from California State University Sacramento	
Water Treatment Plant Operation I	6 hrs.
Water Treatment Plant Operation II	6 hrs.
Small Water System Operation/Maintenance	3 hrs.
Water Dist System Operation/Maintenance	3 hrs.

Electives ..... 11-13 hrs.

Total ..... 64 hrs.

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



## Associate in Applied Science

### Welding

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

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

PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
MA 114B, Technical Mathematics I .....	4 hrs.
EN 113, Composition and Rhetoric .....	3 hrs.
EN 123, Composition and Literature .....	3 hrs.
Lab Science .....	4 hrs.
Behavioral Science .....	3 hrs.
PY 111H, Fitness for Life .....	1 hr.
Physical Education (Activity Course) .....	1 hr.
(PY 111F does not count toward 2 hr. physical education graduation requirement.)	

#### Departmental Requirements (45 credit hours)

WE 112B, Blueprint and Shop	
Equipment Identification .....	2 hrs.
WE 123S, Estimating, Safety and Symbols .....	3 hrs.
WE 114, Introduction to Welding .....	4 hrs.
WE 113M, Basic Metallurgy and Welding .....	3 hrs.
EG 114, Introduction to Computer Assisted Drafting .....	4 hrs.
WE 243C, Industrial Standard	
Coding AWS, API, ASME .....	3 hrs.
WE 124, Advanced Welding (Structural) .....	4 hrs.
WE 113D, Destructive Testing .....	3 hrs.
EG 124B, Computer Assisted Drafting for Engineering .....	4 hrs.
WE 214, Inert Gas Welding .....	4 hrs.
WE 223P, Pipe Welding 1G-6G .....	3 hrs.
WE 233N, Non-Destructive Testing .....	3 hrs.
WE 224Q, Advanced Theory and Applications ..	4 hrs.

Electives .....	3 hrs.
<b>Total .....</b>	<b>64 hrs</b>

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

## Certificate Programs

Certificate programs are offered through the Business and Technology Division. Courses of study are offered in specific department or division disciplines focusing on entry-level skills. Credit hours earned toward a certificate may be applied toward an associate degree.

### Certificate

#### Accounting

**Requirements:** A total of 33 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 112W Becoming A Successful Student may be substituted for PS 110.)	
AC 114, Principles of Accounting I .....	4 hrs.
AC 124, Principles of Accounting II .....	4 hrs.
AC 213A, Microcomputer Accounting I .....	3 hrs.
AC 223B, Microcomputer Accounting II .....	3 hrs.
AC 233A, Income Tax I .....	3 hrs.
BU 223, Business Communications .....	3 hrs.
CS 123A, Microcomputer Applications <i>or</i>	
CS 123D, Windows Applications .....	3 hrs.
CS 223G, Lotus 1-2-3 <i>or</i>	
CS 213, EXCEL .....	3 hrs.
EC 213, Principles of Economics (Macro) .....	3 hrs.
SC 113B, Business Calculating Machines .....	3 hrs.
MA 113, College Algebra <i>or</i>	
MA 113D, Mathematical Analysis with Business Applications I .....	3 hrs.
<b>Total .....</b>	<b>35 hrs</b>

### Certificate

#### Automotive Technology (with Co-op)

**Requirements:** A total of 49 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 112W Becoming A Successful Student may be substituted for PS 110.)	
AT 113, Engine Repair .....	3 hrs.
AT 114A, Cooperative Work Experience I .....	4 hrs.
AT 114B, Cooperative Work Experience II .....	4 hrs.
AT 114C, Cooperative Work Experience III .....	4 hrs.
AT 123C, Brake Systems .....	3 hrs.
AT 124, Electronics .....	4 hrs.
AT 124A, Engine Performance .....	4 hrs.
AT 213A, Manual Drive Train and Axles .....	3 hrs.
AT 213B, Heating and Air Conditioning Systems .....	3 hrs.
AT 213C, Automatic Transmissions and Transaxles .....	3 hrs.
AT 223B, Suspension and Steering Systems .....	3 hrs.
BU 223C, Small Business Management .....	3 hrs.
MA 114B, Technical Mathematics I .....	4 hrs.
PS 213B, Human Relations .....	3 hrs.
HM 101, Safety and Hazardous Materials .....	1 hr.
<b>Total .....</b>	<b>49 hrs.</b>

**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 (PS 112W Becoming A Successful Student may be substituted for PS 110.)	
AT 113, Engine Repair .....	3 hrs.
AT 123C, Brake Systems .....	3 hrs.
AT 124, Electronics .....	4 hrs.
AT 124A, Engine Performance .....	4 hrs.
AT 213A, Manual Drive Train and Axles .....	3 hrs.
AT 213B, Heating and Air Conditioning Systems .....	3 hrs.
AT 213C, Automatic Transmissions and Transaxles .....	3 hrs.
AT 223B, Suspension and Steering Systems .....	3 hrs.
BU 223C, Small Business Management .....	3 hrs.
MA 114B, Technical Mathematics I .....	4 hrs.
PS 213B, Human Relations .....	3 hrs.
HM 101, Safety and Hazardous Materials .....	1 hr.
<b>Total .....</b>	<b>37 hrs.</b>

**Certificate**

## Computer Information Systems

**Requirements:** A total of 33 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 112W Becoming A Successful Student may be substituted for PS 110.)	
CS 113, Fundamentals of Programming .....	3 hrs.
CS 113C, Internet Access Basics .....	3 hrs.
CS 123A, Microcomputer Applications .....	3 hrs.
CS 123C, MS-DOS Basics .....	3 hrs.
CS 123D, Windows Applications I .....	3 hrs.
CS 123E, Presentation Graphics <i>or</i>	
DT 223D, Animation I .....	3 hrs.
CS 123G, Windows Applications II .....	3 hrs.
CS 213E, Microsoft Windows .....	3 hrs.
CS 213, EXCEL <i>or</i>	
CS 223G, Lotus 1-2-3 .....	3 hrs.
CS 223N, Networking .....	3 hrs.
<b>Select one programming class .....</b>	<b>3 hrs.</b>
CS 213B, RPG Programming	
CS 213C, BASIC Programming	
CS 213D, COBOL Programming	
CS 213F, C Programming	
<b>Total .....</b>	<b>33 hrs.</b>

**Certificate**

## Cosmetology

**Requirements:** A total of 43 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 112W Becoming A Successful Student may be substituted for PS 110.)	
CO 112, Theory I .....	2 hrs.
CO 113, Facials .....	3 hrs.
CO 114, Chemical Rearranging/Perms and Relaxers .....	4 hrs.
CO 115, Hair Cutting .....	5 hrs.
CO 122, Theory II .....	2 hrs.
CO 123, Hairstyling .....	3 hrs.
CO 132, Sterilization and Sanitation .....	2 hrs.
CO 142, Shampoo, Rinses and Scalp Treatments .....	2 hrs.
CO 212, Theory III .....	2 hrs.
CO 213, Manicuring/Pedicuring .....	3 hrs.
CO 216, Cosmetology Clinical Practice .....	6 hrs.
CO 222, Hair Coloring/Bleaching .....	2 hrs.
CO 223, Practical Cosmetology .....	3 hrs.
CO 232, Salon Business and Retail Sales .....	2 hrs.
CO 242, Personal and Community Health .....	2 hrs.
<b>Total .....</b>	<b>43 hrs.</b>

**Certificate**

## Design Communication

**Option: Computer Assisted Drafting (1 of 2 options available)**

**Requirements:** A total of 32 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 112W Becoming A Successful Student may be substituted for PS 110.)	
DT 114, Drafting .....	4 hrs.
DT 123A, Computer Graphics I .....	3 hrs.
DT 111, Conceptual Development Forum I .....	1 hr.
DT 211, Conceptual Development Forum II .....	1 hr.
DT 214, Architectural Drawing .....	4 hrs.
EG 114, Intro to Computer Assisted Drafting .....	4 hrs.
EG 124A, Computer Assisted Drafting for Architecture .....	4 hrs.
EG 124B, Computer Assisted Drafting for Engineering .....	4 hrs.
EG 214A, Computer Assisted Drafting for GIS .....	4 hrs.
Electives .....	3 hrs.
<b>Total .....</b>	<b>32 hrs.</b>

**Option: Computer Graphic Design**

**Requirements:** A total of 32 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 112W, Becoming A Successful Student may be substituted for PS 110.)	
DT 113B, Technical Illustration I .....	3 hrs.
DT 113D, Introduction to Graphic Arts .....	3 hrs.
DT 123A, Computer Graphics I .....	3 hrs.
DT 123W, Technical Illustration II .....	3 hrs.
DT 223D, Computer Animation & Multimedia Production I .....	3 hrs.
DT 223G, Desktop Publishing .....	3 hrs.
DT 224, Computer Graphics II .....	4 hrs.
DT 224A, Computer Graphics III .....	4 hrs.
DT 223, Graphic Design I .....	3 hrs.
DT 111, Conceptual Development Forum I .....	1 hr.
DT 211, Conceptual Development Forum II .....	1 hr.
Elective .....	1 hr.
<b>Total .....</b>	<b>32 hrs.</b>

**Certificate**

**Environmental Technology**

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

**General Education Requirements ( 17 hours)**

- PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)
- {** BI 114, General Biology *and* ..... 4 hrs.
- BI 234, Environ Biology ..... 4 hrs.
- or*
- {** CH 114A, General Chemistry *and* ..... 4 hrs.
- CH 234, Environ Chemistry ..... 4 hrs.
- MA 113, College Algebra ..... 3 hrs.
- CS, Computer Application ..... 3 hrs.
- EN 113, Comp/Rhetoric
- or EN 123A, Technical Report Writing ..... 3 hrs.

**Departmental Requirements ( 15 hours)**

- HM 113, Intro to Environ Tech ..... 3 hrs.
- HM 133, Environ Site Assess ..... 3 hrs.
- HM 133B, Environ Sampling & Monitoring ..... 3 hrs.
- HM 223, Environmental Health & Safety (OSHA) ..... 3 hrs.
- HM 233, Environmental Law ..... 3 hrs.
- Electives (Choose 6 credits from the list below)**
- HM 133A, Environ Geology ..... 3 hrs.
- HM 143, Hydrology ..... 3 hrs.
- HM 233A, Waste Minimization ..... 3 hrs.
- HM 233B, Transportation of Hazardous Materials ..... 3 hrs.
- HM 243, Bioremediation ..... 3 hrs.

**Total ..... 38 hrs.**

**Certificate**

**Finance**

**Requirements:** A total of 33 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 112W Becoming A Successful Student may be substituted for PS 110.)
- AB 113, Principles of Banking ..... 3 hrs.
- AB 113A, Marketing for Bankers or
- BU 223A, Principles of Marketing ..... 3 hrs.
- AB 213, Money and Banking ..... 3 hrs.
- AB 223C, Financial Statement Analysis ..... 3 hrs.
- AC 113, Principles of Accounting I ..... 3 hrs.
- AC 123, Principles of Accounting II ..... 3 hrs.
- BS 213, Business Law ..... 3 hrs.
- BU 213A, Principles of Finance ..... 3 hrs.
- CS 123A, Microcomputer Applications ..... 3 hrs.
- EC 213, Principles of Economics (Macro) ..... 3 hrs.
- MA 113D, Mathematical Analysis with Business Applications I ..... 3 hrs.

**Total ..... 33 hrs.**

**Certificate**

**Fire Science**

**Requirements:** A total of 32 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 112W Becoming A Successful Student may be substituted for PS 110.)
- EM 115, Emergency Medical Technician Training - Basic (EMTB) ..... 5 hrs.
- FS 113, Introduction to Fire Science ..... 3 hrs.
- FS 113A, Fire Administration I ..... 3 hrs.
- FS 113B, Fire Hydraulics ..... 3 hrs.
- FS 123, Fire Apparatus and Equipment ..... 3 hrs.
- FS 123A, Related Fire Codes and Ordinances ..... 3 hrs.
- FS 213, Fire Investigation and Arson Detection ..... 3 hrs.
- FS 213A, Chemistry of Combustion ..... 3 hrs.
- FS 223, Hazardous Material ..... 3 hrs.
- FS 223A, Building Construction for Fire Protection ..... 3 hrs.

**Total ..... 32 hrs.**

**Certificate**

**Law Enforcement Technology**

**Requirements:** A total of 32 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 112W Becoming A Successful Student may be substituted for PS 110.)
- SE 113, Interpersonal Communications *or* ..... 3 hrs.
- SE 123, Public Speaking ..... 3 hrs.
- SO 213, General Sociology *or* ..... 3 hrs.
- PS 113, Introduction to Psychology ..... 3 hrs.
- \*PY 111H, Fitness for Life ..... 2 hrs.
- \*LA 113 or CJ 113, Introduction to Criminal Justice ..... 3 hrs.
- CJ 113E, Introduction to the Judicial Process ..... 3 hrs.
- \*LA 113A or CJ 113A, Patrol Procedures I ..... 3 hrs.
- \*LA 123A or CJ 123A, Patrol Procedures II ..... 3 hrs.
- \*LA 113B or CJ 113B, Criminal Law ..... 3 hrs.
- CJ 213B, Criminal Law II ..... 3 hrs.
- \*LA 213A or CJ 213A, Criminal Investigation I ..... 3 hrs.
- CJ 223A, Criminal Investigation II ..... 3 hrs.
- \*LA 123D or CJ 123D, Technical Writing for Law Enforcement ..... 3 hrs.
- \*LA 123E or CJ 123E, Firearms Proficiency ..... 3 hrs.
- \*LA 123F or CJ 123F, Traffic Law and Accident Investigation ..... 3 hrs.
- CJ 223C, Narcotics and Dangerous Drugs ..... 3 hrs.
- CJ 113C, Introduction to Community Relations/  
Community Policing ..... 3 hrs.
- CJ 113F, Juvenile Justice System ..... 3 hrs.

**Total ..... 32 hrs.**

\*Students who have completed the Basic Law Enforcement Academy will receive credit for the above courses marked with a star.

**Certificate**

**Office Technology**

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

- PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)
- SC 112A, Professional Development ..... 2 hrs.
- SC 113B, Business Calculating Machines ..... 3 hrs.
- SC 113E, Business English ..... 3 hrs.
- SC 123, Keyboarding and Document Processing I ..... 3 hrs.
- SC 123B, Introduction to Accounting or
- AC 113, Principles of Accounting ..... 3 hrs.
- SC 133, Records Management ..... 3 hrs.
- SC 213, Advanced Keyboarding and Machine Transcription ... 3 hrs.
- SC 223, Business Communications ..... 3 hrs.
- SC 223A, Introduction to Word Processing ..... 3 hrs.
- SC 223B, Office Procedures ..... 3 hrs.
- SC 223D, Word Processing II ..... 3 hrs.
- SC 233A, Automated Office ..... 3 hrs.

**Total ..... 35 hrs.**

**Certificate**

**Practical Nursing**

**Requirements:** A total of 40 credit hours from the following required courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion.

**Students must have a minimum grade of 'C' in each course.**

- PS 110, College Orientation (PS 112W Becoming A Successful Student may be substituted for PS 110.)
- BI 214A, Human Anatomy and Physiology I ..... 4 hrs.
- BI 224A, Human Anatomy and Physiology II ..... 4 hrs.
- DS 111, Nursing Calculations ..... 1 hr.
- EN 113, Composition and Rhetoric ..... 3 hrs.
- HE 113, Introduction to Nutrition ..... 3 hrs.
- NU 116, Introduction to Nursing ..... 6 hrs.
- NU 127, Nursing in Health Deviations I ..... 7 hrs.
- NU 214, Practical Nursing ..... 4 hrs.
- PC 122, Pharmacology ..... 2 hrs.
- PS 113, Introduction to Psychology ..... 3 hrs.
- PS 223B, Human Growth and Development for Allied Health ..... 3 hrs.

**Total ..... 40 hrs.**

**Certificate**

**Welding**

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

- WE 113M, Basic Metallurgy and Welding ..... 3 hrs.
- WE 113D, Destructive Testing ..... 3 hrs.
- WE 114, Introduction to Welding ..... 4 hrs.
- EG 114, Introduction to Computer Assisted Drafting ..... 4 hrs.
- WE 123S, Estimating, Safety and Symbols ..... 3 hrs.
- MA 114B, Technical Math ..... 4 hrs.
- WE 223P, Pipe Welding ..... 3 hrs.
- WE 124, Advanced Welding ..... 4 hrs.
- WE 243C, Industrial Standard Coding-AWS, API, ASM ..... 3 hrs.
- WE 214, Inert Gas Welding ..... 4 hrs.
- Total ..... 35 hrs.**

**Certificate**

**Inspection & Testing for Welding**

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

- WE 114, Introduction to Welding ..... 4 hrs.
- WE 113M, Metallurgy & Welding ..... 3 hrs.
- WE 123S, Estimating, Safety, & Symbols ..... 3 hrs.
- MA 114B, Technical Math ..... 4 hrs.
- WE 113D, Destructive Testing ..... 4 hrs.
- WE 223N, Non-Destructive Testing ..... 4 hrs.
- WE 124, Advanced Welding ..... 4 hrs.
- WE 223P, Pipe Welding ..... 3 hrs.
- WE 243C, Industrial Standard Coding AWS, API, ASME ..... 3 hrs.
- EG 114, Introduction to Computer Assisted Drafting ..... 4 hrs.

**Total ..... 36 hrs.**



▲ Students perform a hot tie-on on NMJC campus

# Curriculum, Course Descriptions

## System of Numbering Courses

Numbers of three digits are used to designate courses. The first digit represents the level of instruction and the third digit, the number of semester hours credit. (Example: EN 113 indicates that it is a freshman course (1), and represents three semester hours of credit (3).)

To make it possible for a great number of courses to be offered to the students of New Mexico Junior College, many courses in specialized fields are offered on alternate years only. The student should take this into consideration when planning a long-range program.

Courses beginning with 'O' are Area Vocational High School courses.

## Special Topic Courses

With appropriate administrative approval, courses which are not listed in this bulletin may be offered. Such courses are called 'Special Topic Courses.' For numbering purposes special topic courses are referred to as '9' series courses because a '9' is used in numbering these courses. (Example of special topic courses might be AR 294 Primitive Ceramics or BI 293 Desert Ecology.)

Descriptions of special topic courses are on file in the Admissions and Records Office.

## Area Vocational High School

### AT 037. Automotive I ..... 7 hrs. (non-credit)

This course is designed to provide basic job entry level skills and knowledge in automotive technology. Areas presented include basic theory, 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. Some areas of study are: safety, tools, personal development, automatic transmissions, drive trains, brakes, and engines. Prerequisite: A strong interest in the field as an occupational choice, a good attendance history and a mature attitude indicating an ability to assume responsibility for the safety of himself, his co-workers, and the motoring public. Meets ten hours per week.

### AT 047. Automotive II ..... 7 hrs. (non-credit)

This course is designed as a continuation of AT 037. Prerequisite: AT 037. Meets ten hours per week.

### AT 057. Automotive III ..... 7 hrs. (non-credit)

This course is designed as a continuation of AT 047. Prerequisite: AT 047. Meets ten hours per week.

### AT 067. Automotive IV ..... 7 hrs. (non-credit)

This course is designed as a continuation of AT 057. Prerequisite: AT 057. Meets ten hours per week.

### CO 037. Cosmetology I ..... 7 hrs. (non-credit)

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, permanent waving, shampooing and hair styling, scalp treatment, tinting, 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 AVHS 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 is required. Meets ten hours per week.

### CO 047. Cosmetology II ..... 7 hrs. (non-credit)

This course is a continuation of CS 037. Prerequisite: CS 037. Meets ten hours per week.

### DT 017. Intro to Graphic Arts ..... 7 hrs. (non-credit)

This course is designed to introduce students to the various phases of the graphic arts communication industry. The graphic arts industry incorporates a variety of media processes which can provide creative employment opportunities. Emphasis will be placed on how all the graphic arts processes function to produce the printed product. The course is designed to provide basic job entry level skills and knowledge that can lead to a career in Graphic Arts. Instruction will be provided in the following areas: Layout, paste-up and design, camera operation, darkroom procedures, stripping, plate making, duplicating, offset printing, paper cutting, finishing, inventory control, cost estimating and billing. Meets ten hours per week.

### DT 037. Computer Graphics I ..... 7 hrs. (non-credit)

This course is designed to provide basic job entry level skills and knowledge as a computer assisted draftsman or computer graphics artist. The course includes basic computer graphic concepts, disk initialization, formatting and actual hands-on experience producing a variety of drawings and graphics. Meets ten hours per week.

### EG 037. Intro to Computer Assisted Drafting ... 7 hrs. (non-credit)

This course is offered to introduce various Computer Assisted Drafting (CAD) software packages. Students will gain knowledge in the use and principles of CAD. Basic CAD concepts will be covered. These include drawing setup, two-dimensional entity creation, coordinate entry methods, and drawing aides. Meets ten hours per week.

### EG 047. Computer Assisted Drafting for Architecture .. 7 hrs. (non-credit)

This course is an introduction the uses of Computer Assisted Drafting (CAD) in the Architecture profession. This course will cover the use of (CAD) in preparing construction documents and three-dimensional models of buildings. Architecture terminology, building techniques, building conventions, building design, and architecture-related information will be introduced. Prerequisites: EG 037.

### EL 037. Basic Electronics Concepts I ... 7 hrs. (non-credit)

This course is designed to provide students with basic practical theory. Critical thinking skills are emphasized so that learners acquire valuable competencies in problem-solving, trouble shooting, circuit analysis, and safety consciousness. This course will focus on direct current.

### EL 037. Basic Electronics Concepts II.. 7 hrs. (non-credit)

This course is designed as a continuation of EL 037 and will focus on alternating current, circuits, switches, and devices. Prerequisite: EL 037.

### NU 037. Health Occupations I ..... 7 hrs. (non-credit)

#### I. Required Tests and Vaccinations:

The following Tests and vaccinations are required prior to entering the program.

A. Tuberculin Skin Test

B. Rubella Titer

C. Hepatitis B Vaccination (series of 3 shots)

This 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. Prerequisite: Prior course in general math and biology will be helpful but are not required. Meets ten hours per week.

**NU 047. Health Occupations II ..... 7 hrs. (non-credit)**  
This course is designed as a continuation of NU 037. Students are encouraged to take the nursing assistant written and practical exam at the completion of this course. The student may then practice as a certified nursing assistant after successful completion of this exam. Prerequisite: NU 037. Meets ten hours per week.

**WE 037. Welding I ..... 7 hrs. (non-credit)**  
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: OFW, TB, SMAW, and GMAW. Basic set-ups, troubleshooting and how to do repairs using the various processes. Prerequisite: A strong interest in welding as a vocational choice or using gained skills as support field to another area. Meets ten hours per week.

**WE 047. Welding II ..... 7 hrs. (non-credit)**  
This course is designed as a continuation of WE 037. Prerequisite: WE 037. Meets ten hours per week.

**WE 057. Advanced Welding I ..... 7 hrs. (non-credit)**  
This course is designed to provide the basic job entry level skills and theory related to the welding area at an advanced level. 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: OFW, TB, SMAW, and GMAW. Basic set-ups, troubleshooting and how to do repairs using the various processes. Prerequisite: A strong interest in welding as a vocational choice or using the information gained as a support field to another area. Meets ten hours per week.

**WE 067. Advanced Welding II ..... 7 hrs. (non-credit)**  
This course is designed as a continuation of WE 057. Prerequisite: WE 057. Meets ten hours per week.

## American Institute of Banking (AB)

**AB 112. Written Communications Skills for Bankers ..... 2 hrs.**  
This course emphasizes the purpose and content of written business communication rather than its typewritten format. Included in the content will be six key concepts—tone, opening, explanation, involvement, release, and trust. Meets two lecture hours per week.

**AB 113. Principles of Banking ..... 3 hrs.**  
This course is designed as an introduction to the business of banking. Included is a comprehensive discussion of the banking industry in the American society; serves as a foundation for most American Institute of banking courses. In addition, content will include the language and documents of banking, check processing, teller function, deposit functions, trust services, bank bookkeeping, and bank loans, and investments. Meets three lecture hours per week.

**AB 113A. Marketing for Bankers ..... 3 hrs.**  
This course is designed for bankers who are not acquainted with marketing. Course content will introduce the concepts and philosophies of marketing, marketing information, research, and marketing targets. Meets three lecture hours per week.

