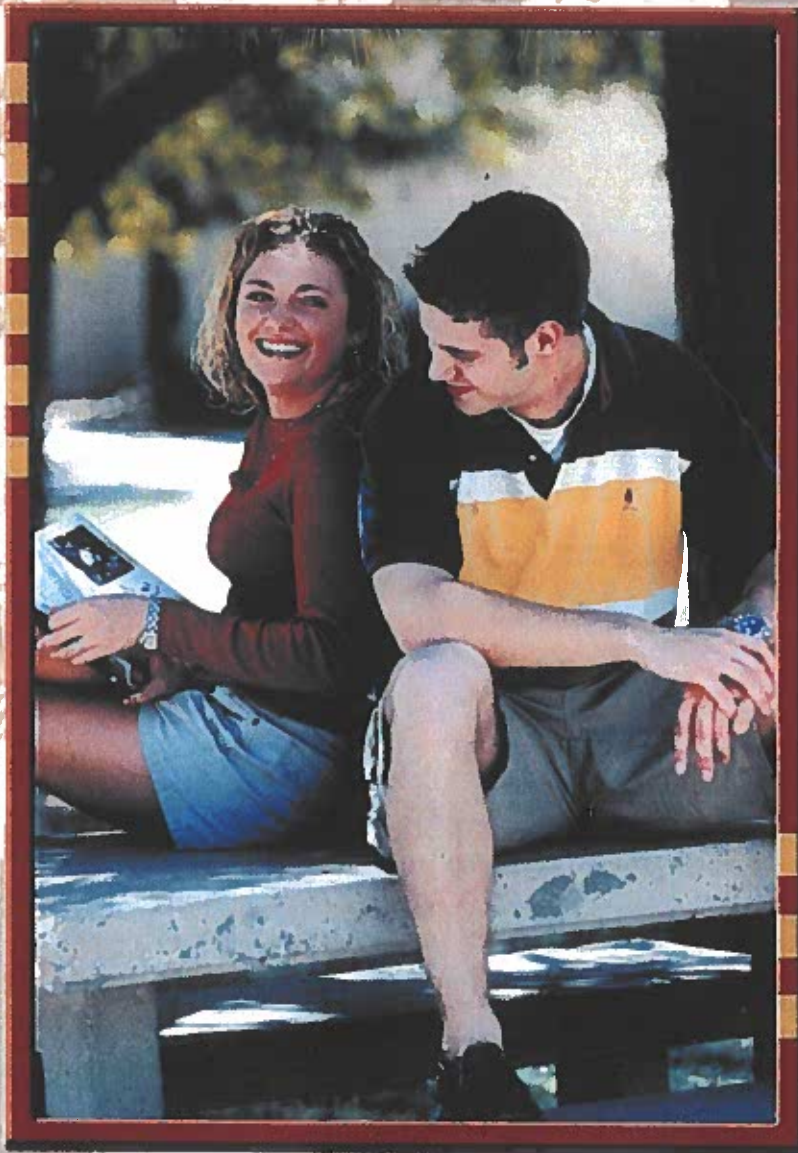


New Mexico Junior College • Hobbs, New Mexico



Catalog

2001-2002

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

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

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

New Mexico Relay for the Deaf: 1-800-659-177 or
Voice/TDD, 392-5411 (Learning Career Services)

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are: (1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the 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. A second exception which allows disclosure without consent of the student is to contact parents of any student under 21 year of age if she or he has violated policies about alcohol or drug use, regardless of whether the parents claim the student as a dependent for tax purposes. Also, information about the results of a disciplinary proceeding can be released to anyone if the student is an alleged perpetrator of a crime of violence or non-forcible sex offense AND if the student violated institutional policies because of the crime. (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by New Mexico Junior College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