**AB113B. Negotiable Instruments & the Payments Mechanisms ..... 3 hrs.**  
This course explores relevant legal implications of normal activities and transactions in bank operations. Designed to add knowledge of legal principles and reasoning. Meets three lecture hours per week.

**AB 213. Money and Banking ..... 3 hrs.**  
This course offers the student the tools and techniques necessary for the evaluation of financial condition and operating performance of a modern business enterprise. Meets three lecture hours per week.

**AB213A. Business Financial Management ..... 3 hrs.**  
This course covers principles of finance applied to the operations of profit-seeking institutions. Includes efficient financial management of modern business enterprise and provides an overview of the activities of the modern business financial manager. Meets three lecture hours per week.

**AB223C. Financial Statement Analysis ..... 3 hrs.**  
This course is designed to use basic tools and techniques to analyze financial statements. Instruction will also cover trend, ratio and comparative statement analysis. Students will analyze pro-formulas, projections, cash budgets and determine the financial strength of the entity being analyzed. Meets three lecture hours per week.

## Accounting (AC)

**AC 114. Principles of Accounting I ..... 4 hrs.**  
This course is designed to introduce double-entry accounting applicable to a sole proprietorship business. Included in the course content will be theory, analysis of business transactions, financial statements, the accounting cycle, and systems. Five hours of instruction per week incorporating three lecture hours and two laboratory hours.

**AC 124. Principles of Accounting II ..... 4 hrs.**  
This course covers the principles of accounting for partnerships and corporations with emphasis upon the corporate form of business organization. Manufacturing job order, process cost, and decision-making are introduced. Five hours of instruction per week incorporating three lecture hours and two laboratory hours. Prerequisite: AC 113.

**AC 213. Intermediate Accounting I ..... 3 hrs.**  
A refinement of the interpretation, recording and reporting of financial data introduced in the principles courses. Topics studied will include accounting concepts and principles, underlying assets as reported on the balance sheet, effect on the income statement, and statement of retained earnings. Five hours of instruction per week incorporating three lecture hours and two laboratory hours. Prerequisite: AC 123.

**AC213A. Microcomputer Accounting I ..... 3 hrs.**  
An accounting approach incorporating a computerized concept teaching seven systems. These systems are general ledger, accounts receivable, accounts payable, financial statement analysis, depreciation, inventory, and payroll accounting. Problems presented are resolved with software provided. An excellent course for students with limited or no background in computers. Meets five hours per week. Prerequisite: SC 123B or AC 113

**AC231-233. Accounting Cooperative Work Experience ..... 1-3 hrs.**  
Accounting Cooperative Work Experience is designed to improve accounting theoretical skills through actual work experience. Work objectives will be established and completed on a semester basis with the cooperative employer and the accounting coordinator/instructor. Prerequisite: AC 123

**AC 223. Intermediate Accounting II ..... 3 hrs.**  
A continuation and refinement of the interpretation, recording, and reporting of financial data. Topics studied include accounting concepts and principles underlying liabilities and stockholder's equity as reported on the balance sheet, effect on

the income statement, and statement of retained earnings. Meets three lecture hours and two laboratory hours. Prerequisite: AC 213.

**AC223B. Microcomputer Accounting II** ..... 3 hrs. Comprehensive study of a more complex computerized accounting system. This package will include a general ledger package, accounts receivable, accounts payable, inventory, payroll, and depreciation. Meets five hours per week. Prerequisites: AC 123, AC 213A, or consent of the instructor.

**AC233A. Income Tax I** ..... 3 hrs. This course is designed as a first course in Federal Taxation for undergraduate accounting, business, and law students. The primary focus of this course is individual taxation including gross income, personal and dependency exemptions, filing status, deductions and losses, capital recovery, itemized deductions, alternative minimum tax, and tax credits. Students will solve tax problems utilizing computerized tax software as though they were actually filing tax returns. Prerequisite: AC 113. Meets five hours per week.

## Agriculture (AG)

**AG 112. Agriculture Industries Orientation** ..... 2 hrs. An overview of agriculture and university life with specific topics including orientation career guidance and current trends. General exposure to fields in agriculture and home economics. Meets two lecture hour per week.

**AG 113. Introduction to Agricultural Economics** ..... 3 hrs. Orientation to economic principles and their agricultural applications: production, food processing, and distribution. Meets three lecture hours per week.

**AG113A. Basic Animal Science** ..... 3 hrs. Survey of modern animal science. Emphasis upon feeding, breeding, marketing, and management. Includes sheep, swine, cattle and horses. Meets five hours per week.

**AG113B. Introduction to Agriculture Education** .. 3 hrs. Introduction to agricultural and extension education programs, philosophies, and competencies needed in agricultural education. History and principles of vocational education and development of agricultural youth organization. Meets three lecture hours per week.

**AG113W. Western Horsemanship** ..... 3 hrs. Basic principles of western riding. Fitting, grooming, equitation equipment, and development of riding skills. Meets five hours per week.

**AG 123. Livestock and Meats Evaluation I** ..... 3 hrs. Comparative evaluation of breeding and marketing animals. Carcass evaluation and grading. Field trips to agriculture production centers. Meets four hours per week. May repeat one time for credit.

**AG123A. Entomology** ..... 3 hrs. Basic study of insects. Classification, behavior, morphology, recognition, structure, and control through integrated pest management. Meets four hours per week.

**AG124B. Introduction to Principles of Horticulture** .... 4 hrs. Fundamental principles and practices of growth, structure, nomenclature, and utilization of fruit, vegetable, and ornamental plants. Meets five hours per week.

**AG 213. Feeds and Feeding** ..... 3 hrs. Grades, digestibility, classes, and nutritive value of feed stuffs. Processing and evaluation of feeds. Ration computation for maintenance and production of all classes of livestock. Prerequisite: CH 114A or consent of instructor. Meets two lecture hours and two laboratory hours per week.

**AG 213A. Agribusiness Management** ..... 3 hrs. Description and application of economic principles, decision making, planning, organization structure sales, and agriculture finance. Meets three lecture hours per week.

**AG 213W. Advanced Western Equitation** ..... 3 h Advanced principles of western riding, developing riding skills, and advanced skills to manage the riding horse. Meets five hours per week.

**AG 214. Properties and Management of Soils** ..... 4 hrs. Origins, classification, chemical and physical properties of soils. Development and management of agricultural soils. Emphasis upon factors affecting production. Prerequisite: CH 114A or consent of instructor. Meets three lecture hours and two laboratory hours per week.

**AG 213B. Forage Management and Utilization** ..... 3 hrs. Designed to acquaint the student with the proper procedures of selection, establishment, forage system development, and maintenance of improved native and introduced species of forages. Proper grazing management and grazing systems are also included. Meets three lecture and two lab hours per week.

**AG 223. Livestock and Meats Evaluation II** ..... 3 hrs. Advanced training in selection, evaluation, and grading of live animals and carcasses. Field trips to ranches, feedlots, and slaughter facilities. Meets four hours per week. May repeat one time for credit.

**AG 223W. Selection and Evaluation of Horses** ..... 3 hrs. Selection and classification of horses with topics including breeds, feeding, management handling, and selection for breeding and performance. Meets three lecture and two lab hours per week.

## Anthropology (AN)

**AN 113B. Anthropology** ..... 3 h (Telecollege) Faces of Culture is an introductory study of the structure and process of culture. The major features of culture are presented, including subsistence patterns, organizing devices, patterns of transmission of culture, economics, political organization, social control, and culture change. The methods of anthropological research and theoretical orientations are also examined. Examples of cultural variations, including traditional as well as modern societies, are discussed.

**AN 123. Introduction to Cultural Anthropology** ..... 3 hrs. A brief history of the growth of the sciences of anthropology and archeology. An examination of aspects of culture, including technology, ecology, economics, family structure, political structure, religion, linguistics, the arts, and education. Meets three lecture hours per week.

## Art (AR)

NOTE: Students enrolling in art courses furnish their own materials except for certain laboratory equipment provided by the college.

**AR 113. Art Appreciation** ..... 3 hrs. This is a general course on art appreciation. Open to all college students. It covers the analysis of art elements and principles as applied to various forms of visual expression including painting, drawing, sculpture, and architecture. This course will develop for the student an awareness and appreciation of art through film and video, presentations, classroom assignments, and active student participation in class discussions. Three lecture hours per week.

**AR 113A. Drawing I** ..... 3 hrs. Through varied media, props, and still life arrangements, the student will explore the elements of line, shape, texture, value,

and space. Major areas of focus include a detailed study in linear perspective, basic rendering techniques, and skills formation including perceptual and aesthetic development. This course is open as a general education course to all college students who wish to draw. Regular outside assignments. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements. Prerequisite: None.

**AR 113B. Art History I** ..... 3 hrs.  
Art History I is a survey of art from prehistoric times up through the dawn of the renaissance. Although the major focus is Western European art, this course examines many non-western cultures and their great artistic traditions. Prerequisites: None

**AR 123A. Drawing II** ..... 3 hrs.  
A continuation of AR 113A with a focus on media, technique, gesturing, and compositional activity. Students will continue to explore and develop the expressive and conceptual aspects of drawing. Regular outside assignments. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements. Prerequisite: AR 113A.

**AR 123B. Computer Graphics I (Same as DT 123A)** ... 3 hrs.  
This course is designed as an introductory course in Computer Graphics including basic computer graphic concepts, equipment configurations, disk initialization and formatting, design and layout, and actual hands-on experience producing a variety of drawings and graphic assignments. The use of various computers and computer software will be covered using keyboard, mouse, and digitizer menu features. The use of digital input devices (scanning) and output devices (printers) will also be covered in this course. No prerequisites. Meets six hours per week.

**AR 133A. Drawing III** ..... 3 hrs.  
A continuation of AR 123A. A life drawing course focusing on the structure and action of the human figure. Special emphasis on gesturing and developed gestured drawings through the use of live models. The student will investigate portraiture and full figure compositional activities with specific anatomical emphasis on the head, hands, and feet. A continuation in the exploration of media and individual expression. Regular outside assignments. Required for art majors. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements. Prerequisite: AR 113A and AR 123A. AR 213 desirable.

**AR 143A. Drawing IV** ..... 3 hrs.  
A continuation of AR 133A and is an individualized course of instruction in drawing with emphasis on individual expression, technique, and skills formation. Additional course responsibilities include: development of student portfolio, research into career, educational, and exhibiting opportunities, as well as student designed instructional assignments and projects in selected area of study. Regular outside assignments with individualized weekly critiques. Combination of six critique and studio hours per week. This course is repeatable, but may only count one time for degree requirements. Prerequisite: AR 113A, AR 123A, AR 133A, and AR 213.

**AR 213. Two-Dimensional Design** ..... 3 hrs.  
Emphasis is upon two-dimensional design activity and compositional arrangement using the elements and principles of design. The development of perceptual skills, techniques, and vocabulary will be emphasized. Regular outside assignments. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements. Prerequisite: AR 113A desirable.

**AR 213A. Painting I** ..... 3 hrs.  
An introductory course in painting focusing on a solid foundation in color theory, mixing and application of pigment and mediums, canvas preparation, basic painting skills, and aesthetic sensibilities. This course is open as a general education course to all college students who wish to paint in oils or acrylics. Regular outside assignments. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements. Prerequisite: AR 113A desirable.

**AR 213B. Ceramics I** ..... 3 hrs.  
Introduction to the medium of clay as a material. Instruction in various hand forming techniques and wheel throwing. Emphasis will be on the aesthetics of sculptural statements in clay and the importance of the utilitarian aspects of clay. Students will be exposed to the numerous firing techniques possible in the ceramic discipline. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements.

**AR 213C. Sculpture I** ..... 3 hrs.  
An exploration of sculptural form and expression in clay, plaster, handmade paper, wood, and stone. Introduces the student to the fundamental sculptural techniques, tools, and processes involved in assemblage, modeling, casting, and carving. Regular outside assignments. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements. Prerequisite: AR 223 desirable.

**AR 213D. Watercolor** ..... 3 hrs.  
Basic techniques and media of transparent painting, with emphasis on drawing, color, and composition. This course is open as a general education course to all college students. It is suggested that students complete three hours of drawing prior to enrollment or have consent of the instructor. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements.

**AR 213E. Jewelry and Metalcrafts I** ..... 3 hrs.  
Creative experimentation with metals and other materials to give the student an understanding of the fundamental process and procedures of metalcraft and jewelry making. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements.

**AR 213F. Photography I** ..... 3 hrs.  
Black and white photography requiring use of the camera, development of film, enlargements from negatives, and preparing black and white photographs taken in the course for exhibit. Cinematography is introduced. Two lecture hours and three laboratory hours per week.

**AR 223. Three-Dimensional Design** ..... 3 hrs.  
A continuation of AR 213 with emphasis on three-dimensional compositional activity, materials, tools, techniques, and the development of conceptual and perceptual skills related to form in space. Through problem solving assignments, the student will explore the elements and principles as they relate to three-dimensional design. Regular outside assignments. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements. Prerequisite: AR 113A. AR 213 desirable.

**AR 223A. Painting II** ..... 3 hrs.  
A continuation in skills formation, technique, and expressive development with selected exploration in representational and non-representational activity including impressionism, pointalism, abstraction, minimalism, etc. Regular outside assignments. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements. Prerequisite: AR 113A and AR 223A.



**AR 223B. Ceramics II** ..... 3 hrs.  
A continuation of AR 213B. A continuation with greater emphasis on individual maturation within the ceramic discipline. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements.

**AR 223C. Sculpture II** ..... 3 hrs.  
A continuation of AR 213C with an emphasis on compositional and design considerations, advanced techniques, and individual expression in selected media. Regular outside assignments. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements. Prerequisite: AR 223.

**AR 223E. Jewelry and Metalcrafts II** ..... 3 hrs.  
A continuation of AR 213E. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements.

**AR 223F. Photography II** ..... 3 hrs.  
Continuation of AR 213 with continued work in black and white photography at an intermediate level. Limited experience in cinematography. Two lecture hours and three laboratory hours per week.

**AR 223W. Creating Southwestern Art** ..... 3 hrs.  
Designed to meet the needs of both the beginning and advanced art student/artist seeking either introductory or advanced instruction in the investigation and creation of southwestern art. A multi-leveled instructional approach that includes: specific assignments for beginning students and independent instruction and critique for students presently producing southwestern images who seek some guidance while continuing their own unique artistic expressions. Students will be encouraged to work in several mediums and explore a number of different techniques. Regular outside assignments. This course is open as a general education course to all college students. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements. Prerequisite: None.

**AR 233A. Painting III** ..... 3 hrs.  
A continuation of AR 223A with skills formation, technique, and expressive development. Through the use of live models the student will investigate portraiture and full figure compositional activity. Anatomical emphasis on the head, hands, and feet. Regular outside assignments. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements. Prerequisite: AR 113A, AR 133A, AR 213A, and AR 223A.

**AR 243A. Painting IV** ..... 3 hrs.  
A continuation of AR 233A. Individualized course of instruction in painting with emphasis on individual expression, developing style, technique, and skills formation. Student designed assignments and projects in selected area of study. Additional course responsibilities include: development of student portfolios, and research into career, educational, and exhibiting opportunities. Regular outside assignments with individualized weekly critiques. Combination of six critique and studio hours per week. This course is repeatable, but may only count one time for degree requirements. Prerequisite: AR 113A, AR 133A, AR 213A, AR 223A, and AR 233A.

## Automotive Technology (AT)

This program is designed for students who wish to become professional automotive technicians. With the continuous use of electronic systems and on-board computers, there will be constant demand for highly

skilled, well trained automotive technicians. Students in the Automotive Technology Program will receive quality classroom instruction as well as hands-on laboratory experience using state-of-the-art diagnostic test equipment. In addition, students have the opportunity to be placed in a cooperating automotive service facility, receive supervised work experience, training under an experienced automotive technician. Upon completion of the program, the student will receive a certificate or an Associate in Applied Science Degree in Automotive Technology, depending on course selection.

**AT 113. Engine Repair** ..... 3 hrs.  
This course will cover the fundamentals of automotive engine operation, the service and repair of automotive engines, and the diagnosis and overhaul procedures related to these engines. This class meets for two lecture hours and two laboratory hours per week.

**AT 114A. Cooperative Work Experience I** ..... 4 hrs.  
Continuation of AT 113, AT 124C, and AT 124D. Work experience in a cooperating automotive service facility. Students will work as trainees under the supervision of an experienced automotive technician. Open to Automotive Technology students only. Minimum of twenty hours of work per week.

**AT 114B. Cooperative Work Experience II** ..... 4 hrs.  
Continuation of AT 213A, AT 213C, and AT 223B. Work experience in a cooperating automotive service facility. Students will work as trainees under the supervision of an experienced automotive technician. Open to Automotive Technology students only. Minimum of twenty hour of work per week.

**AT 212. Cooperative Work Experience II** ..... 2 hrs.  
Continuation of AT 114A and AT 114B. Work experience in a cooperating automotive service facility. Students will work as trainees under the supervision of an experienced automotive technician. Open to Automotive Technology students only. Minimum of twenty hour of work per week.

**AT 123C. Brake Systems** ..... 3 hrs.  
This course covers the operating principles, service and troubleshooting procedures of automotive brake systems. Open to Automotive Technology students only. This class meets for two lecture and two laboratory hours per week.

**AT 124. Electronics** ..... 4 hrs.  
This course covers automotive electrical and electronic systems. Areas of instruction include general electrical system diagnosis and repair, battery diagnosis and service, starting and charging system diagnosis and repair, lighting systems, gauges, warning devices, horns, wiper/washers and power operated accessories. Open to Automotive Technology students only. This class meets for three lecture and two laboratory hours per week.

**AT 124A. Engine Performance** ..... 4 hrs.  
This course covers automotive systems related to engine performance and driveability. Areas of instruction include ignition systems, fuel systems, computerized engine controls, driveability diagnosis, exhaust emission controls, and scan data diagnosis. Open to Automotive Technology students only. This class meets for three lecture and two laboratory hours per week.

**AT 213A. Manual Drive Trains and Axles** ..... 4 hrs.  
This course will cover the operation, service, and repair of manual drive and axle systems. Areas of instruction include clutch systems, manual transmissions, manual transaxles, front wheel drive axle shafts, and CV joints. Rear wheel drive universal joints, and drive shafts, rear axles and four wheel drive units. Open to Automotive Technology students only. This class meets for three lecture and two laboratory hours per week.

**AT 213B. Heating and Air Conditioning Systems ..... 3 hrs.**  
This course will cover the operation, diagnosis, service and repair of automotive heating and air conditioning systems. Open to Automotive Technology students only. This class meets for two lecture and two laboratory hours per week.

**AT 213C. Automatic Transmissions and Transaxles .. 3 hrs.**  
This course will cover the operation, service and repair of automatic transmissions and transaxles. Also covered will be the diagnosis and overhaul procedures. Open to Automotive technology students only. This class meets for two lecture hours and two laboratory hours per week.

**AT 223B. Suspension and Steering Systems ..... 3 hrs.**  
This course covers the operation, diagnosis, service and repair of suspension and steering systems. Areas of instruction include front and rear suspension, wheels, tires and steering. Open to Automotive Technology students only. This class meets for two lecture and two laboratory hours per week.

## Automotive (AU)

The automotive program is designed to meet a variety of student needs. Some of the options available are following a formal plan leading to an Associate in Applied Science in Automotive, or the selection of specific courses for personal use or upgrade training in recent technology. The courses offered provide classroom and laboratory experiences in a number of automotive repair areas, allowing the student a greater degree of flexibility in meeting specific individual goals.

**AU 114. Automotive Tune-up and Diagnosis ... 4 hrs.**  
Principles, theory, and practice relative to the components and systems that support engine operation. Areas of instruction include automotive electronics, charging and starting systems, ignition and fuel systems, exhaust emission controls, and computerized engine controls. The use of modern diagnostic test equipment is emphasized. Meets six hours per week.

**AU 124. Automotive Engine Reconditioning .... 4 hrs.**  
Instruction in the performance of maintenance techniques and repairs of internal combustion engines and accessory systems. Theory and laboratory experiences are provided in engine troubleshooting, overhauling, rebuilding, as well as carburization, fuel, lubrication, and cooling systems. Application and use of modern equipment, tools and identifying specific sources of specification type information is an integral part of this course. Meets six hours per week.

**AU 214. Automotive Chassis and Suspension .. 4 hrs.**  
The principles of steering, suspension, and braking mechanisms. Opportunity is provided to gain proficiency in overhauling and repairing power brakes, wheel calipers and cylinders, balancing wheels, wheel alignment, and the repair of power steering mechanisms. Meets six hours per week.

**AU 214B. Automotive Electronics ..... 4 hrs.**  
An introduction to electronics as applied to automotive components, circuits, and systems. Areas of instruction include safety, electronics fundamentals, analog and digital test equipment, basic circuit diagnosis, interpretation and use of schematic diagrams and electrical diagnosis service manuals, electronic component operation, semiconductors, and basic microprocessor operation. Meets six hours per week.

**AU 223. Automotive Computer Controls ..... 3 hrs.**  
This course will cover the operation, diagnosis, service, and repair of automotive computer controls related to

engine performance and driveability. Areas of instruction include safety, engine electronics, ignition systems, computerized carburetor controls, and electronic fuel injection systems. The use of modern diagnostic test equipment is emphasized. Meets five hours per week.

**AU 224. Automotive Transmission and Drive Systems ..... 4 hrs.**  
This is an introductory course covering automatic transmission, automatic transaxles, manual transmission, and differentials. Service, diagnostic trouble shooting, power flow operation and repair will be the primary topics of instruction in classroom theory and shop practice. Operation of torque converters, drive line joints, and clutches will also be discussed. Meets six hours per week.

**AU 224A. Automotive Machine Shop ..... 4 hrs.**  
Course is designed for the student who is currently employed by or plans to enter into the automotive machinist or repair trade. Areas to be covered will be most all phases of automotive machine shop and engine rebuilding. Actual machine work experience is the foundation of this course with instruction in both practical and theoretical methods. Meets six hours per week.

## Automotive Technology General Motors (GM)

### Automotive Service Educational Program (ASEP)

The Automotive Service Educational Program (ASEP) is a two-year program leading to an Associate in Applied Science degree in Automotive Technology. The ASEP program combines the expertise of New Mexico Junior College and the General Motors Corporation to train students for professional careers as General Motors dealership technicians.

In this unique program students are trained exclusively using the most up-to-date GM vehicles, components, and educational materials available. This includes instruction on all current GM electronic and computer-controlled systems. Throughout the program the student will alternate between classroom and laboratory instruction at the college, and cooperative work experience in a GM dealership.

Due to the highly technical nature of this program, students are expected to meet certain entry-level requirements. Further information may be obtained by contacting the Business and Technology Dean or a General Motors ASEP professor.

**GM 112. Technology for Technicians ..... 2 hrs.**  
This course is an introduction to the computer technology skills required of automotive technicians. Areas of instruction include basic computer operations, the installation and use of software, navigation of Windows and related applications, the use of electronic service information, programming diagnostic devices, and the reprogramming of vehicle on-board computers. Also included is instruction in the sending and receiving of electronic mail (e-mail), and basic Internet applications.

**GM 114. Automotive Fundamentals ..... 4 hrs.**  
This course is an introduction to the servicing of GM vehicles. Areas of instruction include the selection and use of GM service publications, the interpretation of VIN Codes, body styles and car lines, the correct methods of filling out repair orders, and the safe and correct use of hand tools, precision measuring instruments, and equipment. Open to ASEP students only. Meets ten hours per week.

**GM 114A. Cooperative Work Experience I ..... 4 hrs.**  
Work experience in a cooperating General Motors dealership. Student will work as a trainee under the supervision of an experienced GM automotive technician. Open to GM ASEP students only. Minimum of twenty hours of work per week.

**GM 114B. Cooperative Work Experience II ..... 4 hrs.**  
Continuation of GM 114A and GM 124B. Work experience in a cooperating General Motors dealership. Student will work as a trainee under the supervision of an experienced General

Motors automotive technician. Open to GM ASEP students only. Minimum of twenty hours of work per week.

**GM 114C. Cooperative Work Experience III ..... 4 hrs.**  
Continuation of GM 124C and GM 214A. Work experience in a cooperating General Motors dealership. Students will work as a trainee under the supervision of an experienced General Motors automotive technician. Open to GM ASEP students only. Minimum of twenty hours of work per week.

**GM 124. Electronics I ..... 4 hrs.**  
This course is the first of two courses covering General Motors electrical and electronic systems. Areas of instruction include general electrical system diagnosis and repair, battery diagnosis and service, starting system diagnosis and repair, and charging system diagnosis and repair. Open to GM ASEP students only. Meets ten hours per week.

**GM 124A. Engine Performance I ..... 4 hrs.**  
This course is the first of two courses covering General Motors systems related to engine performance and driveability. Areas of instruction include safety, GM engine operation and diagnosis, ignition systems, fuel systems, and an introduction to computerized engine controls. Open to GM ASEP students only. Meets ten hours per week.

**GM 124B. Electronics II ..... 4 hrs.**  
This course is the second of two courses covering General Motors electrical and electronic systems. Areas of instruction include lighting systems, gauges, warning devices, horns, wiper/washers, and power operated accessories. Open to GM ASEP students only. Meets ten hours per week.

**GM 124C. Brake Systems ..... 4 hrs.**  
This course covers the operating principles, service, and troubleshooting procedures of General Motors brake systems. Open to GM ASEP students only. Meets twenty hours per week.

**GM 214. Engine Repair ..... 4 hrs.**  
This course will cover the fundamentals of automotive engine operation, the service and repair of General Motors automotive engines, and the diagnosis and overhaul procedures related to these engines. Open to GM ASEP students only. Meets ten hours per week.

**GM 214A. Manual Drive Train and Axles ..... 4 hrs.**  
This course will cover the operation, service and repair of GM manual drive train and axle systems. Areas of instruction include the diagnosis and overhaul of GM clutch systems, manual transmissions, manual transaxles, front wheel drive axle shafts and CV joints, rear wheel drive universal joints and drive shafts, rear axles and four wheel drive units. Open to GM ASEP students only. Meets ten hours per week.

**GM 214B. Heating and Air Conditioning ..... 4 hrs.**  
This course will cover the operation diagnosis, service and repair of General Motors heating and air conditioning systems. Open to GM ASEP students only. Meets ten hours per week.

**GM 214C. Automatic Transmissions and Transaxles .. 4 hrs.**  
This course will cover the operation, service and repair of General Motors automatic transmissions and transaxles. Also covered will be the diagnosis and overhaul of these automatic transmissions and transaxles. Open to GM ASEP students only. Meets ten hours per week.

**GM 224. Engine Performance II ..... 4 hrs.**  
This course is the second of two courses covering General Motors systems related to engine performance and driveability. Areas of instruction include safety, advanced

ignition systems diagnosis, advanced Computer Command Control (CCC), driveability diagnosis, exhaust emission controls, and GM fuel injection system service, repair and scan diagnostics. Open to GM ASEP students only. Meets ten hours per week.

**GM 224A. Cooperative Work Experience IV ..... 4 hrs.**  
Continuation of GM 214 and GM 224. Work experience in a cooperating General Motors dealership. Student will work as a trainee under the supervision of an experienced General Motors automotive technician. Open to GM ASEP students only. Minimum 20 hours of work per week.

**GM 224B. Suspension and Steering Systems ..... 4 hrs.**  
This course covers the operation, diagnosis, service and repair of General Motors suspension and steering systems. Areas of instruction include GM front and rear suspension, wheel, tires, and steering. Open to GM ASEP students only. Meets ten hours per week.

**GM 224C. Cooperative Work Experience V ..... 4 hrs.**  
Continuation of GM 214B, GM 214C, and 224B. Work experience in a cooperating General Motors dealership. Student will work as a trainee under the supervision of an experienced General Motors technician. Open to GM ASEP students only. Minimum 20 hours of work per week.

## Automotive Technology Ford Motor Company (FM)

### Automotive Student Service Educational Training Program (ASSET)

The Automotive Student Service Educational Training Program (ASSET) is a two year program — leading to an Associate in Applied Science Degree in Automotive Technology. It is a joint effort of three organizations: Ford Motor Company, Ford and Lincoln-Mercury Dealers, and New Mexico Junior College. It's purpose is to provide technical competency and professional abilities for students desiring a professional career as dealership technicians.

This program prepares students to analytically diagnose, service and maintain Ford automotive products using recommended procedures, special tools, and Ford Service Publications. Students are trained using the latest Ford vehicles, components, and educational materials available; students are better equipped to advance in position after additional experience is achieved in the dealership. Throughout the two (2) year program, the student alternates between classroom and laboratory instruction at the college and cooperative work experience in a sponsoring Ford or Lincoln-Mercury dealership.

Due to significant demands of this program, students are required to meet specific entry-level requirements.

**FM 112. Technology for Technicians ..... 2 hrs.**  
This course is an introduction to the computer technology skills required of automotive technicians. Areas of instruction include basic computer operations, the installation and use of software, navigation of Windows and related applications, the use of electronic service information, programming diagnostic devices, and the reprogramming of vehicle on-board computers. Also included is instruction in the sending and receiving of electronic mail (e-mail), and basic Internet applications.

**FM 114. Automotive Fundamentals ..... 4 hrs.**  
This course is an introduction to the servicing of Ford vehicles. Areas of instruction include the selection and use of Ford 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 Ford ASSET students only. Meets ten hours per week.

**FM 114A. Cooperative Work Experience I** ..... 4 hrs.  
Continuation of FM 114 and FM 124. Work experience in a cooperating Ford-Lincoln-Mercury dealership. Student will work as a trainee under the supervision of an experienced Ford automotive technician. Open to Ford ASSET students only. Minimum of twenty hours of work per week.

**FM 114B. Cooperative Work Experience II** ..... 4 hrs.  
Continuation of FM 124A and FM 124B. Work experience in a cooperating Ford-Lincoln-Mercury dealership. Student will work as a trainee under the supervision of an experienced Ford automotive technician. Open to Ford ASSET students only. Minimum of twenty hours of work per week.

**FM 114C. Cooperative Work Experience III** ..... 4 hrs.  
Continuation of FM 124C and FM 214A. Work experience in a cooperating Ford-Lincoln-Mercury dealership. Student will work as a trainee under the supervision of an experienced Ford automotive technician. Open to Ford ASSET students only. Minimum of twenty hours of work per week.

**FM 123. Diesel Engine Operations** ..... 3 hrs.  
The design, operation, maintenance, diagnosis, and repair of diesel engines used in Ford Motor Company vehicles are covered in this course. The instruction provided in this course focuses on diesel engine systems that influence engine performance and 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 and successfully completed FM 124 Automotive Electronics I and FM 124B Electronics II.

**FM 124. Electronics I** ..... 4 hrs.  
This course is the first of two courses covering Ford Motor Company's 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 Ford ASSET students only. Meets ten hours per week.

**FM 124A. Engine Performance I** ..... 4 hrs.  
This course is the first of two courses covering Ford Motor Company's systems related to engine performance and driveability. Areas of instruction include safety, Ford engine operation and diagnosis, ignition systems, fuel systems, and an introduction to computerized engine controls. Open to Ford ASSET students only. Meets ten hours per week.

**FM 124B. Electronics II** ..... 4 hrs.  
This course is the second of two courses covering Ford Motor Company's electrical and electronic systems. Areas of instruction include lighting systems, gauges, warning devices, horns, wiper/washers, and power operated accessories. Open to Ford ASSET students only. Meets ten hours per week.

**FM 124C. Brake Systems** ..... 4 hrs.  
This course covers the operating principles, service, and troubleshooting procedures of Ford Motor Company's brake systems. Open to Ford ASSET students only. Meets ten hours per week.

**FM 211. Noise, Vibration, and Harshness** ..... 1 hr.  
This course is designed to develop a systematic approach to diagnosing and correcting noise, vibration, and harshness (NVH) concerns. Instruction will focus on the use of the Electronic Vibration Analyzer (EVA), the Reed Tachometer, and the Chassis Ears.

**FM 212. Advanced Driveability Diagnosis** ..... 2 hrs.  
This course is designed to develop and apply vehicle driveability-related diagnostic skills. The diagnostic strategies used will include the interpretation of graphed data. In addition, this course covers emission system inspection and emission system efficiency testing procedures. In this course students will use appropriate equipment to diagnose vehicles with multiple faults, intermittent concerns, and no-code concerns related to base engine, electronic engine control, ignition, emission, fuel, and air inlet systems.

**FM 214. Engine Repair** ..... 4 hrs.  
This course will cover the fundamentals of automotive engine operation, the service and repair of Ford Motor Company's automotive engines, and the diagnosis and overhaul procedures related to these engines. Open to Ford ASSET students only. Meets ten hours per week.

**FM 214A. Manual Drive Train and Axles** ..... 4 hrs.  
This course will cover the operation, service and repair of Ford Motor Company's manual drive train and axle systems. Areas of instruction include the diagnosis and overhaul of Ford clutch systems, manual transmissions, manual transaxles, front wheel drive axle shafts and CV joints, rear wheel drive universal joints and drive shafts, rear axles and four wheel drive units. Open to Ford ASSET students only. Meets ten hours per week.

**FM 214B. Heating and Air Conditioning** ..... 4 hrs.  
This course will cover the operation, diagnosis, service and repair of Ford Motor Company's heating and air conditioning systems. Open to Ford ASSET students only. Meets ten hours per week.

**FM 214C. Automatic Transmissions and Transaxles** ..... 4 hrs.  
This course will cover the operation, service, and repair of Ford Motor Company's automatic transmissions and transaxles. Also covered will be the diagnosis and overhaul of these automatic transmissions and transaxles. Open to Ford ASSET students only. Meets ten hours per week.

**FM 224. Engine Performance II** ..... 4 hrs.  
This course is the second of two courses covering Ford Motor Company's systems related to engine performance and driveability. Areas of instruction include safety, advanced ignition systems diagnosis, advanced Electronic Engine Control (EEC), driveability diagnosis, exhaust emission controls, and Ford fuel injection system service, repair, and scan diagnostics. Open to Ford ASSET students only. Meets ten hours per week.

**FM 224A. Cooperative Work Experience IV** ..... 4 hrs.  
Continuation of FM 214 and FM 224. Work experience in a cooperating Ford-Lincoln-Mercury dealership. Student will work as a trainee under the supervision of an experienced Ford automotive technician. Open to Ford ASSET students only. Minimum of twenty hours of work per week.

**FM 224B. Suspension and Steering Systems** ..... 4 hrs.  
This course covers the operation, diagnosis, service, and repair of Ford Motor Company's suspension and steering systems. Areas of instruction include Ford front and rear suspension, wheel, tires, and steering. Open to Ford Motor Company students only. Meets ten hours per week.

**FM 224C. Cooperative Work Experience V** ..... 4 hrs.  
Continuation of FM 214B, FM 214C, and FM 224B. Work experience in a cooperating Ford-Lincoln-Mercury dealership. Student will work as a trainee under the supervision of an experienced Ford automotive technician. Open to Ford ASSET students only. Minimum of twenty hours of work per week.

## Aviation (FT)

**FT 113W. Ground School** ..... 3 hrs.  
The Ground School Private Pilot course is designed to prepare students for the written Federal Aviation Administration (FAA) administered Private Pilot Written Examination. Instruction includes fundamentals of flight, communications, aircraft operation, navigation, and Federal Aviation Regulations. No prerequisites required. Meets three lecture hours per week.

## Basic Studies (BA)

**BA 112C. Personal Finance** ..... 2 hrs.  
A course designed to provide the student with the basic knowledge of principles, practices, and techniques that will be used in handling personal financial affairs throughout their lifetime. Meets two lecture hours per week.

## Biology (BI)

**BI 114. General Biology** ..... 4 hrs.  
Stresses the concept of, the characteristics of, and the diversity of life. Emphasis placed upon the scientific method, the chemistry of living organisms, cell structure and function, photosynthesis, respiration, cell reproduction, inheritance, molecular genetics, and evolution. Recommended to be taken before BI 124. Three lecture hours and three laboratory hours per week.

**BI 124. General Biology** ..... 4 hrs.  
Stresses origins of life, the diversity of viruses, monerans, protists, and fungi, the diversity of plants, plant structure and function, animal diversity, animal structure and function, animal behavior, ecology of populations, ecosystems, and environmental concerns. Recommended to follow BI 114 (however may be taken prior to BI 114). Three lecture hours and three laboratory hours per week.

**BI 214A. Human Anatomy and Physiology I** ..... 4 hrs.  
An integrated study of human structure and function of cells, tissues, integumentary system, skeletal system, muscular system, and reproductive system. Prerequisite: High school biology and chemistry or consent of the instructor. Enrollment restricted to nursing, MLT, and pre-professional students or by consent of the instructor. Three lecture hours and three laboratory hours per week.

**BI 224. Microbiology** ..... 4 hrs.  
Study of the importance of microbiological-organisms in life processes; basic principles of microbiology, isolation, morphology, physiology, identification and applications of bacteria, fungi, and viruses: medical bacteriology and bacterial involvement in disease. Prerequisite: Biology 114 or 124 or consent of the instructor. Chemistry is recommended. Three lecture hours and three laboratory hours per week.

**BI 224A. Human Anatomy and Physiology II** .... 4 hrs.  
Continuation of BI 214A. Nervous, endocrine cardiovascular, respiratory, excretory and digestive systems. Prerequisite: High school biology and chemistry or consent of the instructor. Enrollment restricted to nursing, MLT, and pre-professional students, or by consent of the instructor. Three lecture hours and three laboratory hours per week.

**BI 224B. Human Anatomy and Physiology** ..... 4 hrs.  
An introduction to the structure and function of the human body. Special attention to the structure/function relationships. Emphasis on cells, tissues, organs, and organ systems. Prerequisite: BI 124 or consent of the instructor. Three lecture hours and three laboratory hours per week.

**BI 234. Environmental Microbiology** ..... 4 hrs.  
Through lecture and laboratory exercises students will become familiar with microbiological systems at work in the environment. Prerequisite: BI 114. Three lecture hours and three laboratory hours per week.

## Business Law (BS)

**BS 213. Business Law** ..... 3 hrs.  
The legal framework of business: the basic principles of law that have impact on business and society. Emphasis is upon the principles of the contracts. Other topics treated include the legal and social environment of business, personal property, bailments, and sales. Meets three lecture hours per week.

**BS 223. Business Law** ..... 3 hrs.  
A continuation of the study of the principles of law emphasizing commercial paper, secured transactions, creditors' rights, insurance, agency and employment, business organizations, and real property, and estates. Meets three lecture hours per week.

## Business

The curricula in business training provide for two years of pre-professional work leading toward a career in business. Each curriculum contains courses essential to a general education and permits the study of fundamental business theory and procedures with limited specialization in one of the major business fields. The business faculty of New Mexico Junior College makes a conscientious effort to help each student in the selection and pursuit of a course of study that will be of the most direct value according to the student's needs and purpose. In making course selections, the student should remember that business is a broad field and contains many possible majors.

## General Business (BU)

**BU 113. Introduction to Business** ..... 3 hrs.  
A survey of methods and practices in the business world, business terminology, opportunities in business, contributions of business to our society; provides a foundation for more specialized study. Meets three lecture hours per week.

**BU 113A. Retailing** ..... 3 hrs.  
A study of the general principles of retail store operations which includes organizations, locations, buying, pricing, sales promotions, customer service, and inventory. A classroom approach (theory) in computer electronic spread-sheet applications—no computer class required. Meets three lecture hours per week.

**BU 113B. Salesmanship** ..... 3 hrs.  
The study of basic sales techniques is presented with actual role-playing and sales demonstrations taking place. A classroom (theory) and laboratory approach. Meets three lecture hours per week.

**BU 123A. Advertising** ..... 3 hrs.  
Includes a study of the world of advertising as to the historical development and current practices. The course covers the use of media applications to build an effective sales promotion campaign. Advertising theory is presented along with actual hands-on application. The study of how to catch the eye and urge people to buy in a marketing environment. The course will include the types and roles of visual merchandising including creation, color, and principles of design. Three lecture hours per week.

**BU 133. Consumer Behavior** ..... 3 hrs.  
This course examines the internal and external forces that impact consumption behavior. The consumer decision process

is examined as well as the psychological, sociological, and environmental characteristics that marketers use to impact our buying behavior. Meets three lecture hours per week.

**BU 213. Principles of Management ..... 3 hrs.** Management process, the decision making process, and the science and art of management. The four functions of management: planning, organizing, actuating, and control are studied in formulating and carrying out the objectives, policies, methods, and procedures in managing a successful business enterprise. Role play situations. Meets three lecture hours per week.

**BU 213A. Principles of Finance ..... 3 hrs.** The first course in finance. A survey of the whole field of finance, public and private. Financial institution, instruments and procedures involved in the supply of and demand of loanable funds. Meets three lecture hours per week.

**BU 213B. Principles of Real Estate ..... 3 hrs.** Practice and finance in real estate from the perspective of the property owner, the businessman, and the Realtor. Organization, leasing and property management; also valuation and taxation. Meets three lecture hours per week.

**BU 213D. Principles of Insurance I ..... 3 hrs.** Theory of risk and insurance; types of insurance companies; contract terms and clauses; basic features of life, property, liability, and health insurance. Meets three lecture hours per week.

**BU 213G. Supervision ..... 3 hrs.** A course of study examining the role of supervisory management and how important it is to the over-all success of any organization. Meets three lecture hours per week.

**BU 213F. Personal Financial Management ..... 3 hrs.** An investigation of the financial problems individuals and families face: budgeting, taxes, credit, insurance, investments, planning for the purchase of a home, planning for retirement, etc., and the development of analytical techniques and skills to use in dealing with these problems. Meets three lecture hours per week.

**BU 213H. Real Estate Law ..... 3 hrs.** One of the two state required courses for real estate salesperson licensure. This course covers ownership rights, law of agency, law of contracts, and other legal aspects of real estate. Meets three lecture hours per week.

**BU 223. Business Communications ..... 3 hrs.** Prepares the student to understand business communication in its ever changing environment. Includes: business writing, business style, business memos, short and long reports, job search and resume writing, communication for intercultural business, and ethics and law for business communication. Meets three lecture hours per week.

**BU 223A. Principles of Marketing ..... 3 hrs.** Functions, principles, processes and methods involved in marketing today. Includes types of middlemen, marketing channels, and buying motive. Meets three lecture hours per week.

**BU 223B. Personnel Management ..... 3 hrs.** Application of psychological principles and methods of selection, placement, evaluation and motivation of work and efficiency, human relations, employment laws, and fringe benefits. Meets three lecture hours per week.

**BU 223C. Small Business Management ..... 3 hrs.** This course covers the principles of successful business. Topics to include: how to start and maintain a small business, cash and asset management, management of account receivables, gross margin return on investment analysis, the legal environment, developing a pricing

strategy. Calculations and assignments to be done with the computer. Electronic spreadsheet — no computer class required. Meets three lecture hours per week.

**BU 233. Business Statistics ..... 3 hrs.** This course covers the need for research, sample sizes, types of samples, and data collection. Students will analyze and interpret data through data collection, summarizing data, and data presentation; hypothesis testing, regression, and correlation; random variables, and probability densities. Computer applications will include T-Tests, simple linear regressions and correlations. The course will conclude with an overview of business applications, how statistics are used in society and their importance. (This course will not fulfill the mathematics requirements for any associate degree.) Meets three lecture hours per week.

## Chemistry (CH)

**CH 114. Current Concepts of Chemistry ..... 4 hrs.** Fundamental chemical concepts, properties of substances, chemical bonding, energy, acids, bases, and nuclear energy. Topics are discussed with current applications. For non-science majors only. Three lecture hours and three laboratory hours per week.

**CH 114A. General Chemistry ..... 4 hrs.** A comprehensive study of chemical behavior of matter. Study of atomic theory, chemical bonding, elemental periodicity, nomenclature, and physical properties in relation to structure. Designed for pre-professional and science majors. Three lecture hours and three laboratory hours per week.

**CH 124A. General Chemistry ..... 4 hrs.** A continuation of CH 114A. Solutions, equilibrium, elementary thermodynamics, reaction kinetics, acids-bases, and electrochemistry. Designed for pre-professional and science majors. Prerequisite: CH 114A. Three lecture and three laboratory hours per week.

**CH 214. Organic Chemistry ..... 4 hrs.** Important aliphatic and aromatic classes of carbon compounds with emphasis on structure, nomenclature, reactions, IR analyses, and synthetic techniques. Prerequisite: CH 124A or consent of instructor. Three lecture hours and three laboratory hours per week.

**CH 224. Organic Chemistry ..... 4 hrs.** A continuation of CH 214. Prerequisite: CH 214. Three lecture hours and three laboratory hours per week.

**CH 234. Environmental Chemistry ..... 4 hrs.** This course offers a basic understanding of environmental chemistry and its applications in soil, water, and the atmosphere. Relationships between environmental science and technology, aquatic and atmospheric chemistry, chemistry of the geosphere and soil, biochemistry, environmental chemical analysis, and fundamental organic chemistry will be explored. Prerequisite: CH 114A. Three lecture hours and three laboratory hours per week.

## Computer Information Systems (CS)

The development and use of computers in our society has created a need for individuals with computer data processing skills. The computer science curriculum is designed to equip students with skills necessary to satisfy these needs. Occupational competency in computer usage may be achieved through a certificate or degree program. The two-year, associate in applied science degree emphasizes microcomputer applications while the nine month microcomputer certificate concentrates on specific departmental courses. Others who desire specific skills, but do not wish to complete a program, may take individual courses. Students may also complete courses for future transfer toward four-year degree programs.

**CS 111A. Keyboarding on Microcomputers (same as SC 111A) ... 1 hr.**  
This is a five week course that utilizes a computerized keyboarding program which presents a few new keys in each lesson.

**CS 113. Fundamentals of Programming ..... 3 hrs.**  
Emphasis for the student is to acquire the necessary tools to be an effective computer programmer. This course will also introduce the student to the high-level languages which are taught at this institution. Topics include: the Program Development Procedure, Flowcharting, Programming a VAX-11 Computer, Programming Microcomputers, Text Editors, Introduction to the High-Level Languages, Program Documentation, and Debugging Techniques. Prerequisite: Student must be eligible to enroll in MA 113 or consent of instructor. Combination of five lecture and laboratory hours per week.

**CS 113A. Introduction to Management Information Systems ..... 3 hrs.**  
A survey of computer usage designed to develop computer literacy. Topics include general concepts of computer operations, the social and economic impact of computers on society, the role of computers in education, use and evaluation of software, and the future use of computers. Recommended for general education students. Meets five hours per week.

**CS 113C. Internet Access Basics ..... 3 hrs.**  
This course is designed to teach fundamental concepts in accessing the Internet. Tasks for the course will include acquiring skills through e-mail, telnet, ftp, gopher, wais,archie, veronica. In addition, the course will cover working with listservs and the use of the world wide web (text and graphics). Numerous other relevant Internet topics will be discussed regarding ethics issues and concerns. Meets five hours per week. Prerequisite: CS 123A, Microcomputer Applications.

**CS 113W. Microcomputer Applications for Teachers. 3 hrs.**  
This course is designed to offer instruction in basic microcomputer operation and will introduce a variety of software packages of interest to educators. Meets five hours per week.

**CS 123A. Microcomputer Applications ..... 3 hrs.**  
This course is designed to teach students how to operate a microcomputer. Students will learn to perform such functions as 'booting the system', formatting disks, making disk back-ups, copying files, and applying basic computer terminology. Students will also learn the fundamentals of typical microcomputer software including word processing, spreadsheets, and database management. Meets five hours per week. Recommended for all students.

**CS 123B. Computer Graphics I (Same as DT 123A) ... 3 hrs.**  
This course is designed as an introductory course in Computer Graphics including basic computer graphic concepts, equipment configurations, disk initialization and formatting, design and layout, and actual hands-on experience producing a variety of drawings and graphic assignments. The use of various computers and computer software will be covered using keyboard, mouse, and digitizer menu features. The use of digital input devices (scanning) and output devices (printers) will also be covered in this course. No prerequisites. Meets six hours per week.

**CS 123C. MS-DOS Basics ..... 3 hrs.**  
This course is designed to instruct students in fundamentals of the MS-DOS operating system for IBM compatible microcomputers. Students will become thoroughly familiar with the basic operation of microcomputers. Meets five hours per week.

**CS 123D. Windows Applications I ..... 3 hrs.**  
This course is designed to offer instruction on Microsoft Windows software for word processing, database, and spreadsheets. Meets five hours per week.