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

Retention of Student Records

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

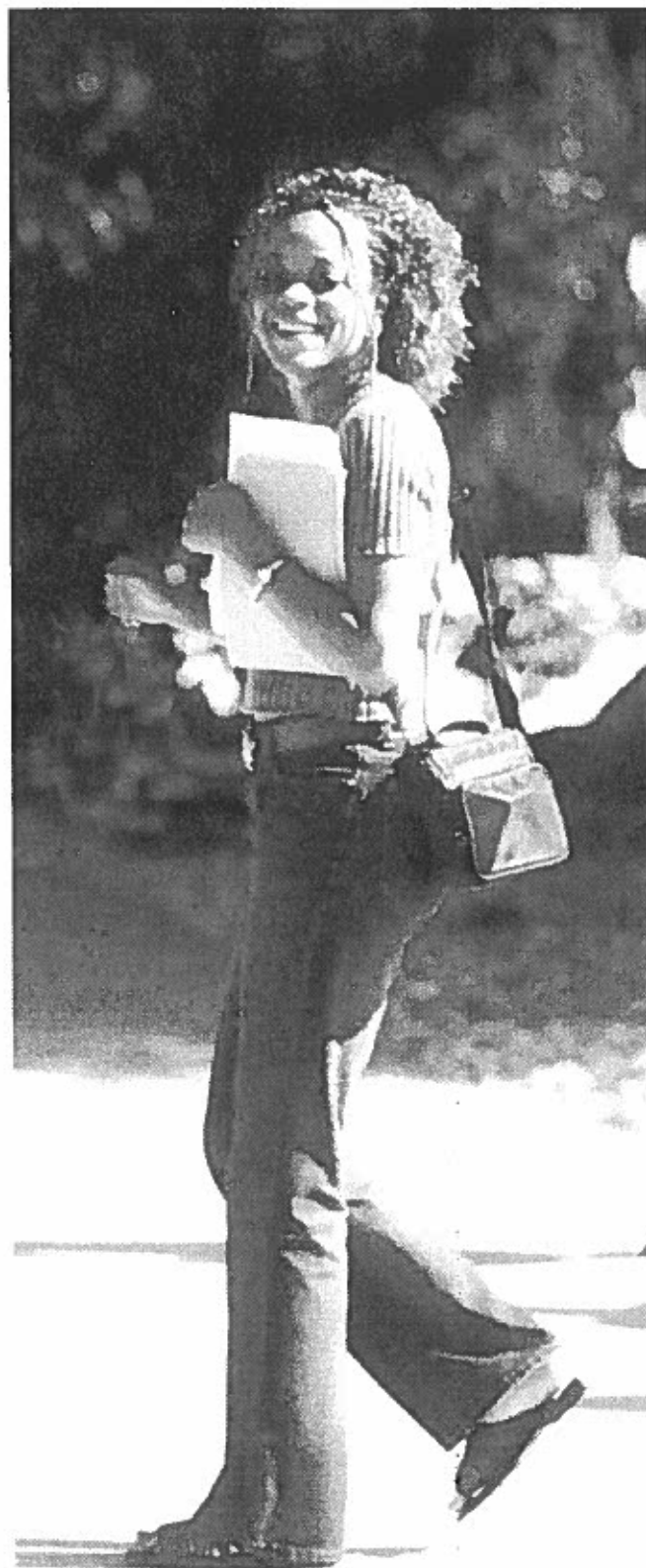
- Student Academic File – five (5) years after the last semester attended by student
- Student Transcript – one hundred (100) years from student's date of birth
- Grade Sheets – five (5) years after term for which created
- Veterans' Benefit File – three (3) years after termination of enrollment
- Class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

Contents

Family Educational Rights and Privacy Act.....	1
Retention of Student Records	1
NMJC Board.....	4
Administration	4
Deans	4
Professional Staff.....	4-5
NMJC Calendar 2001-2005.....	6-9
NMJC Mission Statement.....	10
General Information	10
Accreditation.....	10-11
Reasons for Attending NMJC.....	11-12
Admission.....	12
International Student Admissions	12-13
Admissions to the Career Mobility	
Nursing Program	13-16
Catalog Statute of Limitations	16
General Policies and Procedures.....	16-17
Academic Policies and Procedures	17-18
Alternative Methods for Earning Credit.....	19-20
Tuition and Fees.....	20-23
Financial Aid.....	23-25
System of Grading.....	25-26
Scholastic Honors.....	26-27
Academic Probation and Suspension	27
Graduation Requirements	27
Subject Matter Classification.....	27
Transfer Information	27-29
Student Development	29-32
Pannell Library and Instructional	
Resource Center	32-33
Instructional Divisions	33-34
Continuing Education/Community	
Services.....	34
Associate in Arts Degree (AA).....	35
Associate in Arts/Early Childhood.....	35
Associate in Science Degree (AS)	36
Associate in Applied Science (AAS)	36
AAS Degrees	36-46
Accounting	36
Automotive Technology	37
Automotive Technology (ASSET).....	37
Automotive Technology (ASEP).....	38
Business	38
Computer Information Systems	39
Cosmetology	39
Design Communication (CAD).....	40
Design Communication (Computer Graphic	
Design).....	40
Environmental Technology.....	41

Fire Science	41
Law Enforcement Technology	42
Legal Assistant/Paralegal	42
Legal Secretary	43
Management	43
Marketing	44
Nursing	44
Office Technology	45
Petroleum Technology	45
Welding	46
Certificates	47
Accounting	47
Automotive Technology.....	47
Barbering	48
Computer Information Systems.....	48
Cosmetology.....	48
Cosmetology Instructor.....	48
Design Communication (CAD).....	49
Design Communication (CAD) 2 yr.....	49
Design Communication (Animation).....	50
Design Communication (Computer Graphic	
Design)	50
Design Communication (Web Page).....	50
Early Childhood Education	51
Environmental Technology	51
Esthetician	51
Fire Science	51
Law Enforcement Technology	52
Manicurist/Facial Specialist	52
Manicurist/Pedicurist	52
Office Technology	53
Practical Nurse.....	53
Welding	53
Welding Inspection and Testing	53
Course Numbering System	54
Special Topic Courses.....	54
Area Vocational High School.....	54-56
Course Descriptions.....	56
Accounting (AC).....	56-57
Agriculture (AG).....	57
Anthropology (AN).....	57
Art (AR)	57-59
Automotive Technology (AT).....	59-60
Automotive (AU)	60
Automotive Technology (GM).....	60-61
Automotive Technology (FM).....	61-63
Biology (BI).....	63
Business Law (BS).....	64
General Business (BU).....	64-65
Chemistry (CH)	65