**CS 123E. Presentation Graphics ..... 3 hrs.**  
This class is designed to offer instruction on features of widely used presentation software. Features include: presenting graphs, charts, and maps, etc., which are used by businesses and educational institutions. Similarities between presentation applications will be addressed as appropriate. Prerequisite: CS 123A Microcomputer Applications, or consent of the instructor. Meets five hours per week.

**CS 123F. Macintosh Applications ..... 3 hrs.**  
The emphasis in this course is on basic Macintosh System 7.x operators and applications. Operations will include using fonts, desk accessories and utilities, launching applications, understanding the Finder, creating folders, copying disks, and copying documents. Applications will include the Microsoft Office Suite. Prerequisite: none. Class meets five hours per week.

**CS 123G. Windows Applications II ..... 3 hrs.**  
This course is designed to reinforce students' knowledge of Microsoft Windows software for word processing, databases, spreadsheets, and presentation graphics. Students will apply advanced operations for each software package in numerous lab assignments. Prerequisite: CS 123D Windows Applications I. Meets five hours per week.

**CS 123W. Microcomputer Applications for Administrators ..... 3 hrs.**  
This course is designed to offer instruction in basic microcomputer operation and will introduce a variety of software packages of interest to educators. Meets five hours per week.

**CS 213. EXCEL ..... 3 hrs.**  
This course is designed to give students a thorough understanding of Excel, including the spreadsheet, graphics, windows, database functions, and macro design. The student will gain extensive hands-on experience in each facet of Excel. Prerequisite: A grade of 'C' or higher in either CS 123A - Microcomputer Applications, CS 223G - LOTUS 1-2-3, CS 123D Windows Applications. Meets five hours per week.

**CS 213B. RPG Programming ..... 3 hrs.**  
Basic components of the RPG language and application of these principles are applied in writing RPG programs to solve business problems. Recommended for data processing majors and business students. Prerequisite: Student must be eligible to enroll in MA 113 or consent of instructor. Prior enrollment in CS 113 is recommended. Meets five hours per week.

**CS 213C. BASIC Programming ..... 3 hrs.**  
This course is designed to focus on the fundamental concepts of computer programming using the BASIC language on microcomputers or a multi-terminal timesharing system. Students will learn and apply the program development cycle (which includes analysis, flowcharting, coding, testing, debugging, and documentation) to solve simple business, scientific, and other general type problems. Prerequisite: Student must be eligible to enroll in MA 113 or consent of instructor. Prior enrollment in CS 113 is recommended. Meets five hours per week.

**CS 213D. COBOL Programming ..... 3 hrs.**  
This course is designed to present basic components of the COBOL language to solve business problems. Prerequisite: Student must be eligible to enroll in MA 113 or consent of instructor. Prior enrollment in CS 113 is recommended. Meets five hours per week.

**CS 213E. Microsoft Windows ..... 3 hrs.**  
This course is designed to teach the features of a graphic user interface. Students will be familiarized with streamlined ways to work with a personal computer. Topics include ease in start up, working with software applications, operating more than

one application at a time, transferring information between applications, and organizing and managing files created with software applications. Prerequisite: CS 123A - Microcomputer Applications or consent of instructor. Meets five hours per week.

**CS 213F. C Programming** ..... 3 hrs.  
This course is designed to teach a wide variety of C Programming concepts. Due to C's compactness, it has been noted for a wide spectrum of programming tasks including system programs, operating systems, application programs, word processors, database managers, and spreadsheets. Prerequisite: Student must be eligible to enroll in MA 113 or consent of instructor. Prior enrollment in CS 113 is recommended. Meets five hours per week.

**CS 220G. Practical Applications** ..... 1-4 hrs.  
A Computer Science problem which deals with the student's individual interest area, will be assigned by the instructor. The student will solve the problem independently with the instructor acting as an advisor. Choice of programming language may vary depending on the proficiency of the student. Thirty clock hours of time on the problem will be needed for one semester credit hour. Prerequisite: Advanced standing and permission of the instructor.

**CS 223G. Lotus 1-2-3** ..... 3 hrs.  
This course is designed to give students a thorough understanding of Lotus 1-2-3, including the spreadsheet, graphics, and database functions, as well as macro-design. Students will gain extensive hands-on experience in all of these facets of Lotus 1-2-3. Prerequisite: A grade of C or above in CS 123A or instructor consent. Meets five hours per week.

**CS 223H. Desktop Publishing** ..... 3 hrs.  
(Same as SC 223G & DT 223G) This course is designed to provide students with a thorough understanding of desktop publishing and the basics of design and layout. The student will gain extensive hands-on experience designing publications using PageMaker on a Macintosh computer. Meets five hours per week./

**CS 223L. Advanced C Programming** ..... 3 hrs.  
This course will continue to focus on C++ Programming by utilizing specific applications in C. An in depth study in data structures, program applications, and some graphics, as well as any new releases regarding C programming will be covered in this advanced course. Prerequisites: CS 213F or consent of the instructor. Meets five hours per week.

**CS 223M. Microcomputer Repair and Upgrade** ... 3 hrs.  
This course will allow students to learn routine preventive maintenance for their PC including hardware troubleshooting, trouble shooting software, motherboard testing, adding replacement boards and peripherals, and upgrading the central processing unit. Students may bring their own microcomputers to class for evaluation and/or upgrade. Meets five hours per week. Prerequisite: CS 123A or consent of the instructor.

**CS 223N. Networking** ..... 3 hrs.  
This course is designed to introduce students to the fundamentals of Local Area Networking (LAN) using current industry standards in networking. Students will learn the basics of network administration, supervision, information sharing, software installation, and trouble shooting techniques. Meets five hours per week.

**CS 243. Advanced Desktop Publishing** ..... 3 hrs.  
(Same as SC 243 and DT 243) Students will create newsletters, brochures, flyers, and documents. Assignments will be completed which require independent self-paced direction. Color scanning and design layout problems will be addressed. Desktop Publishing is taught on the

Macintosh computer using PageMaker software. Prerequisite: DT 223G, CS 223H or SC 223G. Meets five hours per week.

## Cosmetology (CO)

**CO 112. Theory I** ..... 2 hrs.  
Introduction to cosmetology theory in the areas of orientation professional image, first aid and ethics. This course helps students understand the demands of the profession and prepares them for the self discipline needed to be successful in their career and personal lives.

**CO 113. Facials** ..... 3 hrs.  
This course covers related theory, anatomy, physiology, preparation, procedures and practice, products, materials and implements, theory of massage, facial treatments and makeup application. Use of electrical appliances and currents, use of specialized machines for treatments, artificial eyelashes, removal of unwanted hair, eyelash and brow tinting, and light therapy, client consultation and recommendations and client recordkeeping and safety.

**CO 114. Chemical Rearranging/Perms and Relaxers** ..... 4 hrs.  
This course covers preparation, procedures, practice and related theory. Product knowledge, and related theory in anatomy and physiology, products, materials and implements, hair analysis and client consultation, related chemistry, client recordkeeping and safety.

**CO 115. Hair Cutting** ..... 5 hrs.  
This course covers related theory, anatomy, physiology, preparation, procedure and practice. Use of shears, scissors, razors and clippers. Safety practices, products, materials and implements, client consultation and recommendations, client recordkeeping, safety, and practice.

**CO 122. Theory II** ..... 2 hrs.  
This course covers the areas of state laws and regulations, chemistry, electricity, professional standards and retailing in the salon.

**CO 123. Hairstyling** ..... 3 hrs.  
This course covers related theory of hairstyling, anatomy, physiology, preparation, procedures and practice, products, materials and implements, hair analysis and client consultation. Wet styling, blow drying, finger waving, air waving, hair pressing, client consultation and recommendations, client recordkeeping and safety.

**CO 132. Sterilization and Sanitation** ..... 2 hrs.  
This course covers safety, preparation procedures and practice, products, materials and implements, and theory for personal and public safety, methods of sanitation and sterilization, chemical agents, types of bacteria, bacterial growth and infections.

**CO 142. Shampoo, Rinses, and Scalp Treatments** ..... 2 hrs.  
This course covers preparation, procedures and practice, products, materials, implements and related theory. Related theory in anatomy, physiology, hair analysis, disorders of hair and scalp, related chemistry, client recordkeeping and safety.

**CO 212. Theory III** ..... 2 hrs.  
This course will cover the areas of communication, resume writing, state laws and regulations review, and job seeking and retention.

**CO 213. Manicuring/Pedicuring** ..... 3 hrs.  
This course covers related theory, anatomy, physiology, preparation, procedure and practice, products, materials and implements. Theory of massage, advanced nail techniques, client consultation and recommendations, client recordkeeping and safety.

**CO 216. Cosmetology Clinical Practice** ..... 6 hrs.  
This course is the practice of all skills and knowledge learned in related courses.



**CO 222. Hair Coloring/Bleaching ..... 2 hrs.**  
This course covers related theory, anatomy, physiology, preparation, procedures and practice, products, materials and implements, hair analysis and related chemistry, client consultation, temporary, semi-permanent, and permanent application, bleaching, tinting, toning, frosting, special effects and problems, client consultation and recommendations, client recordkeeping and safety.

**CO 223. Practical Cosmetology ..... 3 hrs.**  
This course is developed as an independent clinic practice and makeup class for missed hours. This class can only be taken after all other required classes have been taken and passed with 75% or better.

**CO 232. Salon Business and Retail Sales ..... 2 hrs.**  
This course covers related theory, opening a salon and business plan, written agreements, regulations, laws, salon operations, policies, practices, personnel, compensation, payroll deductions, use of telephone, advertising, retail and salesmanship, client communication, public relations, insurance, salon safety.

**CO 242. Personal and Community Health ..... 2 hrs.**  
Study will be focused on public health issues pertaining to the cosmetology profession. Specific issues will involve the condition of the skin, hair, and nails.

## **Criminal Justice (CJ)**

**CJ 113. Introduction to Criminal Justice ..... 3 hrs.**  
The development and philosophy of criminal justice in a democratic society and an introduction to agencies involved in the administration of criminal justice. Discussion will include the goals of the police, history of the criminal justice system, how the system functions within the context of government to protect individual rights as well as Constitutionally imposed restrictions on the system.

**CJ 113A. Patrol Procedures I ..... 3 hrs.**  
Basic patrol concepts including high risk and unknown risk patrol tactics, handling special needs individuals, domestic violence, disorderly conduct, public disturbances, intoxication, vehicle/foot patrol and observation.

**CJ 123A. Patrol Procedures II ..... 3 hrs.**  
Basic techniques for arrest/custody, supervision, and transportation of prisoners, handling crimes in progress, preliminary investigations, conduct at crime scenes and officer survival.

**CJ 113B. Criminal Law ..... 3 hrs.**  
History and principles of criminal law; development of the courts system; constitutional, statutory, and common law; civil liability; rules of evidence; and criminal procedure.

**CJ 213B. Criminal Procedure ..... 3 hrs.**  
Concentrating on substantive criminal law. General rules, principles, and doctrines of criminal liability in the United States; classification of crimes against persons, property, and the public welfare.

**CJ 213A. Criminal Investigation I ..... 3 hrs.**  
Fundamentals of criminal investigation. Includes conduct at crime scenes, collection and preservation of evidence, interviews and interrogations, crime scene photography and sketching, and report writing.

**CJ 223A. Criminal Investigation II ..... 3 hrs.**  
A continuation of Criminal Investigation I concentrating on specific investigations according to the type of crime. Special emphasis is placed on homicide investigations and the rules of search and seizure.

**CJ 113C. Crime In America ..... 3 hrs.**  
Emphasis on the nature of crime in the United States including the evolution of Law as we know it. Topics addressed include basic theories of criminal behavior, characteristics of major crimes, and sociological, demographic and psychological characteristics of those who commit crimes.

**CJ 113D. Probation, Parole and Community Corrections ..... 3 hrs.**  
The role of community corrections within the Criminal Justice System; operation of the correctional institution; alternatives to incarceration; treatment and rehabilitation of offenders; distinction between parole and probation and the legal basis governing the supervision of juvenile and adult offenders placed on probation or parole.

**CJ 113E. Introduction to the Judicial Process ..... 3 hrs.**  
History and development of the courts, trial by jury and other dispute resolution mechanisms; organization, structure, and jurisdiction of courts; trial and non-trial processes of the judiciary.

**CJ 113F. Juvenile Justice System ..... 3 hrs.**  
The organization, functions, and jurisdiction of juvenile agencies. Discussion includes the juvenile court and justice system, historical development of the concept of delinquency, the special status of juveniles under the law, and special attention to juvenile justice procedural law (Children's Code and Rules of Procedure).

**CJ 113G. Introduction to Community Relations/Policing ..... 3 hrs.**  
Examination, recognition and understanding of community problems; community action programs; methods of coping with human behavior; victimology, conflict and communication; ethnic and minority cultures and environments. Relationships with law enforcement emphasizing the role of police officers, individually and collectively, in achieving and maintaining a positive public response to police goals and objectives.

**CJ 123. SOCIAL Issues and Law Enforcement ..... 3 hrs.**  
This course will explore how social issues such as drug and alcohol abuse, poverty, domestic violence, child abuse, mental disorders and gangs affect law enforcement as well as cause and effect characteristics of these social issues.

**CJ 123D. Technical Writing for Law Enforcement ..... 3 hrs.**  
Focus on clear, concise and accurate reports with an emphasis on sentence and paragraph construction, grammar and punctuation. Emphasis on purposes, terminology, types and contents of reports and written communication skills.

**CJ 123E. Firearms Proficiency ..... 3 hrs.**  
Moral aspects, legal provisions, safety precautions, and restrictions covering the use of firearms. Includes range practice in the firing of handguns and shotguns.

**CJ 123F. Traffic Law & Accident Investigation ..... 3 hrs.**  
Theories and basic techniques of accident investigation: what the vehicle shows, examination of the roadway, recording and preservation of skidmark evidence, speed estimates, reconstruction of the accident scene, diagram and map making, photographing the accident scene, background investigation, court testimony and study of the New Mexico vehicle code.

**CJ 213D. New Mexico Law ..... 3 hrs.**  
Substantive provisions of the New Mexico Criminal Code with particular emphasis on those areas which have proven to be the most common problem areas for the law enforcement community.

**CJ 223C. Narcotics and Dangerous Drugs ..... 3 hrs.**  
Emphasis on the pharmacological properties of abused drugs, common abuse patterns, field testing, evidence requirements and investigation techniques utilized in narcotics and dangerous drug investigations.

**CJ 223D. Fundamental of Interviewing ..... 3 hrs.**  
Proper interviewing techniques, including discussion on the constitutional rights of the subject and applicable court decisions.

## Theatre (DR)

**DR 113. Introduction to Theatre ..... 3 hrs.**  
A general introduction to the art of theatre. The aesthetic and practical dimensions of the unified work of theatre production is explored. Various aspects of study include: acting, directing, theatre architecture, setting design, dramatic theory, and theatre history. Three hours per week.

**DR 113A. Theatrical Make-up ..... 3 hrs.**  
Theory and practice of make-up design and application for the stage. May be repeated two times toward degree requirements. Three hours per week.

**DR 123. Rehearsal and Performance ..... 3 hrs.**  
Through participation the student is introduced to the various aspects of play production. Experience can include performance, design, and management. Lecture and laboratory requirements are assigned by the instructor. May be repeated two times toward degree requirements.

**DR 123A. Theatre Practicum ..... 3 hrs.**  
Designed with application of basics of rehearsal and performance study in mind. A substantial increase in participation in theatre productions through practical experience in performance and/or technical assignments. May be repeated two times toward degree requirements. Prerequisite: DR 123. Production hours as assigned.

**DR 123W. Stage Craft ..... 3 hrs.**  
Theoretical introduction to basic aspects of technical theatre production and scene shop procedures. In-shop practicum hours toward fulfillment of the course credit is required. May be repeated two times toward degree requirements. Three hours per week.

**DR 133W. Beginning Acting ..... 3 hrs.**  
Acting is designed to enhance the student's ability for performance appreciation and to create a foundation for utility of the craft. Both novices and more advanced practitioners will have the opportunity to benefit from the course. Through involvement in the study and application of the form, students will be better prepared to continue their interest in performance or to focus their ability to appreciate a wider range of performance art. Artistic growth in performance is a main consideration. Three lecture and laboratory hours per week. May be repeated two times toward degree requirements.

**DR 143A. Technical Production ..... 3 hrs.**  
Practical experience and training in activities involved with the technical production of theatre. Assignment of technical position for theatre production is required. May be repeated two times toward degree requirements. Prerequisite: DR 123W. Three hours per week.

**DR 233W. Intermediate Acting ..... 3 hrs.**  
Designed to build on the basics of beginning work in the discipline. The emphasis is on development and control of voice, body, mind, and emotion. Practice in workshop and dramatic situations pertaining to the training areas is stressed. Prerequisite: DR 133W. May be repeated two times toward degree requirements. Three hours per week.

## Developmental Studies (DS)

Please note that effective with the 1995 Fall semester, developmental study courses cannot be used to satisfy graduation requirements; however, developmental 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 developmental study courses toward satisfying associate degree graduation requirements provided the previous catalog is the official catalog of record (see General Policies, Procedures and Fees in this catalog for additional information).

**DS 103. Basic Reading ..... 3 hrs.**  
The course is designed to use an intense, systematic phonics program which will employ continuous review and incremental development. The instruction will begin with the teaching of each letter and letter combination along with the rules applicable for the use of that letter or letter combination. The curriculum will continue with word attack skills and vocabulary development. Laboratory attendance is required as arranged. An exit reading level of 33-56 on the Compass Test is required for completion of the course. (Designed for E.S.L. students only.)

**DS 111. Nursing Calculations ..... 1 hr.**  
Designed for the student majoring in nursing. Includes a brief review of roman numerals, fractions, decimals, ratio, and proportion. Introduction to metric, apothecary, and household measurements as they apply to drug administration. Computation of drug dosage for adult and child, including intravenous infusion rate. One lecture hour per week. Co-requisite: NU 116 or consent of instructor.

**DS 113. Developmental Reading ..... 3 hrs.**  
Developmental reading is for the student who possesses basic reading skills, but whose reading score on the Compass Test is between 33-56. The course emphasizes study skills, vocabulary development, and improvement in inferential comprehension. Laboratory attendance is required as arranged. An exit reading score between 57-70 on the Compass Test is required for completion of this course.

**DS 113C. Review of English ..... 3 hrs.**  
The developmental English class is required for those students who score a 59 or lower on the English entrance exam. It is also recommended for those students who need additional practice and background in English. The course provides a review of usage, sentence skills, paragraph composition, and the five paragraph themes. The course cannot be substituted for any of the English requirements that lead to an associate degree. The grade for the class is recorded as an S or L, depending upon the performance on the Exit Essay. Computers are used in most of these classes. Three lecture hours per week.

**DS 113E. Basic Mathematics ..... 3 hrs.**  
Skills and concepts of arithmetic for students needing to strengthen their mathematical background. Does not fulfill the mathematics requirements for any of the associate degrees. Three lecture hours per week.

**DS 113F. Elementary Algebra ..... 3 hrs.**  
Skills and concepts of basic algebra for students with no background in algebra. Does not fulfill the mathematics requirements for any of the associate degrees. Three lecture hours per week.

**DS 113G. Preparatory Biology ..... 3 hrs.**  
This course is designed to help prepare students for BI 114. It will help strengthen their knowledge of the fundamentals of biology as well as teach them skills in note taking, test taking and study habits pertaining particularly to BI 114. May not be counted toward a degree plan as a laboratory science. Three lecture hours per week.

**DS 114A. Fundamentals of Biology ..... 4 hrs.**  
An introductory study of the basic principles of living organisms including physical and chemical properties of life, organization, function, genetics, and classification. This class may not be counted toward a degree plan as a laboratory science but will count as a laboratory science prerequisite for nursing students. Three lecture hours and two laboratory hours per week.

**DS 123. Reading Improvement ..... 3 hrs.**  
Reading Improvement is for the student who possesses fundamental reading skills, but whose reading score on the Compass Test is between 57 and 70. The course provides instruction in the development of inferential, interpretive, and evaluative reading skills, and vocabulary development. Laboratory attendance is required as arranged. An exit reading score between 71-83 on the Compass Test is required for completion of this course.

**DS 123G. Preparatory Biology ..... 3 hrs.**  
This course is designed to help prepare students for BI 124. It will help strengthen their knowledge of the fundamentals of biology as well as teach them skills in note taking, test taking and study habits pertaining particularly to BI 124. May not be counted toward a degree plan as a laboratory science. Three lecture hours per week.

**DS 133. College Preparatory Reading ..... 3 hrs.**  
College Preparatory Reading is for the student whose reading score on the Compass Test is between 71 and 83. The course provides instruction in the development of inferential, interpretive, and evaluative reading skills, and vocabulary development. Laboratory attendance is required as arranged. An exit reading score between 84 - 100 on the Compass Test is required for completion of this course.

**DS 196. English As a Second Language I ..... 3 hrs.**  
English for the non-native speaker based on the development of oral language skills and interaction strategies. English pronunciation, grammar, and intonation, and idiomatic English expression. Six lecture hours with six hours of lab with individual tutor.

**DS 296. English As a Second Language II ..... 3 hrs.**  
Continuation of DS 196 with emphasis on academic writing skills and grammar of written English. Prerequisite: DS 196. Six lecture hours per week with six hours of lab with individual tutor.

## Design Communication (DT) and (EG)

Offerings in Design Communication complement the Associate in Applied Science degree and a certificate in two areas of specialization. Options are available in Computer Assisted Drafting, and Computer Graphic Design. Each option utilizes computer graphics.

Computer Graphic Design is intended to provide entry-level job skills in creating artwork and graphics for business, graphic arts, advertising, television, publications, and illustration.

Computer-Assisted Drafting provides entry-level training in the use of computers to create technical drawings for engineering, architecture, and manufacturing.

**DT 111. Conceptual Development Forum I ..... 1 hr.**  
This course offers an exploration of vital aspects of Graphic Design thought and practices, including aesthetics and professional practices. The student's abilities, artistic identity and future direction, will be assessed using written documentation, and oral and visual presentation. Topics may include resume and portfolio preparation, interviewing, exhibition, legal rights and tax laws, framing, etc. Must be taken for two consecutive semesters prior to graduation. Offered each semester and may be repeated for a maximum of four credits. No prerequisite. Meets one hour per week.

**DT 211. Conceptual Development Forum II ..... 1 hr.**  
Continuation of Conceptual Development Forum I.

**DT 113A. Art for Architecture ..... 3 hrs.**  
This course is designed to stimulate an awareness and appreciation of art as it is applied to architecture. The history of the art-architecture partnership is studied. Skills will be developed in designing and executing wall graphics through a variety of media, design of signs, relief and bas-relief panels, and mosaics. No prerequisite. Meets five hours per week.

**DT 113B. Technical Illustration I ..... 3 hrs.**  
This course is designed to teach techniques used in the preparation of three-dimensional drawings and illustrations from actual objects, working drawings, or photographs. No prerequisite. Meets five hours per week.

**DT 114. Drafting ..... 4 hrs.**  
This course is designed to teach fundamental techniques of drafting including sketching, lettering, use of instruments, projections, conventions, and dimensioning. A basic study of the various drafting areas: machine, electronic, architectural, and illustration. No prerequisite. Meets six hours per week.

**DT 113D. Introduction to Graphic Arts ..... 3 hrs.**  
This course is designed to acquaint students with the graphic industry through procedures and practices. Topics to be covered include shop safety, design, layout/paste-up, fundamentals of offset printing and multiple original digital printing. No prerequisite. Meets four hours per week.

**DT 123A. Computer Graphics I ..... 3 hrs.**  
This course is designed as an introductory course in Computer Graphics including basic computer graphic concepts, equipment configurations, disk initialization and formatting, design and layout, and actual hands-on experience producing a variety of drawings and graphic assignments. The use of various computers and computer software will be covered using keyboard, mouse, and digitizer menu features. The use of digital input devices (scanning) and output devices (printers) will also be covered in this course. No prerequisites. Meets six hours per week.

**DT 123B. Graphic Arts II ..... 3 hrs.**  
This course is designed as a continuation of DT 113D. Skills developed in Introduction to Graphic Arts will progress at an advanced level and pace. Students will explore advanced procedures of layout/design, photo offset, electronic scanning and digital output with emphasis on quality and finished production. Prerequisite: DT 113D - Introduction to Graphic Arts. Meets five hours per week.

**DT 123W. Technical Illustration II ..... 3 hrs.**  
This course is designed to acquaint the student with advanced techniques in the preparation of illustrations for magazines, newspapers, books, architectural, and mechanical. Prerequisite: DT 113B. Meets five hours per week.

**DT 214. Architectural Drawing ..... 4 hrs.**  
The course is designed to teach basic construction drafting covering blueprint readings, lettering, symbols conventions, architectural working drawings, construction materials, methods, and standards. Prerequisite: DT 114 - Drafting. Meets six hours per week.

**DT 223. Graphic Design I ..... 3 hrs.**  
This course offers the student a study of graphic design visual communication problems for a variety of business clients in advertising and the corporate world. An exploration of color, light, structure, space, perspective, type, history and organization will be used to develop and meet the objectives of professional design projects. The student will begin to develop acceptable formatting skills used to execute and present design solutions using clear visual thinking and professional craftsmanship. Prerequisite: DT 223G or DT 123A, and DT 113B. Meets five hours per week.

**DT 223B. Industrial Design ..... 3 hrs.**  
This course is designed to acquaint students with principles involved in industrial and product design. The course will

encourage research and experimentation concerning basic design problems of products. Material requirements, design methodology, and the construction of prototypes will be studied. Prerequisite: DT 113B Technical Illustration I and DT 114 Drafting, or the consent of instructor. Meets five hours per week.

**DT 223G. Desktop Publishing ..... 3 hrs.**  
(Same as CS 223H and SC 223G) This course is designed to provide students with a thorough understanding of desktop publishing and the basics of design and layout. The student will gain extensive hands-on experience designing publications using page layout software. Meets five hours per week.

**DT 223D. Computer Animation & Multimedia Production I. 3 hrs.**  
This course is designed as an introductory course in microcomputer animation. Topics to be covered will include storyboard layout, graphic paint programs, text manipulation, sound, scripting, time acceleration, and special effects. Meets five hours per week. Prerequisite: DT 123D.

**DT 223W. Advertising Layout and Design ..... 3 hrs.**  
This course introduces students to practical applications of layout design in the graphics industry. Course content will include a study of newspaper and newsletter form, principles of conventional and modern layout, tools, typography, and effective use of color. Prerequisite: DT 123A CADD I or the consent of instructor. Meets five hours per week.

**DT 224. Computer Graphics II ..... 4 hrs.**  
This course is designed to provide an advanced level of training and experience in the study of computer graphics. Students will increase their level of both skill and speed and produce professional quality graphic images and apply them to the design and layout on assigned projects. Prerequisite: DT 123A - Computer Graphics I. Meets six hours per week.

**DT 224A. Computer Graphics III ..... 4 hrs.**  
This course is designed to provide training and experience in editing, manipulating and creating photographic quality, professional images. The course will cover design and layout using photographic images and also preparation for importing these graphic images into a page layout program for use in printed publications. Prerequisite: DT 224 - Computer Graphics II. Meets six hours per week.

**DT 223W. Computer Animation & Multimedia Production II ..... 3 hrs.**  
This course is designed as a continuation of DT 223D. Topics to be covered will include advanced animation sequences, simulations, and multi-media slide presentations. Prerequisite: DT 223D. Meets five hours per week.

**DT 243. Advanced Desktop Publishing ..... 3 hrs.**  
(Same as CS 243 and SC 223G) Students will create newsletters, brochures, flyers, and documents. Assignments will be completed which require independent self-paced direction. Color scanning and design layout problems will be addressed. Industry standard page layout software will be used. Prerequisite: CS 223H, SC 223G, or DT 223G. Meets five hours per week.

**EG 114. Introduction to Computer Assisted Drafting ..... 4 hrs.**  
Introduction to Computer Assisted Drafting is offered to introduce various Computer Assisted Drafting (CAD) software packages to students. Students will gain knowledge in the use and principals of CAD. Manual drafting concepts and tools will be introduced as a base of knowledge for CAD terminology. The main emphasis will be the application of different CAD software packages and introduction to specific hardware used in the CAD environment. Additional software will be

introduced. The software will include system operating software, word processing, and spreadsheet applications. Basic CAD concepts will be covered. These include drawing setup, 2-dimensional entity creation, coordinate entry methods, drawing aides, and time permitting, 3-dimensional entity creation. Prerequisites: None. Meets six hours per week.

**EG 124A. Computer Assisted Drafting for Architecture ..... 4 hrs.**  
Offered to introduce students to the uses of Computer Assisted Drafting (CAD) in the architecture profession. This course will cover the use of (CAD) in preparing construction documents and 3-dimensional models of buildings. Architecture terminology, building techniques, building conventions, building design, and architecture-related information will be introduced. Prerequisites: EG 114. Meets six hours per week.

**EG 124B. Computer Assisted Drafting for Engineering ..... 4 hrs.**  
Offered to introduce students to the uses of Computer Assisted Drafting (CAD) in the engineering professions. This course will cover the use of (CAD) in preparing construction documents and 3-dimensional models of objects. Engineering terminology, drawing techniques, engineering conventions, engineering design, and engineering-related information will be introduced. Prerequisites: EG 114. Meets six hours per week.

**EG 214A. Computer Assisted Drafting for GIS ..... 4 hrs.**  
Offered to introduce students to the uses of Computer Assisted Drafting (CAD) in Geographic Information Systems. This course will cover the use of (CAD) in the creation and linking of Geographic Information to other software applications. Geographic Information terminology, drawing techniques, and Geographic Information Systems-related information will be introduced. Prerequisites: EG 124A or EG 124B. Meets six hours per week.

**EG 224A. Advanced Computer Assisted Drafting ..... 4 hrs.**  
Offered to introduce students to customization of the Computer Assisted Drafting environment to meet specific needs. This course will also cover advanced rendering and animation of 3-D models. Prerequisites: EG 124A or EG 124B. Meets six hours per week.

## Economics (EC)

**EC 213. Principles of Economics (Macro) ..... 3 hrs.**  
Macro-economic theory and public policy, concepts of national income, monetary and fiscal policy as means of regulating the economy by solving the problems of unemployment, inflation, and inconsistent economic growth. Meets three lecture hours per week.

**EC 213A. Introduction to Economics ..... 3 hrs.**  
A course for those students not wishing to pursue specialized study in business or economics but who want greater insight into the nature of current economic problems and how those problems affect individual well-being and society. Covers the major elements of, but will not substitute for EC 213 and EC 223. Meets three lecture hours per week.

**EC 223. Principles of Economics (Micro) ..... 3 hrs.**  
This course presents micro-economic theory, concepts of supply and demand, input and output decisions in perfect and imperfect competition, distribution of income to factors, governmental regulation of business, and unions. Meets three lecture hours per week.

## Education (ED)

**ED 114. Introduction to Early Childhood Education ..... 4 hrs.**  
There is a variety of early childhood care and education programs in multicultural settings for typical and atypical children. This course will be an overview of the field of early

childhood education including history, philosophy, and contemporary approaches to early childhood care and education. Supervised field experience at the local Head Start is required to promote practical application of lecture and text material.

**ED 114A. Learning Environments for Young Children .... 4 hrs.** Knowledge and skills are needed to set up and maintain a safe, healthy, multicultural indoor and outdoor environment for children age 3 to 8. This course is designed to explore how differing environments affect children. Areas to be addressed include: health, nutrition, and safety; the importance of play; the planning of curriculum; and providing material for a rich indoor and outdoor environment. Supervised field experience at the local Head Start is required to promote practical application of lecture and text materials.

**ED 114B. Language, Cognitive Development, and Emergent Literacy ..... 4 hrs.** Socio-cultural, emotional personality, and language development is inseparable from cognitive growth and literacy. This course will provide knowledge for promoting the child with emphasis on materials and methods for speaking, listening, writing, and reading; emergent literacy in context of family from age 3 to 8; psycholinguistics and child development; problem solving; and age appropriate application of current research on literacy and communication to classroom strategies. Supervised field experience at the local Head Start is required to promote practical application of lecture and text materials.

**ED 114C. Self-concept, Social Development and Guidance ..... 4 hrs.** There are certain factors which affect the behaviors and guidance of a young child in group care and education programs. This course will focus on the role of adults in guidance, effect of the child's development on guidance; and methods and strategies for guiding the child; emphasis on helping the child become self-responsible, competent, independent, and cooperative learners. Supervised field experience at the local Head Start is required to promote practical application of lecture and text materials.

**ED 114D. Early Childhood Program Management .. 4 hrs.** Directors and prospective directors of programs serving the very young (preschools and child care center) and programs offering before and after-school child care should be knowledgeable in assessment, curriculum, and management. This course will present knowledge and skills to develop an effective early childhood program; scheduling; behavioral observation; evaluation techniques; assessment of pupil characteristics and abilities; lesson and unit planning, selection and use of media; and organization of classrooms. Supervised field experience at the local Head Start or a day care center is required to promote practical application of lecture and text materials.

**ED 212. Early Childhood Practicum ..... 2 hrs.** This course provides supervised teaching experiences in a child care setting on designated programs serving children from age 3 to 8 years of age. Students will practice competencies learned through coursework and texts. Weekly seminar meetings will address the New Mexico Competencies for Early Childhood Education and problem solving of practicum issues as they arise. This course must be taken as an exit course of early childhood students in the last semester of their degree or certificate program.

**ED 213B. Family Partnerships ..... 3 hrs.** Parents of a child's first and most important teacher; therefore, collaboration between family and school is necessary for the success of a child. This course will consider the definition of family as defined by society today. Emphasis will be centered on strategies of parental involvement in early childhood programs that consider diverse families and their unique needs. Changes that occur within families and society will be discussed.

**ED 213C. Human Growth and Development ..... 3 hrs.** Major theories and current research are important in the study of developmental psychology. This course will address the "whole child"; including cognitive, social emotional; personality; and language development; encourage respect for individual growth rates; explore the enhancement and enrichment of growth and development through activities and interactions; and introduce major developmental theories integrated with all aspects of development.

**ED 213D. Caring for Infants and Toddlers ..... 3 hrs.** This course will provide an overview of physical, intellectual, and personality development during the first two years of life; strategies for parents and caregivers to support healthy infant development through a designed curriculum.

**ED 214. Thematic Units Using the Arts ..... 4 hrs.** A child's development is influenced by creativity. This course will introduce thematic units which address the philosophy, method, and media for exploring creativity in areas of art, music, and drama. "Hands-on" activities that allow a child to experience a process orientation to creating will be emphasized. Supervised field experiences at the local Head Start is required to promote practical application of lecture and text materials.

**ED 214C. Planning for Inclusion ..... 4 hrs.** Day care centers or Head Starts must plan for inclusion. This course will cover definitions, causes, prevalence, and working with a child who has such exceptionalities as learning disabilities, behavioral disorders, mental retardation, physical and health impairments, visual and hearing impairments, communication disorders, and giftedness; and the history of and legislation affecting children with special needs. Supervised field experience at the local Head Start is required to promote practical application of lecture and text materials.

**ED 214D. Wellness for Young Children ..... 4 hrs.** Health and safety management procedures contribute to the prevention of childhood illness and communicable diseases. This course will provide information, standards, and practices that promote good health, nutrition, and safe environments for the child; establish an inclusive program that adapts to all children's physical and mental needs; licensing regulation; and emergencies. Supervised field experience at the local Head Start is required to promote practical application of lecture and text materials.

**ED 233. Educational Field Observation ..... 3 hrs.** Educational Field Observation is a course designed for elementary, secondary, bilingual, early childhood, or special education students. The course requires thirty (30) hours total of observation in the classroom at the elementary, junior high, and high school level. Students will be required to teach a lesson, keep a journal, and read various educational assignments. Three lecture hours per week.

**ED 213. Foundations of Education ..... 3 hrs.** Foundations of Education will introduce students to the professional life of teachers. Students will be introduced to the American educational system as it was in the past and as

it is today. Students will explore educational philosophies, school organization, theories, role of education in society, and school law. Three lecture hours per week.

## Electronics (EL)

**EL 114. Basic Concepts in D.C. Circuits** ..... 4 hrs.  
Basic electron physics, basic electrical terms and units, the use of measuring devices for electronic circuits, resistors, Ohm's Law, series and parallel resistive circuits, series-parallel resistive circuits, Kirchoff's Laws, Network Theorems, conductors and insulators, batteries, magnetic fundamentals, types of meter movements, alternating voltage and current. Prerequisite: High School Algebra. Combined lecture and laboratory, six hours per week.

**EL 114. Basic Concepts in A.C. Circuits** ..... 4 hrs.  
Inductors and capacitors connected in series and parallel in an A.C. circuit, vectors and phase angle relationships, inductive and capacitive reactance, impedance, Ohm's Law for A.D. circuits, RC and L/R Time Constants, Resonance, filters, and Electronic circuits. Prerequisite: EL 114. Combined lecture and laboratory, six hours per week.

## Emergency Medical (EM)

**EM 115. Emergency Medical Technician Training - Basic (EMT-B)** ..... 5 hrs.  
Course designed specifically for ambulance/rescue personnel who have access to specialized vehicles equipped with specialized items of equipment. The course content trains ambulance/rescue attendants to recognize and stabilize patients with life-threatening emergencies at the scene and in transport, utilizing the specialized vehicle and specialized items of equipment. Prerequisite for paramedic training. Seven lecture/lab hours per week with ten hours to be arranged in a hospital setting.

**EM 124. Emergency Medical Technician Training- Intermediate & Defibrillator Certification (EMT- I & D)** ..... 4 hrs.  
Assessment of trauma and medical patients, airway management, shock, respiratory emergencies, fluid & electrolytes, IV & inhalation therapy, OB emergencies, subcutaneous medication administration, cardiovascular emergencies, diabetes management, and medicolegal issues, includes initiation of IV therapy on fellow student while under direct supervision. Prerequisite: EMT-B certification, satisfactory completion of pre-test and consent of instructor and Director of Allied Health. Six lecture/lab hours per week with forty-five hours to be arranged in a hospital setting.

## Engineering (ER)

**ER 213. Statics** ..... 3 hrs.  
Analysis of forces and moments acting on particles and rigid bodies that are at rest. Prerequisite: PH 214 and concurrent registration in MA 233. Meets three lecture hours per week.

**ER 213A. Circuit Analysis** ..... 3 hrs.  
Analysis of electrical circuits, components, and systems using Kirchoff's voltage and current laws. Network equations will be formulated and solved using time domain concepts. Prerequisite: MA 153. Three lecture hours per week.

**ER 223. Dynamics** ..... 3 hrs.  
Analysis of forces and moments acting on particles and rigid bodies that are in motion. Prerequisite: ER 213. Meets three lecture hours per week.

## English (EN)

**EN 103. English Fundamentals for Specialized Programs** ..... 3 hrs.  
This course focuses on fundamental grammatical principles, sentence structures, paragraph types, organization, conciseness, and technical clarity. Instruction stresses correct and effective technical writing in a work place setting. This class does not meet requirements of associate in arts or associate in science degrees.

**EN 113. Composition and Rhetoric** ..... 3 hrs.  
An introductory course in written communication with emphasis on developing effective paragraphs and essays. Includes the study of various modes of exposition and research techniques. Computer usage in some classes. Three hours lecture per week.

**EN 123. Composition and Literature** ..... 3 hrs.  
A continuation of EN 113 — writing effective paragraphs and essays — with the emphasis on reading and writing about literary works, the short story, poetry, and drama. Includes a research project and several writing assignments. Prerequisite: EN 113. Three lecture hours per week.

**EN 123A. Report Writing for Technicians** ..... 3 hrs.  
This course is designed to introduce the student to various types of technical and report writing through intensive writing activities.

**EN 213. Types of Literature I** ..... 3 hrs.  
The study of selected literary works from a variety of genres — the short story, poetry, and drama. Includes the study of effective written communication, with several writing assignments required. Prerequisite: EN 113 and 123. Three lecture hours per week.

**EN 213A. Survey of British Literature I** ..... 3 hrs.  
The development of British literature from Beowulf through the eighteenth century. Readings, reports, and writings required. Prerequisite: EN 113 and 123. Three lecture hours per week.

**EN 213B. Creative Writing I** ..... 3 hrs.  
An introduction to the writing of various literary genres, including poetry, fiction, and essays. Emphasis on in-class writings in all three genres, films to supplement writing assignments, and the establishment and maintenance of individual writing portfolios. Prerequisite: EN 113 and 123 or consent of instructor. Three lecture hours per week.

**EN 213C. American Literature I** ..... 3 hrs.  
The development of American literature from the earliest works to the Civil War. Readings, reports, and writings required. Prerequisite: EN 113 and EN 123. Three lecture hours per week.

**EN 213D. World Literature I** ..... 3 hrs.  
Representative masterpieces from ancient, medieval, and Renaissance literature. Designed to introduce students to international literary works. Readings, reports, and writings required. Prerequisite: EN 113 and EN 123. Three lecture hours per week.

**EN 213E. Film and Fiction** ..... 3 hrs.  
An introduction to cinema as an art form that is both visual and literary. Two approaches to the course: (1) a close examination of literary works and films made from those works, or (2) a close examination of a film genre, such as the western or the detective film. Prerequisite: EN 113 and EN 123 or consent of the instructor. Three lecture hours per week.

**EN 213F. Southwest Literature ..... 3 hrs.**  
A survey of representative literary works from the Southwestern United States. Includes studies of the novel, poetry, short story, drama, and the essay, with emphasis on contemporary writings and with examinations of the history and folklore of the region. Prerequisite: EN 113 and EN 123 or consent of the instructor. Three lecture hours per week.

**EN 213G. Science Fiction and Fantasy as Literature ... 3 hrs.**  
A survey of science fiction and fantasy from the nineteenth and twentieth centuries. Like most literature survey courses, its chief purpose is to provide a basic study of the literature and its impact on western culture. Additionally, Science Fiction and Fantasy as Literature 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. Prerequisites: EN113 and EN123. Three lecture hours per week.

**EN 223. Types of Literature II ..... 3 hrs.**  
A continuation of EN 213 which studies selected literary works from a variety of genres. Continues the study of effective written communication. Prerequisite: EN 113 and EN 123. Three lecture hours per week.

**EN 223A. Survey of British Literature II ..... 3 hrs.**  
The development of British literature from the eighteenth century to the present. A continuation of EN 213A, with readings, reports, and writings required. Prerequisite: EN 113 and 123. Three lecture hours per week.

**EN 223B. Creative Writing II ..... 3 hrs.**  
A continuation of EN 213B which covers writing various literary genres, with an emphasis on readings, discussions, in-class writings, films, and portfolios. Prerequisite: EN 113, 123, and 213B or consent of instructor. Three lecture hours per week.

**EN 223C. American Literature II ..... 3 hrs.**  
The development of American literature from the Civil War to the present. Readings, reports, and writings required in this continuation of EN 213C. Prerequisite: EN 113 and EN 123. Three lecture hours per week.

**EN 223D. World Literature II ..... 3 hrs.**  
Representative masterpieces from the eighteenth, nineteenth, and twentieth centuries. Designed to help students make connections between their own literary heritage and the literature of other countries and cultures. Readings, reports, and writings required. Prerequisite: EN 113 and EN 123. Three lecture hours per week.

## Fire Science Technology (FS)

**FS 113. Introduction to Fire Science ..... 3 hrs.**  
Philosophy: History of the Fire Service. Organization and functions of local, county, state, and federal services. Introduction to equipment and basic tactics of fire and rescue emergencies. Three lecture hours per week.

**FS 113A. Fire Administration I ..... 3 hrs.**  
Fundamentals of Fire Service management and leadership. National Fire Academy certification in "Leadership". Emphasis on budget planning and preparation. Three lecture hours per week.

**FS 113B. Fire Hydraulics ..... 3 hrs.**  
Application of the laws of mathematics and physics to properties of fluid states, force, pressure, and flow velocities. Emphasis in applying principles of hydraulics to fire fighting problems. Evaluation of water supply flow appliances and methods of determining available quantities of water for fire protection purposes. Prerequisite: MA

113A - Intermediate Algebra or High School Algebra. Three lecture hours per week.

**FS 123. Fire Apparatus and Equipment ..... 3 hrs.**  
History of fire service apparatus and equipment. Use of different types of specialized equipment (Jaws of Life, Vetter bags) 1901 requirement for apparatus - different types of apparatus and their uses. Three lecture hours per week.

**FS 123A. Related Fire Codes and Ordinances ..... 3 hrs.**  
In depth study of national, state and local laws, and ordinances which influence the fire prevention and protection. Three lecture hours per week.

**FS 213. Fire Investigation and Arson Detection ..... 3 hrs.**  
Course is outlined to cover detection of point of origin of fire, cause of fire, and spread. Course also will cover report writing, interviewing, arson detection, collection, and preservation. Three lecture hours per week.

**FS 213A. Chemistry Of Combustion ..... 3 hrs.**  
This course begins with the basics of chemistry. Moves through salts/oxidizers, hydrocarbons and their derivatives, and explores their relationship to the fire science. This course has a heavy homework load. Three lecture hours per week.

**FS 223. Hazardous Materials ..... 3 hrs.**  
This course will deal with management of a hazardous material scene. Areas covered will include protective clothing, de-con, EMS responsibility, use of hazardous material instruments and equipment. Three lecture hours per week.

**FS 223A. Building Construction for Fire Protection ..... 3 hrs.**  
Covers building codes and designs protection features. Will also cover areas and type of construction which either benefit fire fighting or aid in fire suppression. Three lecture hours per week.

## Geology (GE)

**GE 114. Physical Geology ..... 4 hrs.**  
A fundamental study of earth materials including the origin of minerals and rocks, erosion and deposition, earth movements and mountain building, vulcanism, earth resources, oceans, and meteorology. Concurrent enrollment in Physical Geology laboratory required. Three lecture hours and three laboratory hours per week.

**GE 124. Historical Geology ..... 4 hrs.**  
A chronological study of the history and development of life on earth. Topics will include the of the oceans and atmospheres, fossils, and evolution of dinosaurs and animal life. Concurrent enrollment in Historical Geology laboratory required. Three lecture hours and three lab hours per week.

## Government (GO)

**GO 213. American Government ..... 3 hrs.**  
Examine the philosophic background of the Constitutional Convention, the legal and constitutional structure of the national government, and the relationships existing between the formal and informal groups seeking to make claim on or through the government. Three lecture hours per week.

**GO 223. State and Local Government ..... 3 hrs.**  
Extends the analysis begun in GO 213 to the government and politics of state and local areas. Seeks to examine the structure and function of state and local governments and the difficulties faced by these units in providing the services most basic to the individual, (i.e., education, health and sanitation, recreation, streets and roads, and police protection.) Three lecture hours per week.

## History (HI)

**HI 113. United States History to 1877 ..... 3 hrs.**  
Surveys the discovery, establishment, and growth of the English colonies; their relations with Britain; the Revolution; the Confederation; the Constitution; the growth of nationalism; westward expansion; slavery; the Civil War; reconstruction; economic, political and social development; and international relations. Three lecture hours per week.

**HI 113A. History of New Mexico ..... 3 hrs.**  
Studies the geography and geology of New Mexico and its effect on the growth of New Mexico. Deals with New Mexico's Indian, Spanish, Mexican, and American Epochs; internal development and problems of the state; New Mexico's place in the United States. Three lecture hours per week.

**HI 123. United States History from 1877 ..... 3 hrs.**  
Deals with the growth of big business and the accompanying problems, westward expansions, causes and results of World War I, the depression of the 1930's and its consequences, causes of World War II, and the post war adjustments and prospective solutions. Three lecture hours per week.

**HI 123A. New Mexico History Tour ..... 3 hrs.**  
A tour of principal and historic places in New Mexico with lecture presentations and class discussions based upon New Mexico Indian, Spanish, Mexican, and American heritage.

**HI 213. History of Civilization ..... 3 hrs.**  
The civilizations which have contributed to the shaping of contemporary society. Prehistoric civilizations and the civilizations of the Near East, Far East, Greece, and Rome. The medieval church, the Renaissance, the Protestant reformation, and the rise of the monarchies. Three lecture hours per week.

**HI 223. History of Civilization ..... 3 hrs.**  
A continuation of HI 213. Early modern times and the genesis of present civilization. The period of the rise of monarchy, individualism, and capitalism in western Europe; the development of the industrial revolution in England, and the political revolutions in France and the other European countries; the growth of totalitarianism and its struggle with democracy, and recent world developments. Three lecture hours per week.

**HI 223W. The Civil War ..... 3 hrs.**  
A history of the American Civil War, with emphasis upon the sectional conflicts and events which led into the war; also covered will be the military, diplomatic, and domestic developments in both the North and the South during the Civil War years, showing the impact of the war on both the North and South, as well as its impact upon developments throughout the world. Three lecture hours per week.

## Home Economics (HE)

**HE 113. Introduction to Nutrition ..... 3 hrs.**  
An introduction to the principles of basic nutrition and the relationship of nutrition to health. (Open to non-nursing students.) Three lecture hours per week.

## Environmental Technology (HM)

**HM 113. Introduction to Environmental Technology ..... 3 hrs.**  
In this course students will be introduced to environmental science and the technology side of compliance.

Potential hazards and governing regulations of chemicals, safe and sound concepts in the management of hazardous materials and waste, and essential skills and knowledge to ensure safety in the workplace. State of the art technologies will be examined and their application.

**HM 133. Environmental Site Assessment ..... 3 hrs.**  
This course introduces the student to concepts, regulations, and procedures necessary to conduct a visual surface inspection of real property. This inspection identifies possible contamination and contamination pathways of hazardous materials. This course will provide hands-on training for site assessments required by private and governmental organizations.

**HM 133A. Environmental Geology ..... 3 hrs.**  
This course introduces the relationship of applied geology to the human environment. An overview of geologic concepts and terminology precedes a study of sedimentation and natural geologic hazards such as floods, landslides, earthquakes, and volcanoes. Surface and subsurface hydrology emphasize human responsibility to protect these resources from contamination. The geologic aspects of environmental health, land use practices, and resource exploitation are reviewed and related to legislation regarding environmental law.

**HM 133B. Environmental Sampling and Monitoring ..... 3 hrs.**  
All aspects of environmental sampling are presented in this course. Following lectures on sampling requirements and techniques, students will sample groundwater, surface water, drums, tanks, sludges, soil and air. This course introduces laboratory sample preparation, extraction, and analysis techniques. Quality control will be emphasized, direct reading instruments and field test kits will be used.

**HM 143. Hydrology ..... 3 hrs.**  
This course is an undergraduate level course designed to introduce the student to hydrology and provide a sound foundation in the areas of ground water flow, well hydraulics, ground water contamination, and contamination clean-up methods.

**HM 223. Environmental Health and Safety (OSHA) ..... 3 hrs.**  
This course presents an overview of the accepted technologies to protect the health and safety of personnel handling hazardous materials or spill incidents. It meets OSHA and EPA requirements for all hazardous material handlers in business, industry, and government.

**HM 233. Environmental Law ..... 3 hrs.**  
This course introduces the current federal laws that regulate the assessment, use, handling, storage, and disposal of hazardous materials. This course also gives the student an understanding of public and private nuisances and available remedies. It includes: Clean Air Act, Clean Water Act, RCRA, CERCLA, Toxic Substance Control Act, Federal Pesticide Act, and OSHA.

**HM 233A. Waste Minimization ..... 3 hrs.**  
This course is an overview of waste minimization techniques available for industry. Source reduction, recycling, treatment, and disposal concepts and procedures will be examined.

**HM 233B. Transportation of Hazardous Materials ..... 3 hrs.**  
This course provides a working knowledge of the Hazardous Materials Transportation Regulations contained in Title 49, CFR parts 100-178. The emphasis of the course is on definition of hazard classes using the hazardous materials table, marking, labeling, placarding, shipping papers, hazardous substance and waste transportation. Rules and rule changes will be reviewed.

**HM 243. Bioremediation ..... 3 hrs.**  
This course is an overview of the fundamentals of field applications that enhance the natural biodegradation of organic contaminants in soil and water. This course will focus



on proven concepts and technology that are cost effective when well planned, appropriately conducted, and properly monitored.

## Law Enforcement (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 in arts, or associates in applied science degrees. However, the criminal justice courses (CJ) will not substitute for the law enforcement courses (LA), since the LA courses have additional components not in the CJ courses to meet the requirements for licensure by the state of New Mexico as a peace officer.

### LA 113. Introduction to Criminal Justice ..... 3 hrs.

The development and philosophy of criminal justice in a democratic society and an introduction to agencies involved in the administration of criminal justice. Discussion will include the goals of the police, history of the criminal justice system, how the system functions within the context of government to protect individual rights as well as Constitutionally imposed restrictions on the system. Will substitute for CJ 113.

### LA 113A. Patrol Procedures I ..... 3 hrs.

Basic patrol concepts including high risk and unknown risk patrol tactics, handling special needs individuals, domestic violence, disorderly conduct, public disturbances, intoxication, vehicle/foot patrol and observation. Will substitute for CJ 113A.

### LA 123A. Patrol Procedures II ..... 3 hrs.

Basic techniques for arrest/custody, supervision, and transportation of prisoners, handling crimes in progress, preliminary investigations, conduct at crime scenes and officer survival. Will substitute for CJ 123A.

### LA 113B. Criminal Law ..... 3 hrs.

History and principles of criminal law; development of the courts system; constitutional, statutory, and common law; civil liability; rules of evidence; and criminal procedure. Will substitute for CJ 113B.

### LA 123D. Technical Writing for Law Enforcement ..... 3 hrs.

Focus on clear, concise and accurate reports with an emphasis on sentence and paragraph construction, grammar and punctuation. Emphasis on purposes, terminology, types and contents of reports and written communication skills. Will substitute for CJ 123D.

### LA 123E. Firearms Proficiency ..... 3 hrs.

Moral aspects, legal provisions, safety precautions, and restrictions covering the use of firearms. Includes range practice in the firing of handguns and shotguns. Will substitute for CJ 123E.

### LA 123F. Traffic Law & Accident Investigation .. 3 hrs.

Theories and basic techniques of accident investigation: what the vehicle shows, examination of the roadway, recording and preservation of skidmark evidence, speed estimates, reconstruction of the accident scene, diagram and map making, photographing the accident scene, background investigation, court testimony and study of the New Mexico vehicle code. Will substitute for CJ 123F.

### LA 213A. Criminal Investigation I ..... 3 hrs.

Fundamentals of criminal investigation. Includes conduct at crime scenes, collection and preservation of evidence, interviews and interrogations, crime scene photography and sketching, and report writing. Will substitute for CJ 213A.

## Legal Assistant/Paralegal (LS)

### LS 112. Legal Ethics ..... 2 hrs.

In-depth study of the Code of Professional Responsibility, legal ethics and necessary requirements for paralegal to properly function in the modern law office. Emphasis will be upon legal ethical consideration, disciplinary rules for attorneys and the relationship of the paralegal to the supervising attorney, the client and the community.

### LS 113. Introduction to the Justice System ..... 3 hrs.

History and overview of the legal system; the role of the legal assistant, legal ethics, unauthorized practice, the Code of Professional Responsibility; importance of communications, judgement and analytical ability; terminology sources and work of law.

### LS 113A. Introduction to Legal Research and Writing ..... 3 hrs.

Study of legal research and bibliography, research problems, sources, legal drafting and writing, preparation of memoranda and briefs. Prerequisite: LS 113 or permission of dean/program director.

### LS 122. Torts ..... 2 hrs.

Study of intentional torts, negligence, products liability, defamation, defenses and damages; drafting various documents. Prerequisite: LS 113 or permission of dean/program director.

### LS 122A. Property ..... 2 hrs.

Analysis of common real estate transactions and conveyances including: deeds, contracts, leases, and mortgages; foreclosures, title searches and opinions, determination of heirship; property encroachment, surveys, easements, liens and landlord/tenant; drafting various documents. Prerequisite: LS 113 or permission of dean/program director.

### LS 122B. Family Law ..... 2 hrs.

Topics include divorce, separation, custody, adoption, guardianship, support and settlement agreements in compliance with statutes; and drafting various documents. Prerequisite: LS 113 or permission of dean/program director.

### LS 122C. Administrative Law ..... 2 hrs.

Analysis of administrative procedures, agency rule making and the legal framework within which state and local governments operate. Prerequisite: LS 113 or permission of dean/program director.

### LS 123. Contracts ..... 3 hrs.

Formation of contracts, breach of contracts, remedies for breach of contract; drafting. Prerequisite: LS 113 or permission of dean/program director.

### LS 213. Law Office Operations and Management ..... 3 hrs.

Law office operation and theories of management, time keeping and billing, law office equipment, budgeting, key players, preparation of forms and checklists; docket control, personnel problems, self management. Prerequisite: LS 113 or permission of dean/program director.

### LS 213A. Civil Procedure ..... 3 hrs.

Analysis of civil procedure, instruction in preparation of documentation in law suits, covering pre and post trial matters; jurisdictional, evidentiary and admissibility problems. Prerequisite: LS 113 or permission of dean/program director.

### LS 213B. Practicum/Internship ..... 2 hrs.

Supervised on-the-job training experience in law office, governmental agencies, or legal department of business or industry. Prerequisite: Permission of dean/program director.

### LS 223A. Trial Preparation and Procedures ..... 3 hrs.

A summary course of methods of pre-trial procedures, interviewing, investigation, discovery, rules of civil procedure

for state and federal courts, methods and organization for effective trial presentations. Prerequisite: LS 113 or permission of dean/program director.

**LS 223B. Torts/Negligence** ..... 3 hrs.  
The study of negligence and gross negligence including the requisites for recovery: Duty, breach, causation and damages; product liability and drafting appropriate documents. Prerequisite: LS 113 or permission of dean/program director.

**LS 223C. Estate Planning and Probate** ..... 3 hrs.  
Introduction to estate and probate terminology; wills and trusts, New Mexico/Texas probate law and procedures; required orders and notices estate sales, estate taxes, joint tenancy; judicial determination of death, and disposition of judicial finding; documentation and forms. Prerequisite: LS 113 or permission of dean/program director.

**LS 223D. Bankruptcy and Creditors Rights** ..... 3 hrs.  
Study of Uniform Commercial Code in secured transaction matters including: garnishment and replevins; study of the bankruptcy code and rules of procedure; the study and preparation of appropriate pleadings and schedules; creditors rights. Prerequisite: LS 113 or permission of dean/program director.

**LS 223E. Oil and Gas Law** ..... 3 hrs.  
Study of oil and gas leases, mineral deeds, royalty deeds, reserving of rights to oil and gas, transfers of working interests, utilization agreements, unit operating agreements, drilling contracts, operating agreements, output sales agreements, pipeline easements, and division orders. Prerequisite: LS 113 or permission of dean/program director.

**LS 223F. Environmental Law** ..... 3 hrs.  
Introduces the current federal laws that regulate the assessment, use, handling, storage and disposal of hazardous materials. It includes the Clean Air Act, Clean Water Act, RCRA, Toxic Substance Control Act, Federal Pesticide Act, OSHA and CERCLA/SARA.

**LS 231A-234A. Special Topics in Paralegalism** .... 1-4 hrs.  
Study of varying legal topics (substantive, procedural or skill oriented) of current interest to legal assistants. Prerequisite: LS 113 or permission of dean/program director.

**LS 233. Advanced Research Techniques** ..... 3 hrs.  
A continuation of LS 113A, this course is designed to provide training in more advanced legal research problems with a focus on analysis and writing. It requires preparation of sophisticated legal memoranda and documents. Prerequisite: LS 113 or permission of dean/program director.

## Mathematics (MA)

**MA 113A. Intermediate Algebra** ..... 3 hrs.  
A college course in algebra for students in general education and technical fields. A review of fundamental operations of algebra, linear equations, exponents, radicals, quadratics, and inequalities, also includes graphics, linear equations and solving linear systems by elimination. Not open to students who have credit for MA 113 or its equivalent. Three lecture hours per week.

**MA 113. College Algebra** ..... 3 hrs.  
For pre-engineering, mathematics, and science majors. Includes a brief review of elementary topics, followed by a more intensive study of graphs of functions, complex numbers, theory of equations, matrices, determinants, conics, and other selected topics. Prerequisite: MA 113A or two years of high school algebra. Three lecture hours per week.

**MA 113D. Mathematical Analysis with Business Applications I** ..... 3 hrs.  
Designed strictly for business and economics majors. Review of algebra, functions, mathematics of finance, matrix theory, linear systems, linear programming, exponential, and logarithmic functions. Prerequisite: MA 113A or equivalent. Three lecture hours per week.

**MA 114B. Technical Mathematics I** ..... 4 hrs.  
For the student majoring in Electronics, Drafting, Welding, Automotive, and Machine Tool. Includes a brief review of fractions followed by fundamental operations of algebra, linear equations, quadratic equations, exponents and radicals, ratio, proportion and variation, and logarithms. Prerequisite: One year of high school mathematics. Five lecture hours per week.

**MA 123. Plane Trigonometry** ..... 3 hrs.  
Trigonometric functions, solution of right triangles, properties and relationships between trigonometric functions, radian measure of the angles, graphs of trigonometric functions, the addition formulas, double-angle formulas, half-angle formulas, solution of the general triangle, inverse trigonometric functions, solutions of trigonometric equations. Prerequisite: Plane geometry and proficiency in high school algebra. Three lecture hours per week.

**MA 123D. Mathematical Analysis with Business Applications II** ..... 3 hrs.  
Continuation of MA 113D. Probability, decision theory, statistics, differential calculus, integral calculus applications. Prerequisite: MA 113D. Three lecture hours per week.

**MA 143. Calculus and Analytic Geometry I** ..... 3 hrs.  
Introduction to differential and integral calculus with analytic geometry. Prerequisite: MA 113 and MA 123 or equivalent. Three lecture hours per week.

**MA 153. Calculus and Analytic Geometry II** ..... 3 hrs.  
Differential and integral calculus and analytic geometry with applications. Study of some special functions and integration. Prerequisite: MA 143. Three lecture hours per week.

**MA 223. Differential Equations** ..... 3 hrs.  
Solutions of ordinary differential equations. Includes solutions by series, Laplace transforms, numerical techniques. Geometric and physical applications. Prerequisite: MA 233. Three lecture hours per week.

**MA 233. Calculus and Analytic Geometry III** ..... 3 hrs.  
This course covers polar coordinates, improper integrals, infinite series, vectors and curves in two dimensions. Prerequisite: MA 153. Three lecture hours per week.

**MA 243. Calculus and Analytic Geometry IV** ..... 3 hrs.  
This course covers three dimensional geometry, vectors, and curves, functions of several variables and multiple integration. Prerequisite: MA 233. Three lecture hours per week.

## Medical Terminology (ME)

**ME 111. Medical Terminology** ..... 1 hr.  
An introduction to medical terminology with emphasis on elements of medical terms, standard medical abbreviations, spelling, and an appreciation of the logical method found in medical terminology. Meets one lecture hour per week.

**ME 121. Medical Terminology** ..... 1 hr.  
A continuation of ME 111. Meets one lecture hour per week.

## Music (MU)

**MU 131. College and Community Chorale** ..... 1 hr.  
The NMJC Chorale is an ensemble for both college members and members of the community. The Chorale prepares various styles of repertoire for public performance. The Chorale meets one evening per week for two hours.

**MU 111K. Introduction to Singing** ..... 1 hr.  
This course is designed for individuals who have little or no vocal experience. Basic techniques of voice production, diction,

breathing, and intonation will be explored in a group setting. The course is open to all students and may be repeated for credit upon consent of the instructor. Two hours per week.

**MU 111P. Private Piano** ..... 1 hr.  
This course is designed for non-music and music majors who are not piano majors. The student's proficiency level will be assessed by the piano instructor and an individual program will be developed. May be repeated for credit, but may only be claimed for three semester's credit. One half hour lesson per week.

**MU 111V. Private Voice** ..... 1 hr.  
This course is designed for non-music and music majors who are not voice majors. The student's proficiency level will be assessed by the voice instructor and an individual program will be developed. May be repeated for credit, but may only be claimed for three semester's credit. One half hour lesson per week.

**MU 112A. Piano I** ..... 2 hrs.  
This course is for music majors whose concentration of study is piano. Once the student has successfully completed the audition/interview with the Music Department, an individual program will be designed to accommodate the student's needs. Technique and repertoire is the central focus in the student's development. Please note that this is a performance based course. One private hour lesson per week.

**MU 112B. Voice I** ..... 2 hrs.  
This course is for music majors whose concentration of study is voice. Once the student has successfully completed the audition/interview with the Music Department, an individual program will be designed to accommodate the student's needs. Technique and repertoire is the central focus in the student's development. Please note that this is a performance based course. One private hour lesson per week.

**MU 112C. Elementary Harmony I** ..... 2 hrs.  
Basic tertian harmonic principles, counterpoint, voice leading, and form will be explored in this course. Music majors must also register for MU 112E. Co-requisite: MU 112E. Three hours per week.

**MU 112E. Aural Skills I** ..... 2 hrs.  
The program is intended to develop the musician's ear to detect music patterns. Exercises aid the students to focus on the configuration, groupings, and characteristics of music that help generate continuity and organization. Co-requisite: MU 112C. Two hours per week.

**MU 112S. Show Choir** ..... 2 hrs.  
A performance based course which covers many styles of music with emphasis in popular and jazz idioms. Various ensemble opportunities in the Show Choir style of live performance will exist. Singing and movement are combined with other theatre idioms. Registration for this course is through audition only. May be repeated for credit. Five hours per week.

**MU 122A. Piano II** ..... 2 hrs.  
A continuation of MU 112A for music majors. One hour private lesson per week.

**MU 122B. Elementary Harmony II** ..... 2 hrs.  
A continuation of MU 112C. Co-requisite: MU 122E. Three hours per week.

**MU 122D. Voice II** ..... 2 hrs.  
A continuation of MU 112D. One hour private lesson per week.

**MU 122E. Aural Skills II** ..... 2 hrs.  
A continuation of MU 112E. Co-requisite: MU 122B. Two hours per week.

**MU 132A. Choral Conducting Techniques** ..... 2 hrs.  
Designed for musicians and teachers. Basic conducting techniques, rehearsal organization, care of the choral voice, and basic instrumental conducting techniques will be explored. Prerequisite: Equivalence of MU 142 or consent of the instructor. Two hours per week.

**MU 142. Music Rudiments** ..... 2 hrs.  
This course is an introduction to music theory designed for non-music majors, especially classroom teachers, church musicians, choir members, and incoming music majors who seek to enhance their knowledge and skills in the area of music theory. Topics will address notation, tonality, rhythm, and form. Three hours per week.

**MU 212. Piano III** ..... 2 hrs.  
A continuation of MU 122A for music majors. One hour private lesson per week.

**MU 212A. Voice III** ..... 2 hrs.  
A continuation of MU 122D. One hour private lesson per week.

**MU 212B. Advanced Harmony I** ..... 2 hrs.  
This course explores harmonic principles of the late 19th and early 20th century with emphasis on chromaticism and the non-tonal techniques. Prerequisite: MU 122B. Co-requisite: MU 212E. Three hours per week.

**MU 212E. Aural Skills III** ..... 2 hrs.  
A continuation of MU 122E. Co-requisite: MU 212B. Two hours per week.

**MU 213. Music Appreciation** ..... 3 hrs.  
This course explores the ideas of music in society and its cultural relevance. The course fulfills the Humanities requirement for non-music majors in an associate degree program. The students will discuss the elements of sound and music, and stylistically explore four major periods in Western art and music. Three lecture hours per week.

**MU 213A. Introduction to Music Literature I** ..... 3 hrs.  
This course is a general survey of western music for music majors. Music from antiquity to the Renaissance will be studied. Style, trends, composers, and literature will be discussed. Three hours per week.

**MU 222. Piano IV** ..... 2 hrs.  
A continuation of MU 212. One hour private lesson per week.

**MU 222A. Voice IV** ..... 2 hrs.  
A continuation of MU 212A for music majors. One hour private lesson per week.

**MU 222B. Advanced Harmony II** ..... 2 hrs.  
A continuation of MU 212B. Co-requisite: MU 222E. Three hours per week.

**MU 222E. Aural Skills IV** ..... 2 hrs.  
A continuation of MU 212E. Co-requisite: MU 222B. Two hours per week.

**MU 223A. Introduction to Music Literature II** ..... 3 hrs.  
A continuation of MU 213A. Music from the Baroque to the 20th century will be studied. Style, trends, composers, and literature will be discussed. Prerequisite: MU 213A. Three hours per week.

## Nursing (NU)

**NU 113. Nursing Assistant Course Description** ..... 3 hrs.  
A course which prepares individuals to provide nursing-related services to patients in structured health care settings. student completing this course will possess the technical knowledge and skills required for certification as a nursing assistant as well as skills needed for employment in occupations in the health care field. Upon successful completion of this course the student will be eligible to complete the Certified

Nursing Assistant written exam and manual skills test for certification as a Nursing Assistant in New Mexico. Students must be CPR certified and present proof of a negative TB screen prior to starting the clinical experience. High school diploma/GED and/or COMPASS reading score of 71 or higher. Ten hours/week for eight weeks. Thirty hours of theory and 50 hours of laboratory/clinical.

**NU 116. Introduction to Nursing** ..... 6 hrs.  
Introduces the student to the fundamental principles and techniques of the nursing process, group dynamics, and the helping relationship. Universal self-care activities throughout the life span are examined as the foundation of subsequent nursing courses. The student is provided the opportunity to correlate and apply classroom learning in various health care agencies. Three lecture hours and nine laboratory hours per week. Prerequisite: Acceptance into the Nursing Program. Co-requisite or prerequisite: BI 214A.

**NU 127. Nursing in Health Deviations I** ..... 7 hrs.  
Emphasizes the use of the nursing process in teaching, supporting, and caring for individuals of all ages during common health deviations. Nursing strategies to assist individuals to cope during diagnosis and therapy will be emphasized. Laboratory experiences in health care agencies will provide students with the opportunity to identify specific nursing problems and plan nursing actions. Prerequisites: NU 116, BI 214A, and DS 111. Co-requisite or prerequisite: BI 224A. Three lecture hours and twelve laboratory hours per week.

**NU 201. Nursing Articulation** ..... 1 hr.  
An introduction to Orem's self-care theory and application of the nursing process to individuals with selected health deviations. Various levels of practice within nursing and the process of role change will be included. Required for LPN, transfer, and readmitted students entering the sophomore year of nursing. Sixteen lecture hours.

**NU 211. Nursing Law & Ethics** ..... 1 hr.  
Introduces the student to nursing and the law and ethical considerations. Topics addressed include: laws that directly govern nursing, patient's rights, legal risks and responsibilities of the job, off-duty legal risks, malpractice liability, documentation, employee rights, principles of ethics, major areas of ethical conflict in nursing practice, and the ethical obligations of professional practice. Co-requisite: NU 219 or consent of instructor. One lecture hour per week.

**NU 214. Practical Nursing** ..... 4 hrs.  
Presents concepts of practical nursing related to the care of individuals with health deviations throughout the life span. Concepts related to nutrition, microbiology, nursing ethics, and the role of the practical nurse are included. Prerequisites: NU 127, BI 224A, and PC 122. Two lecture hours and six laboratory hours per week. (Required for those students who plan to take licensure examination for practical nurse.)

**NU 219. Nursing in Health Deviations II** ..... 9 hrs.  
A continuation of NU 127 with focus on utilizing the nursing process to assist the individual of any age to cope with health deviations. Laboratory experiences in health care agencies will provide students with the opportunity to identify specific nursing problems and plan nursing actions. Prerequisites: NU 127 and BI 224A and BI 224. Co-requisite: PC 213. Meets five lecture hours and twelve laboratory hours per week. NU 201 required for LPN's, transfers, and readmitted students entering the sophomore year.

**NU 222. Nursing Seminar** ..... 2 hrs.  
A seminar to assist the student in correlating various aspects interwoven throughout the nursing curriculum

into a unified concept of the role of the registered nurse. A problem-solving approach will be used to study modern nursing trends, leadership and management concepts, professional relationships, and the privileges and obligations of nursing practice. Prerequisite: NU 219. Co-requisite: NU 250. Meets two lecture hours per week.

**NU 250. Nursing in Multiple Health Deviations** ..... 10 hrs.  
Focuses on the complex problems of individuals with multiple health deviations at various stages of the life cycle. In the laboratory setting students will have the opportunity to collaborate their nursing activities with the patient, the patient's family, and other members of the health team. Prerequisites: NU 219 and PC 213. Meets five lecture hours and fifteen lab hours per week.

## Pharmacology (PC)

**PC 122. Pharmacology** ..... 2 hrs.  
This course provides an introduction to commonly used drugs, including dose, therapeutic action, common side effects, and nursing implications. The information presented is applicable to the nurse administering medications under supervision. Co-requisite or prerequisite: NU 127 or LPN/LVN license. Meets two lecture hours per week.

**PC 213. Pharmacology** ..... 3 hrs.  
This course provides an introduction to pharmacology including terminology, legal aspects, calculations of dosages and solutions, dynamics of drug actions and interactions, side effects, toxic effects, and nursing implications of drug therapy (including patient education). Fall Co-requisite: NU 219, Spring prerequisite: NU 219 or Co-requisite: NU 250. Meets three lecture hours per week.

## Physics (PH)

**PH 113. Technical Physics** ..... 3 hrs.  
Principles of mechanics, heat, and electricity as applied to automotive technology. Open only to students in the GM ASEP and Ford ASSET training programs. Four lecture hours and four laboratory hours per week for eight weeks.

**PH 114. General Physics** ..... 4 hrs.  
Principles of mechanics and heat. Planned to meet the requirements of pre-medical, pre-dental, and technician majors. Prerequisite: MA 113 and MA 123 or consent of instructor. Three lecture hours and three laboratory hours per week.

**PH 114A. Astronomy** ..... 4 hrs.  
The observations, theories, and methods of astronomy will be studied in relation to the major areas of astronomy (Planetary, Solar, Stellar, and Galactic). For non-science majors. Lecture and laboratory.

**PH 124. General Physics** ..... 4 hrs.  
A continuation of PH 114 with a study of magnetism, electricity, sound, and light. Prerequisite: PH 114. Three lecture hours and three laboratory hours per week.

**PH 214. Engineering Physics** ..... 4 hrs.  
The principles of applications of mechanics and wave motion are covered in this course. It is for majors in physics, chemistry, mathematics, and pre-engineering. Prerequisite: Concurrent registration in MA 214. Three lecture hours and three laboratory hours per week.

**PH 224. Engineering Physics** ..... 4 hrs.  
A continuation of PH 214, with a study of the principles and applications of heat, electricity, and magnetism. Prerequisite: PH 214 and concurrent registration in MA 224A. Three lecture hours and three laboratory hours per week.

## Philosophy (PI)

**PI 213. Introduction to Philosophy ..... 3 hrs.**  
A survey of the philosophical problems posed by the great thinkers from antiquity through modern times. Introduces the student to the adventure of philosophizing and the art of reflective thinking, pointing toward formulating a philosophy of life. Typically taught as a telecollege course. Three lecture hours per week.

## Psychology (PS)

**PS 110. College Orientation ..... 0 hrs.**  
An introduction to college living, library usage, study hints, course selection, catalog requirements, preparing papers, adjustment to college life, and instruction. Presented during freshman week activities. Required of all students enrolled in twelve or more semester hours and/or seeking a degree. Recommended for all beginning students.

**PS 112W. Becoming A Successful Student ..... 2 hrs.**  
This class covers the vital study skills of goal setting, time management, note taking, reading, memory, and test taking, as well as an introduction to college policies and services. The students learn these techniques by practicing and performing learning skills in and out of the classroom. Two lecture hours per week.

**PS 113. Introduction to Psychology ..... 3 hrs.**  
Introduction to the science of human behavior, including learning, motivation, and comparative-physiological psychology. Basic to all succeeding courses in psychology. Three lecture hours a week.

**PS 191. Student Success Orientation ..... 1 hr.**  
This is a one credit hour course which consists of fifteen (15) contact hours. The course is facilitated by an instructor, and it is designed to familiarize students with the college, assist in educational planning, and cover skills which promote college success. The class is offered through self-paced or structured formats and addresses study skills, life skills, and personal issues.

**PS 213. Child Psychology ..... 3 hrs.**  
A study of the mental, emotional, and social development of the child; including practical applications of parenting, schooling, and behavioral problems common to childhood. Prerequisite: PS 113 or consent of instructor. Three lecture hours per week.

**PS 213B. Human Relations ..... 3 hrs.**  
The behavioral sciences as they apply to management. Includes a study of individual behavior as it relates to leadership traits; also a study of individual behavior in organizations and related subjects of motivation and leadership. Consideration of perceptions, attitudes, and values as they affect management decisions and actions. Three lecture hours per week.

**PS 223. Adolescent Psychology ..... 3 hrs.**  
Psychological, physical, and social development of the adolescent with application to parenting, teaching, and other youth related fields. Prerequisite: PS 113 or consent of instructor. Three lecture hours per week.

**PS 223A. Psychology of Lifespan ..... 3 hrs.**  
Begins with the influence of genetics on human development and progresses through the life span. Includes physical, motor, emotional, cognitive, and personality development. Prerequisite: PS 113 or consent of instructor. Three lecture hours per week.

**PS 223B. Human Growth and Development for Allied Health ... 3 hrs.**  
Encompasses the sociocultural, environmental, spiritual, and religious influences on the person and the family.

Introduces the student to the concept of family and provides an overview of the theories of human development. Focuses on family development and relationships, physiologic concepts, psychological concepts and nursing implications from conception to death. Enrollment restricted to Allied Health students only. Prerequisites: PS 113. Three lecture hours per week.

## Petroleum Technology (PT)

**PT 113. Introduction to Petroleum Technology ..... 3 hrs.**  
This course is designed to provide a broad overview of the petroleum industry and some of the technology involved. The course will concentrate on the 'upstream' functions of the oil industry: geology, exploration, land work, drilling and completion, production operations, oil and gas recovery mechanisms, transportation, refining, and government. The textbook used in the course is exceptionally good in providing an understanding of the details and industry terms. Non-technical and non-petroleum industry people should find this course particularly helpful as an introduction to a basic industry of this Permian Basin area. No prerequisite required. Three lecture hours per week.

**PT 114. Environmental and Petroleum Geology ..... 4 hrs.**  
This course introduces the relationship of applied geology to the human environment. An overview of geologic concepts and terminology precedes a study of sedimentation, oil and gas accumulation, and natural geologic hazards such as floods, landslides, earthquakes, and volcanoes. Surface and ground-water hydrology emphasize human responsibility to protect these resources from contamination. Point source and non-point source contamination as a result of the petroleum industry are discussed. Basic remediation techniques and applications are explored. The geologic aspects of environmental health, land use practices, and resource exploitation are reviewed and related to legislation regarding environmental law. Combines lecture, lab exercises, and guest speakers.

**PT 123. Formation Evaluation ..... 3 hrs.**  
This course is designed to provide an understanding of the basic methods of obtaining and analyzing data on oil and gas producing formations. Mud logging, coring and core analysis, drill stem testing and test analysis, open and cased hole logging techniques, and methods of analysis will be studied in the course. Prerequisite: PT 114 and MA 113 or consent of instructor. Three lecture hours per week.

**PT 124. Elements of Drilling ..... 4 hrs.**  
Basic principles and equipment involved in rotary drilling. Drilling fluid characteristics and problems. Fundamental principles of well control. Laboratory exercises in testing and altering of drilling fluid. Co-requisite or Prerequisite: PH 114, CH 114A, MA 113, PT 114, or consent of instructor. Six lecture and laboratory hours per week.

**PT 213. Well Completion Methods ..... 3 hrs.**  
The basic types and methods of the processes involved in oil and gas well completions will be reviewed in this course. This will include the principles of casing and tubing design, primary and secondary cementing, perforating, and acid and fracture stimulation techniques. Prerequisite: PT 114 and MA 113 or consent of instructor. Three lecture hours per week.

**PT 213A. Production Methods I ..... 3 hrs.**  
A survey course of the various artificial lift systems for oil and gas wells and the factors in their selection. Includes the objectives, principles, and design considerations for both surface and subsurface equipment items. Gas and plunger lift, sucker rod, hydraulic, and electric submersible systems will be considered. Corrosion, scale, paraffin, and emulsion problem will also be reviewed. The course will also include a study of surface production facilities. Prerequisite: PT 113 or consent of instructor. Three lecture hours per week.

**PT 213B. Production Methods II** ..... 3 hrs.  
Introduction to the use of IPR curves and engineering design of beam, downhole hydraulic, and electric submersible pumping systems by graphical and computer techniques. Dynamometer card interpretation will also be reviewed. The course will also cover the sizing of flowlines and tubing strings using friction tables and a computer program. Prerequisite: MA 113 and PT 213A. Three lecture hours per week.

**PT 223. Natural Gas Production** ..... 3 hrs.  
A survey course in the production of natural gas from the well to pipeline sales. Includes a study of composition, characteristics, accumulation of natural gas, and the equipment used in producing, conditioning, measurement, and testing. Prerequisite: CH 114 and MA 113 or consent of instructor. Three lecture hours per week.

**PT 223A. Oil and Gas Property Evaluation** ..... 3 hrs.  
This course is an introduction to reservoir engineering principles and the economic evaluation of oil and gas properties. The use of volumetric reserve calculations, as well as various production decline curves to predict future oil and gas producing rates and ultimate recovery will be reviewed in this course. These forecasted producing rates will be used to provide the basic information for a long form economic evaluation to provide a schedule of future cash flow and discounted future revenues, payout period, and investment rates of return. Evaluation techniques will include the use of computer programs. This course will summarize the principles learned in many Petroleum Technology as well as the Business and Economics courses. Prerequisite: PT 114, PT 123, PT 223, and CS 123A or consent of instructor. Three lecture hours per week.

## Physical Education Theory (PY)

**PY 101. Introduction to Exercise** ..... 1 hr.  
Designed to give the student flexibility in their personal fitness program. Conducted at the NMJC Del Norte Center, the student is given the opportunity to utilize different areas for fitness such as cardiovascular training, multi-gym weight training, free-weight training, aerobic dance training, racquetball, or swimming.

**PY 113. Introduction to Physical Education** ..... 3 hrs.  
Foundations of physical education, aims, objectives, scope, and general significance of physical education involving all ages. Three lecture hours per week.

**PY 113B. Introduction to Athletic Training** ..... 3 hrs.  
Designed for the student who has not had sports health, athletic training and/or sports medicine education previously. Involves prevention, care of, and rehabilitation of athletic injuries. Three lecture hours per week.

**PY 131 T. Athletic Training Practicum 1A** ..... 1 hr.  
Designed for the entry level Athletic Training student. Hands on education in the training room and athletic fields with emphasis on athletic training room procedures, practices, and basic taping. The course has two components: the clinical assignments as well as mandatory weekly seminars in which educational modules will be discussed, demonstrated, and practiced.

**PY 132T. Athletic Training Practicum 1B** ..... 2 hrs.  
A continuation of PY 131T in which the first year student progresses with emphasis on medical services and advanced taping and wrapping techniques. The clinical assignment commitment is also expanded. This course also has the clinical and mandatory weekly seminar components.

**PY 213. Health Education** ..... 3 hrs.  
Health Education is a basic course concerned with the physical, mental, and social health of the individual in our

modern society. It examines critical issues involving personal, family, community, nation, and world health problems. Three lecture hours per week.

**PY 213B. First Aid and CPR** ..... 3 hrs.  
Standard first aid and prevention of accidents and first aid for injuries and disorders, and CPR skill/techniques for adults, children, and infants. American Red Cross Certification. Three lecture hours per week.

**PY 223. Theory of Basketball** ..... 3 hrs.  
Designed to give the student a knowledge of the theory, organization, and planning of practice in the coaching of basketball. Three lecture hours per week.

**PY 223C. Officiating in Sports** ..... 3 hrs.  
Discussion and practice in officiating techniques in soccer, volleyball, baseball, basketball, etc. Three lecture hours per week.

**PY 231T. Athletic Training 2A** ..... 1 hr.  
Designed for the second year Athletic Training student. Emphasis of educational modules is placed on therapeutic techniques and procedures. Clinical assignment requirements are expanded past the requirements of first year athletic training students. The course requires the clinical and mandatory weekly seminar components, in which educational modules are discussed, demonstrated, and practiced.

**PY 232T. Athletic Training 2B** ..... 2 hrs.  
A continuation of PY 231T, in which second year athletic training students progress with educational modules that emphasize therapeutic exercise techniques. This course requires both a clinical assignment and mandatory weekly seminar components in which educational modules will be discussed, demonstrated and practiced.

## Physical Education Activity (PY)

Two semester hours of physical education *activity* courses are required for graduation in most suggested curricula leading to an Associate in Arts or Science Degree from NMJC.

**PY 101W. 40 & Over Swimming**

**PY 111. Techniques of Volleyball**

**PY 111A. Nautilus Conditioning**

**PY 111B. Techniques of Beginning Golf\***

**PY 111C. Techniques of Square Dancing\***

**PY 111D. Techniques of Beginning Swimming**

**PY 111F. Fitness for Life II (does not apply as physical education credit for graduation requirement)**

**PY 111H. Fitness for Life (required of most degree seeking students)**

**PY 111J. Moderate Aerobics (Low Impact)**

**PY 111K. Beginning Soccer**

**PY 111L. Circuit Weight Training**

**PY 111N. Techniques of Beginning Racquetball**

**PY 111R. Beginning Racquet Sports (Tennis, Badminton, Racquetball)**

**PY 111S. Body Shaping/Fitness**

**PY 111T. Techniques of Beginning Tennis**

**PY 111P. Fitness For Fifties**

**PY 121A. Conditioning/Aerobics Rhythmic Activities**

**PY 121D. Conditioning Step/Aerobics**

**PY 121F. Techniques of Intermediate Swimming**

**PY 121N. Techniques of Intermediate Racquetball**

**PY 121S. Techniques of Intermediate Square Dancing**

**PY 131A. Techniques of Men's Basketball**

**PY 131B. Techniques of Women's Basketball**

**PY 131C. Techniques of Men's Baseball**

**PY 131D. Techniques of Golf**

**PY 131E. Techniques of Rodeo**

**PY 131F. Techniques of Cheerleading**

**PY 131G. Weight Training**

**PY 131H. Power Walking**

**PY 131J. Aqua Fitness**

**PY 131M. Lifeguard Training**

- PY 131N. Advanced Racquetball
- PY 141. Arthritis Foundation Aquatic Program
- PY 141A. Basketball/Softball
- PY 211. Techniques of Badminton/Tennis
- PY 211C. Advanced Square Dancing\*
- PY 211E. Techniques of Intermediate Golf\*
- PY 211F. Advanced Swimming, Lifesaving
- PY 211G. Advanced Golf\*
- PY 211H. Backpacking and Camping
- PY 211K. Conditioning/Free Weights
- PY 211T. Techniques of Intermediate Tennis
- PY 221A. Recreational Sports
- PY 221D. Flag Football/Basketball

\*An additional fee will be required for this course. The amount of the fee will be determined by the charges required by the golf course and the square dance facility.

## Office Technology (SC)

Competency in office technology requires diverse knowledge and skills. The core curriculum for both the certificate and the associate degree programs in office technology is designed to give a student entry-level clerical skills. Students are encouraged to further their studies in any particular area of interest, such as the legal, financial or the medical field by enrolling in additional courses.

SC 111A. Keyboarding on Microcomputers (same as CS 111A) .... 1 hr.  
This is a five-week course that utilizes a computerized keyboarding program which presents a few new keys in each lesson.

SC 112A. Professional Development ..... 2 hrs.  
This course will emphasize guided self improvement, self-esteem, and interpersonal relationships. Class meets two hours per week.

SC 113. Keyboarding and Document Processing I ...3 hrs.  
This is an introductory keyboarding course taught primarily on a computer. A computerized teaching program utilizing WordPerfect will be used. This course is designed to help the student learn the alphabetic and numeric keys; to build keyboarding speed and accuracy and to implement basic word processing commands to format business documents including letters, memoranda, reports, and tables.

SC 113A. Principles of Shorthand ..... 3 hrs.  
Theory and practice of Speedwriting Shorthand. Development of skill in reading, writing, and transcribing of shorthand outlines. For students with no previous knowledge of speedwriting. Prerequisite: SC 113E, SC 113 or equivalent. Class meets five hours per week.

SC 113B. Business Calculating Machines ..... 3 hrs.  
Training and practice on both the computer 10-keypad and an electronic 10-key calculator. Emphasis on 10-key touch control and business related calculations. Class meets three hours per week.

SC 113C. Business Mathematics ..... 3 hrs.  
A review of the fundamental arithmetic skills needed in the business world, with particular emphasis on decimals, percentages, interest, discounts, commissions, tax rates, insurance, inventories, and depreciation. Class meets three hours per week.

SC 113D. Legal Secretary I ..... 3 hrs.  
This course presents concentrated training needed to enter the legal field as a legal secretary and provides information necessary to pass the NALS certification test. It is the first of two capstone courses for the legal secretary. Class meets five hours a week.

SC 113E. Business English ..... 3 hrs.  
This course will focus on an intensive study of grammar, punctuation, and word usage. Class meets two lecture hours per week.

SC 123. Keyboarding and Document Processing II ..... 3 h  
This course, taught on computers with WordPerfect 6.0 DOS, promotes the further development of basic keyboarding skills and emphasizes the production of a wide range of typical business correspondence, tables, reports, and forms. Emphasis is also placed on improving typing speed and accuracy. Prerequisites: SC 113 or equivalent. Class meets five hours per week.

SC 123B. Introduction to Accounting ..... 3 hrs.  
This course introduces basic accounting records relating to both merchandising and personal service enterprises. Topics include procedures for handling purchases, sales, cash payments, cash receipts, payroll, petty cash, and the preparation of financial statements. Basic computerized accounting procedures are also introduced. This course is not a substitute for AC 113 - Principles of Accounting and may not transfer for accounting majors. Class meets five hours per week.

SC 133. Records Management ..... 3 hrs.  
A beginning course designed to cover the principles and procedures used in the selection and operation of both physical and computer filing systems. Simulations will be used. Class meets three hours per week.

SC 211. Intensive Skill Building ..... 1 hr.  
This course is designed to increase keyboarding speed and accuracy. A computerized skill development program is utilized which includes an error-diagnostic feature and prescriptive drills for trouble areas. Prerequisite: Key at least 20 words per minute and know the keyboard. Class meets five hours per week for five weeks.

SC 213. Advanced Keyboarding and Machine Transcription ..... 3 h  
This course is designed to increase keyboarding speed and accuracy, develop machine transcription skills, and produce advanced business related documents. Prerequisite: SC 123. Class meets five hours per week.

SC 213B. Legal Secretary II ..... 3 hrs.  
This course is an advanced training course to prepare an experienced legal secretary for the NALS certification test or for the student who has successfully completed the Legal Secretary I course. Professionalism is the emphasis in this course. It is assumed that a student taking this course has already acquired necessary office skills. Prerequisite: SC 113D. Class meets three hours per week.

SC 222. Machine Transcription ..... 2 hrs.  
Keying business letters and memos from recorded cassettes utilizing a transcriber, computer, and WordPerfect. Prerequisites: SC 123 and SC 113E, working knowledge of WordPerfect. Class meets two hours per week.

SC 222A. Medical Transcription ..... 2 hrs.  
Training and practice in transcription of medical terms and reports from recorded dictation cassettes. Prerequisite: SC 123. Class meets two hours per week.

SC 223. Business Communications ..... 3 hrs.  
Extensive training and practice in creating written communications prevalent in business offices including the writing of positive, negative, and persuasive messages as well as resumes and reports. Prerequisite: SC 113E. Class meets three hours per week.

SC 223A. Introduction to Word Processing ..... 3  
Hands-on microcomputer word processing training on IBM compatible hardware using WordPerfect for Windows software. Basic through advanced features will be taught. Prerequisite: SC 113 or equivalent. Class meets five hours per week.

**SC 223B. Office Procedures** ..... 3 hrs.  
One of the last courses to be taken in secretarial training. It is a culmination of the skills learned throughout the program with additional training and procedures. Prerequisite: SC 113E and SC 123 or equivalent. Class meets three hours per week.

**SC 223D. Word Processing II** ..... 3 hrs.  
Hands-on microcomputer word processing training on IBM compatible hardware using Microsoft Word software. Basic through advanced features will be taught. Prerequisite: SC 223A. Class meets five hours per week.

**SC 223F. Mastering WordPerfect** ..... 3 hrs.  
Hands-on extensive training utilizing WordPerfect 6.1 for Windows. Beginning to Advanced functions will be taught during this course. Prerequisite: SC 113 or equivalent. Class meets five hours per week.

**SC 223G. Desktop Publishing** ..... 3 hrs.  
(Same as DT 223G and CS 223H) This course is designed to provide students with a thorough understanding of desktop publishing and the basics of design and layout. The student will gain extensive hands-on experience designing publications using page layout software. Meets five hours per week.

**SC 223H. Legal Word Processing** ..... 3 hrs.  
Applying Word Processing features to documents created in the law office such as assembling contracts, standard legal forms, writing and assembling the brief. Prerequisite: SC 223A or equivalent. Class meets five hours per week.

**SC 233A. Automated Office** ..... 3 hrs.  
Hands-on basic training on Corel Suite software using IBM compatible computers. Components include: Word Perfect, Quattro Pro, Paradox, Presentations, and Internet basics. Prerequisite: SC 23D or instructor approval. Class meets five hours per week.

## Communication (SE)

**SE 103. Applied Communications** ..... 3 hrs.  
This course develops communication, language arts, and English skills in an applied setting. Emphasis on transferring improved reading, writing, listening, speaking, problem-solving, visual, and nonverbal skills to occupational and personal lives. Includes occupation-specific applications in areas including business, marketing, technical, trade, and industrial areas. Three lecture hours per week.

**SE 113. Interpersonal Communication** ..... 3 hrs.  
A study of the human communication process in a variety of exchange settings. Units include relational message sending, listening, and non-verbal communications. Special emphasis is given to illustrate how communication proceeds within human relationships. Three lecture hours per week.

**SE 123. Public Speaking** ..... 3 hrs.  
A study in theory, preparation, delivery, and evaluation of public speeches, with practical experience in each area. Three lecture hours per week.

**SE 223. Voice and Articulation** ..... 3 hrs.  
A study of how the human voice operates and how it can be improved. Vocal ability and limitation analysis are an important class characteristic. Tools include oral readings and articulation drills. The International Phonetic Alphabet is explored as a pronunciation mechanism. Three lecture hours per week.

**SE 233. Oral Interpretation** ..... 3 hrs.  
An introduction to and appreciation of oral interpretation of literature. Includes the technical preparation and

presentation of poetry, prose, story telling, and dramatic reading, based upon the critical and creative analysis of each. Emphasis is placed upon practice in phrasing, vocal quality, time, force, pitch, and bodily responses. Three lecture hours per week.

## Sociology (SO)

**SO 213. General Sociology** ..... 3 hrs.  
An introductory review of the major principles of sociology with emphasis on personality and human behavior as a product of group life. Organization of society, population, the community, cultural life, and other factors of social life are all studied in this course. Three lecture hours per week.

**SO 223. Social Problems** ..... 3 hrs.  
A continuation of SO 213. Includes social problems with analysis of the social principles in group living. Individual problems arising from social class, social disorganization, and maladjustment to society analyses. Includes causes, effects, and remedial measures. Three lecture hours per week.

**SO 223W. Marriage and the Family** ..... 3 hrs.  
A study of the social context of the modern family. Emphasis is placed on parenting techniques, as well as the psychological traits of a healthy family. Care is given to ascertain the social factors that influence mate selection and compatibility of relationships. Three lecture hours per week.

**SO 233. Cultural Diversity** ..... 3 hrs.  
This course will provide a sociological analysis of the status of the major racial and ethnic groups in the United States from the viewpoint of the major sociological perspectives.

## Spanish (SP)

**SP 103. Introduction to Conversational Spanish: Destinos** ..... 3 hrs.  
(Telecollege) This course uses a conversational approach to language acquisition using the popular "Telenovela" to teach vocabulary and comprehension. This course allows beginning language learners to hear Spanish and experience its cultural diversity by means of weekly videos. Testing is done on an individual basis.

**SP 113. Beginning Spanish I** ..... 3 hrs.  
Development of speaking, reading, writing and comprehension in Spanish with careful attention given to grammar and pronunciation. Prerequisite: none. Three lecture hours per week with one hour of lab recommended.

**SP 123. Beginning Spanish II** ..... 3 hrs.  
Includes vocabulary development, composition, reading, and oral presentations. Prerequisite: SP 113. Three lecture hours per week with one hour of lab recommended.

**SP 213. Intermediate Spanish I** ..... 3 hrs.  
Intensive practice in Spanish conversation based on the text and assigned reading and listening assignments. Emphasis in class is on grammar, oral expression, and understanding spoken Spanish. Prerequisite: SP 123 or consent of instructor. Three lecture hours per week with one hour of lab recommended.

**SP 213A. Beginning Conversational Spanish I** ..... 3 hrs.  
This course is designed for beginners which includes development of speaking, reading, writing, and comprehension in Spanish with an emphasis on oral communication. Prerequisite: none. Three lecture hours per week with one hour of lab recommended.

**SP 223. Intermediate Spanish II** ..... 3 hrs.  
Includes intensive grammar review and practice in Spanish conversation. Includes readings of plays, short stories, and novels with emphasis on oral and written composition. Prerequisite: SP 213 or consent of instructor. Three lecture hours per week with one hour of lab recommended.



**SP 223C. Beginning Conversational Spanish II . 3 hrs.**  
Continuation of SP 213A with emphasis in vocabulary development, composition, reading, and oral presentations. Oral communication is stressed. Prerequisite: SP 213A or consent of instructor. Three lecture hours per week with one hour of lab recommended.

## **Welding (WE)**

The work of the welding technician requires knowledge of joining metals with either gas or electric welding. The study of metallurgy, types of joints, and positions for fabrication of various materials will be included in various welding courses.

**WE 114. Introduction to Welding ..... 4 hrs.**  
This course is designed to develop an understanding of the nomenclature of welding processes, equipment, and materials used in the various types of gas and electric welds. Techniques, positions, and trade terms are stressed. Fusion welds on different types of metals using gas and electric arc are introduced as well as cutting of ferrous metals with the oxyacetylene torch. Meets six hours per week.

**WE 124. Advanced Welding ..... 4 hrs.**  
This course is a continuation of WE 114. It includes shielded metal-arc welding in the horizontal, vertical and overhead positions. Pipe welding layout procedures and arc welding of basic pipe joints used in oil and gas in welding and farm and ranch construction using pipe. Meets six hours per week.

**WE 111W. Welding for ASEP/ASSET Students ..... 1 hr.**  
This course is designed to develop an understanding of basic nomenclature of various welding processes. Students will learn basic SAFETY rules and regulations that deal with welding in and around vehicles. Processes to be covered will be and not limited to OAW, SMAW, and GMAW. These processes will be covered during the eight weeks of ASEP/ASSET course work. Meets four hours per week.

**WE 214. Inert Gas Welding ..... 4 hrs.**  
This course offers instruction and practice in welding aluminum, mild steel, and stainless. Instruction is offered in the operation and maintenance and use of inert equipment, MIG and TIG. Inspection and testing will also be included. Meets six hours per week.

**WE 224. Advanced Theory and Practice ..... 4 hrs.**  
This course concentrates on advanced study of materials and methods in their application to industry. Welding different metals in various positions and the study of welding codes, metallurgy of rods, electrodes, and materials will be covered. In addition, the practice of joint work, fabrication of equipment for industry (oil and gas) and farm building construction will be studied. Meets six hours per week.

**WE 224A. Advanced Welding ..... 4 hrs.**  
This course is designed to give advanced practice in pattern, development, and layout. Individual projects that the class can work on are encouraged. This course may be repeated for credit, but may only be counted once by degree seeking students. Prerequisites: WE 114, WE 124, WE 214, and WE 224, if the student is degree seeking.

**WE 112B. Blueprint and Shop Equipment Identification ..... 2 hrs.**  
Includes current welding machinery, tools, and equipment. Design and construction fundamentals for shop layout of structural steel and pipe. Examine the uses of symbols, blueprints, and written specifications in the layout and fabrication of welded structures. Meets four hours per week.

**WE 113M. Basic Metallurgy and Welding ..... 3 hrs.**  
A study of ferrous and nonferrous metals from ore to the finished products. Emphasis on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability, and ductility. Technical terms used in the various phases of metallurgy, from early history to classification of steel. Prerequisites: WE 114. Meets six hours per week.

**WE 113D. Destructive Testing ..... 3 hrs.**  
This course is designed to develop an understanding of the nomenclature of testing processes, equipment and materials. Techniques, positions and trade terms are stressed. Material testing on the ferrous, carbon alloy steel and nonferrous material testing. Tests will meet the National board, ASME, AWS, and API standards. Prerequisites: WE 114, WE 124, WE 113M. Meets six hours per week.

**WE 123S. Estimating, Safety and Symbols ..... 3 hrs.**  
A study of industrial blueprints with an emphasis placed on terminology, symbols, graphic description, and welding processes, including systems of measurement and industry standards. Identify, explain and interpret weld symbols, identify structure shapes, demonstrate the proper use of measuring devices, read and interpret blueprints, read welding detail drawings, and calculate dimensions and materials. Prerequisites: WE 114. Meets six hours per week.

**WE 223P. Pipe Welding ..... 3 hrs.**  
This course is a continuation of WE 124, including shielded metal-arc welding in the horizontal, vertical and overhead positions. Pipe welding procedures and arc welding of basic pipe joints used in oil and gas line welding and farm and ranch construction using irrigation pipe and stainless steel plates using the STIG welding system. Cutting with a plasma cutting torch. Weld in different positions from 1G through 4G with the capacity of heat transfer or heat resistance and treatment. Prerequisites: WE 114, WE 124. Meets six hours per week.

**WE 223N. Non-Destructive Testing ..... 3 hrs.**  
This course is designed to develop an understanding of the nomenclature of testing processes, equipment and materials. Techniques, positions, and trade terms are stressed. Includes material testing on the ferrous, carbon alloy steel and nonferrous material testing. Prerequisites: WE 114, WE 124, WE 123S, WE 13D. Meets six hours per week.

**WE 224Q. Advanced Theory and Application ..... 4 hrs.**  
This course is a technical course studying the materials and methods of applying welding knowledge in industry. Includes welding different metals in various positions, study of welding codes, metallurgy of rods, electrodes and materials. Additional practice in all areas of the department, fabrication of individual projects, discussion of farm building construction. Prerequisites: WE 114, WE 124, WE 214. Meets six hours per week.

**WE 243C. Industrial Codes and Standards ..... 3 hrs.**  
This course includes various codes and standards that are used in welding and fabrication. Major codes and standards are API, ASME, and AWS. API is the standard for all pipe used by companies in the oil industry; ASME coding includes the use of vessels, pressure, and structural needs for the power plants, nuclear plants, and water power dams; and AWS includes D-11, the study of structural welding. Covers the building of oil platforms, offshore platforms and rigs, railroads, automobiles, and welding in the agriculture industry. Prerequisites: WE 114. Meets six hours per week.

## Woodworking (WW)

**WW 113. Woodworking I** ..... 3 hrs.  
This course will cover fundamental techniques involved in the wood industry with emphasis on cabinet making, wood frame construction, and practical applications of the building trades. Meets four lecture and laboratory hours per week.

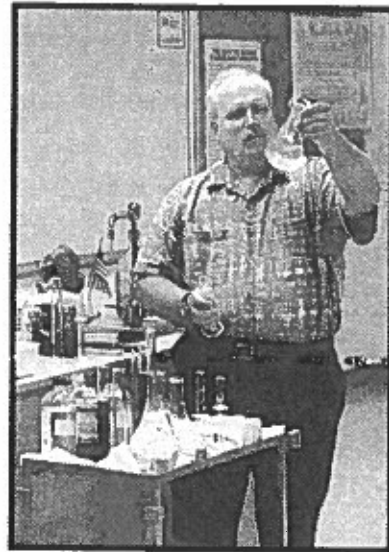
**WW 123. Woodworking II** ..... 3 hrs.  
Continuation of WW 113. This course includes theory and practice in designing, planning, and constructing comprehensive wood projects. Meets four lecture and laboratory hours per week. Prerequisite: WW 113, Woodworking I.

## The Faculty

- Charles H. Adams ..... Professor of Electronics  
B.S., University of Tennessee (1977)
- John A. Baldwin ..... Physical Education  
B.A., Olivet College (1979)  
M.A., Eastern New Mexico University (1996)
- Steve J. Barslou ..... Computer Science  
B.S., Mankato State University (1973)  
M.S., University of South Dakota (1986)
- Ara C. Baten ..... Physical Education/Coach  
B.S., Eastern New Mexico University (1995)  
M.S., Eastern New Mexico University (1998)
- Barbara F. Bell ..... Nursing  
B.S.N., Alfred University (1960)  
M.S., Elmira College (1974)  
M.S.N., University of Portland (1980)
- Sue E. Bennett ..... English  
B.A., Wayland Baptist University (1981)  
M.A., Texas Tech University (1985)  
Ph.D., Texas Tech University (1995)
- Victor G. Berner ..... Chemistry/Astronomy  
A.A., Phoenix Junior College (1966)  
B.S., University of Arizona (1968)  
M.S., New Mexico State University (1974)  
Ph.D., New Mexico State University (1979)
- George R. Biggs, Jr. .... Biology  
B.S., University of Oklahoma (1959)  
M.S., University of Oklahoma (1963)
- Ray Birmingham ..... Physical Education/Coach  
B.S., New Mexico State University (1978)  
M.Ed., College of the Southwest (1999)
- James R. Black ..... Physical Education/Coach  
B.S., Lamar University (1977)  
PGA Certification (1996)
- Patricia Sue Black ..... Office Technology  
A.A.S., New Mexico Junior College (1990)  
B.B.A., College of the Southwest (1993)
- Patricia D. Bowman ..... English  
B.A., Memphis State University (1970)  
M.A.T., Memphis State University (1976)
- Tami M. Cavitt ..... Spanish/ESL  
B.S., Texas Tech University (1979)  
M.Ed., Eastern New Mexico University (1989)
- Michael F. Chavez ..... Psychology  
A.A., New Mexico Junior College (1995)  
B.S., College of the Southwest (1996)  
M.S., College of the Southwest (1999)
- Linda E. Connell ..... English  
B.S., Texas Tech University (1969)  
M.Ed., Eastern New Mexico University (1986)
- Darryl Cook ..... Computer Information Systems  
A.A., New Mexico Junior College (1987)  
B.S., DeVry Institute of Technology (1992)
- H. Wayne Cox ..... Agriculture  
A.A., Clarendon College (1991)  
B.S., New Mexico State University (1993)  
M.A., New Mexico State University (1996)
- Karen S. Cummings ..... Nursing  
A.A.S., New Mexico Junior College (1976)  
B.S.N., College of the Southwest (1988)
- Marilyn A. Duke .... Commercial Graphic Design/Computer Science  
A.A.S., New Mexico Junior College (1992)  
B.S., Eastern New Mexico University (1995)

- Patricia E. Emmerich ..... Government/History  
B.S., Central Missouri State University (1973)  
M.A., Central Missouri State University (1975)  
Ph.D., Kansas State University (1998)
- Chris W. Eubank ..... Music  
B.M.E., Eastern New Mexico University (1992)  
M.M.E., Eastern New Mexico University (1997)
- Jose C. Garcia ..... Sociology  
B.A., Eastern New Mexico University (1969)  
M.Ed., Eastern New Mexico University (1975)
- Samuel R. Gilcrease ..... Automotive Technology (AVHS)
- Katherine D. Goad ..... Biology  
B.S., Biology, New Mexico State University (1980)  
B.S., Medical Technology, New Mexico State University (1981)  
M.S., College of the Southwest (1999)
- Robert T. Guthrie ..... Accounting  
B.B.A., College of the Southwest (1982)  
C.P.A., New Mexico (1988)
- Terry K. Halladay ..... Automotive Technology
- Nelda G. Helms ..... Physical Education  
B.S., Eastern New Mexico University (1968)  
M.S., Eastern New Mexico University (1986)
- Kelly G. Holladay ..... Science/Aquatics  
A.A., Tarrant County Junior College (1981)  
B.S., University of Texas at Arlington (1985)  
M.S., Texas Woman's University (1990)
- Felisita A. Holstrom ..... Cosmetology  
Heights Beauty College (1964)  
Santa Fe Beauty College (1975)  
Cosmetology Instructor License, New Mexico (1994)
- Robert Jackson ..... Physical Education/Women's Head  
Cross Country/Distance Track Coach  
B.S., Eastern New Mexico University (1981)  
M.S., Eastern New Mexico University (1983)
- Tamara K. James ..... Nursing  
A.A.S., New Mexico Junior College (1987)  
B.S.N., Eastern New Mexico University (1998)
- Sonya D. Jimenez ..... English  
B.A., Eastern New Mexico University (1989)  
M.A., Eastern New Mexico University (1991)
- S. Jane Kacir ..... Nursing  
A.A.S., Midland College (1992)  
B.S., Texas Tech University (1996)
- H. Scott Klein ..... Mathematics  
B.S., University of California at Los Angeles (1967)  
Ph.D., New Mexico State University (1972)
- Lynda G. Knoll ..... Nursing  
A.A.S., New Mexico Junior College (1974)  
A.A.S., New Mexico Junior College (1976)  
B.S.N., Eastern New Mexico University (1998)
- Kevin D. Lallmann ..... Physical Education/Assistant Men's  
Baseball Coach  
B.S., University of Central Oklahoma (1995)
- Karen M. Landers ..... Nursing  
A.A.S., New Mexico Junior College (1981)  
B.S., New Mexico State University (1990)
- John D. Lathrop ..... Business/Economics  
B.A., Eastern New Mexico University (1956)  
M.A., Eastern New Mexico University (1958)
- Richard J. Lloyd ..... Physical Education/Athletic Trainer  
B.S., Ball State University (1980)  
M.S., Eastern Illinois University (1981)
- Diann A. Megert ..... Computer Science/Mathematics  
B.S., Southeastern Oklahoma State (1970)  
M.E., Southeastern Oklahoma State (1975)
- Patrick A. Mellon ..... Business, Marketing & Mid-Management  
B.S., University of Southwestern Louisiana (1996)  
M.B.A., University of Southwestern Louisiana (1998)
- Peter G. Mladinic ..... English  
B.A., University of Minnesota (1973)  
M.F.A., University of Arkansas (1985)
- Ernestine C. Moore ..... Office Technology  
A.A.S., New Mexico Junior College (1972)  
B.Ed., Eastern New Mexico University (1973)  
M.B.A., Eastern New Mexico University (1976)
- Shelly A. Murphy ..... AVHS & Certified Nursing Assistant Course  
A.A., New Mexico Junior College (1986)  
A.A.S., New Mexico Junior College (1995)  
B.S.N., University of Phoenix (2000)
- Linda L. Newman ..... English/Reading  
B.S., New Mexico State University (1978)  
M.A., New Mexico State University (1995)
- Brenda C. Pierce ..... Anatomy & Physiology/Microbiology  
B.S., University of New Mexico (1979)
- John R. Rice ..... Communication/Theatre  
B.S.E., Ohio State University (1970)  
M.A., Ohio State University (1973)  
M.A.F., University of South Dakota (1999)
- Gholamreza Sadeghmohaddam ..... Welding  
A.S., New Mexico Junior College (1980)  
B.S., Utah State University (1982)  
M.A., Utah State University (1986)
- Robert Salazar ..... Automotive Technology  
A.A.S., New Mexico Junior College (1986)
- Dwight H. Sederholm ..... Physics  
B.A., California State University (1990)  
M.S., Brigham Young University (1995)
- Mary L. Shelton ..... Reading/Education  
B.S., College of the Southwest (1985)  
M.Ed., Eastern New Mexico University (1987)
- Delores D. Thompson ..... Nursing  
A.S.N., McMurry University (1989)  
B.S.N., University of New Mexico (1996)  
M.S.N., Texas Tech University (2000)  
Family Nurse Practitioner Certificate (2000)
- Stewart B. Thornburgh ..... Mathematics  
B.S., University of Illinois (1989)  
M.A., Eastern Illinois University (1992)
- Thomas V. Togli ..... Automotive Technology  
A.S., Pima Community College (1974)  
B.S., Northern Arizona University (1976)  
M.Ed., Eastern New Mexico University (1994)
- Stephen Townsend ..... Government/History  
B.A., Texas A & I University (1987)  
M.S., Texas A & I University (1989)
- Maria E. Vick ..... AVHS/Cosmetology  
Cosmetology Instructor License, San Antonio, TX (1979)  
Cosmetology/Barber License, New Mexico (1996)

- Douglas W. Vitt ..... Paralegal Program  
 B.S., Ohio University (1980)  
 J.D., The University of Toledo College of Law (1983)
- Martha L. Weller ..... Cosmetology  
 Field's Beauty School (1964)  
 A.A.S., University of New Mexico at Gallup Branch (1994)  
 Cosmetology Instructor License, New Mexico (1994)
- T. Randy Whicker ..... Automotive Technology  
 B.S., Southern Illinois University at Carbondale (1992)  
 M.B.A., University of Phoenix (1996)
- Lawrence P. Wilcox ..... Art  
 B.F.A., Indiana University (1969)  
 M.F.A., University of Massachusetts (1971)
- C. Mike Williams ..... English  
 B.A., Stephen F. Austin State University (1980)  
 M.A., Stephen F. Austin State University (1982)
- Gary Wilson ..... Computer Science/CAD/AVHS
- Margaret L. Wilson ..... Office Technology  
 B.B.Ed., Eastern New Mexico University (1975)  
 M.B.Ed., Eastern New Mexico University (1978)
- Homer Youngblood ..... AVHS/EMT-B  
 A.S., Eastern New Mexico University (1999)



▲ Chemistry professor Vic Berner



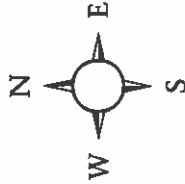
▲ Professor Doug Vitt was featured in *Persimmon Hill* magazine for his restoration of chuckwagons.



▲ Automotive professor Terry Halladay

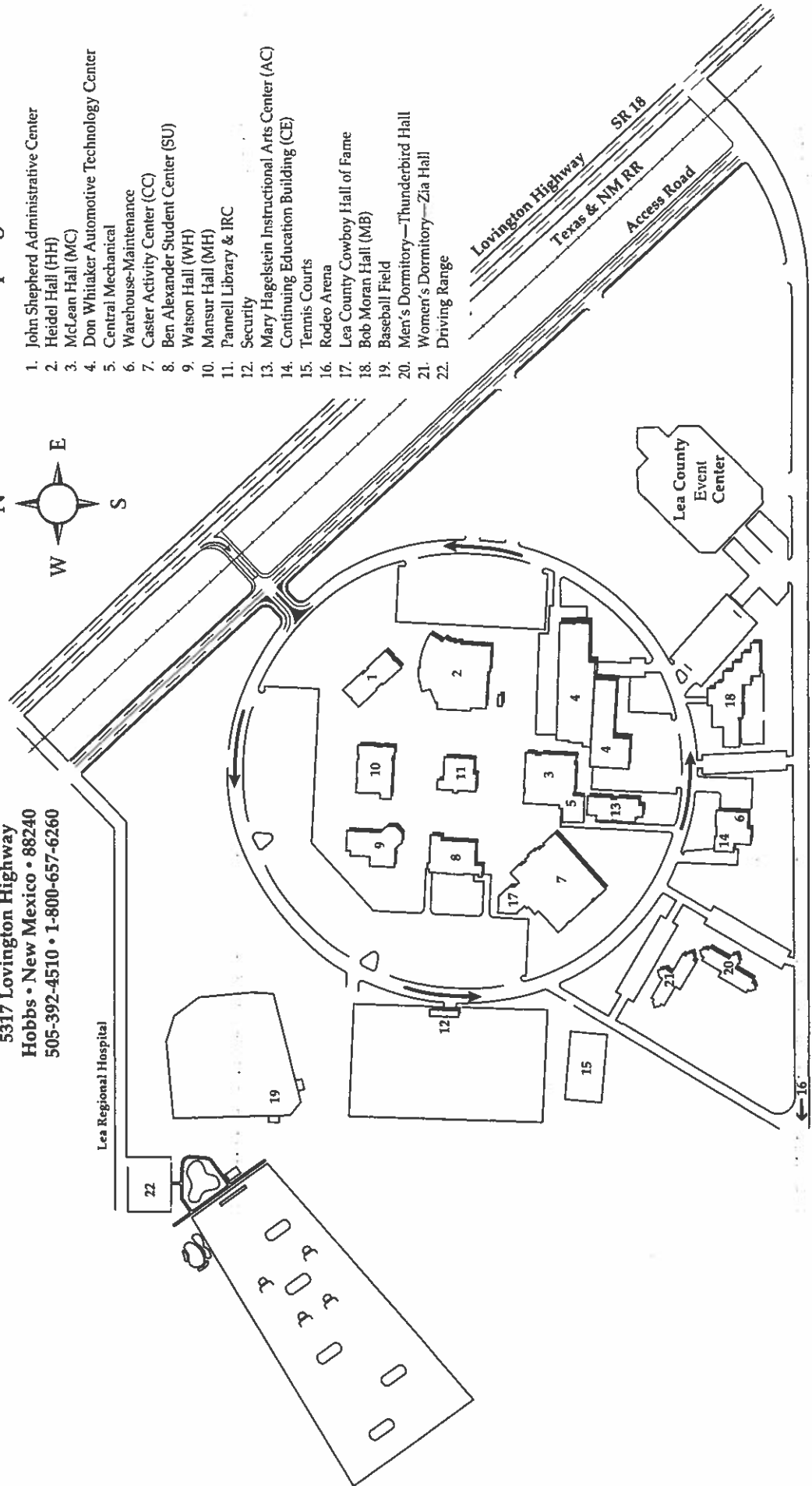
# New Mexico Junior College

5317 Lovington Highway  
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 505-392-4510 • 1-800-657-6260



## Map Legend

1. John Shepherd Administrative Center
2. Heidel Hall (HH)
3. McLean Hall (MC)
4. Don Whitaker Automotive Technology Center
5. Central Mechanical
6. Warehouse-Maintenance
7. Casler Activity Center (CC)
8. Ben Alexander Student Center (SU)
9. Watson Hall (WH)
10. Mansur Hall (MH)
11. Pannell Library & IRC
12. Security
13. Mary Hagelestein Instructional Arts Center (AC)
14. Continuing Education Building (CE)
15. Tennis Courts
16. Rodeo Arena
17. Lea County Cowboy Hall of Fame
18. Bob Moran Hall (MB)
19. Baseball Field
20. Men's Dormitory—Thunderbird Hall
21. Women's Dormitory—Zia Hall
22. Driving Range



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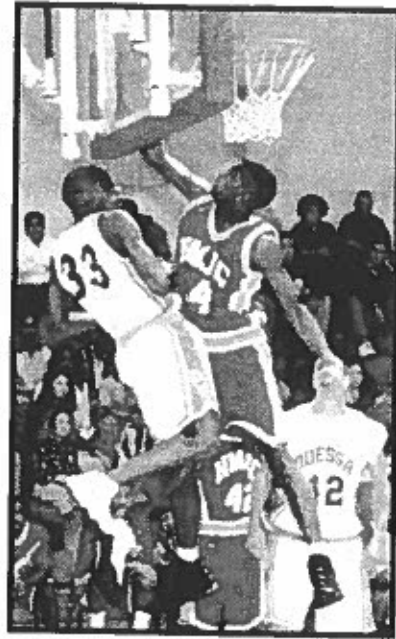
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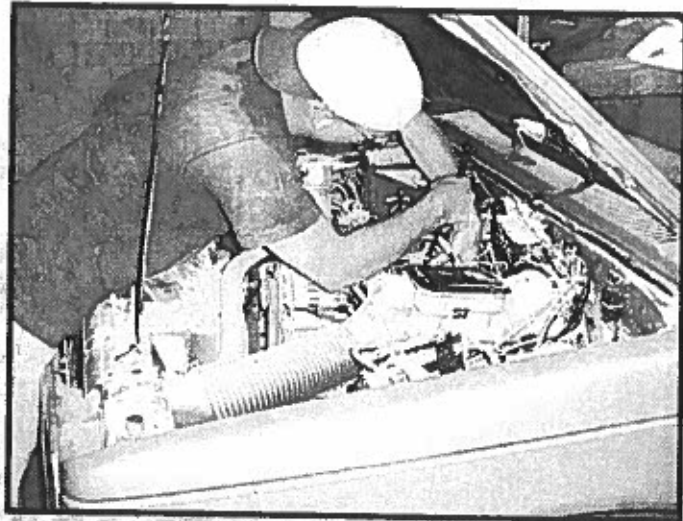
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▲ NMJC Thunderbirds in action



▲ Cosmetology



▲ Automotive Technology



◀ Graduation May 2000





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