Communication (SE)	65
Computer Assisted Drafting (EG)	66-67
Computer Information Systems (CS)	67-69
Cosmetology (CO).....	69
Criminal Justice (CJ)	70-71
Design Communication (DC).....	71-72
Developmental Studies (DS).....	72-73
Economics (EC).....	73-74
Education (ED).....	74
Electronics (EL).....	74-75
Emergency Medical (EM).....	75
Engineering (ER).....	75
English (EN).....	75-76
Environmental Technology (HM)	76-77
Fire Academy (FA).....	77
Fire Science Technology (FS).....	77-78
Geography (GG).....	78
Geology (GE)	78-79
Government (GO).....	79
History (HI).....	79
Home Economics (HE).....	79
Law Enforcement Academy (LA)	79-80
Legal Assistant/Paralegal (LS).....	80-81
Mathematics (MA)	81
Medical Terminology (ME)	81
Music (MU).....	81-82
Nursing (NU).....	82-83
Office Technology (SC).....	83-84
Petroleum Technology (PT).....	84-85
Pharmacology (PC).....	85
Philosophy (PI).....	85
Physical Education Theory (PY).....	85-86
Physical Education Activity (PY)	86-87
Physics (PH).....	87
Psychology (PS)	87
Sociology (SO).....	87-88
Spanish (SP).....	88
Theatre (DR)	88-89
Welding (WE)	89-90
Woodworking (WW).....	90
Faculty	91-93
Campus Map	93
Index	94-96



New Mexico Junior College reserves the right to alter any policy or procedure contained in this catalog without notice.

NMJC Board

- Ferrel L. Caster** **District #1 - Tatum**
Term expires 3-31-2003
- Pat Chappelle** **District #2 - Lovington**
Term expires 3-31-2007
- Monty D. Newman** **District #3 - Hobbs**
Term expires 3-31-2003
- Gary Schubert**..... **District #4 - Hobbs**
Term expires 3-31-2005
- Bill Hanna** **District #5 - Hobbs**
Term expires 3-31-2007
- Yvonne Williams** **District #6 - Hobbs**
Term expires 3-31-2003
- John Hice, Jr.** **District #7 - Eunice**
Term expires 3-31-2007

Administration

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

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 and 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, Events/Audio Visual 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)
- 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 F. Burnett**.....**Director, Lea County Cowboy Hall of Fame/Western Heritage Center**
- Charley R. Carroll**.....**Director, Physical Plant**
B.S., California Coast University (1990)
- G. Lance Caviness**...**Director, Student Housing/Activities**
A.S., Clarendon College (1986)
B.S., Texas A & M University (1988)
- Michael F. Chavez**...**Director, Upward Bound Program**
A.A., New Mexico Junior College (1995)
B.S., College of the Southwest (1996)
M.S., College of the Southwest (1999)
- Frank D. Collins**.....**Coordinator, Purchasing**
B.B.A., Eastern New Mexico University (1975)
- Randy A. Cook**.....**Program Coordinator/Planner, Continuing Education/Community Services**
A.A., Dodge City College (1986)
B.S., West Texas A & M University (1974)
- Karen S. Cummings**.....**Director, Allied Health Fields**
A.A.S., New Mexico Junior College (1976)
B.S.N., College of the Southwest (1988)
M.S.N., University of Texas at El Paso (1996)
- 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 M. Fons** **Director, Criminal Justice**
B.B.A., College of the Southwest (1985)
M.Ed., College of the Southwest (1997)
- Tyler S. Friend**.....**Talent Search School Coordinator**
B.A., Idaho State University (1995)
- Adrian J. Galvan**.....**ESL/Basic Skills Specialist**
B.A., Texas Tech University (1999)

- Vera J. Gilleland.....Director, Talent Search Program**
B.S.W., University of Texas at El Paso (1993)
M.A., Webster University (2000)
- Patrick C. M. 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)
- Eliza G. Groettum.....Upward Bound Academic Coordinator**
B.A., The Richard Stockton College of New Jersey (2000)
- Lisa R. Hardison.....Student Recruiter**
B.S., Lubbock Christian University (1990)
- Marilyn S. Jackson.....Director, Learning & Career Services**
B.S.Ed., 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)
- Regina E. Johnson.....Intervention Specialist**
B.A., Macalester College (1977)
M.A., New School For Social Research (1983)
- 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)
- Wanda B. LaGrave Webmaster**
B.S., Southwest Texas State University (2001)
- Ruthie D. Luallen.....Director, Bookstore Services**
B.B.A., Central State University (1989)
- 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 Center/ Men's Head Basketball Coach**
B.B.A., New Mexico State University (1989)
- Kathleen F. Miller.....Benefits Specialist**
- Donna S. Morley.....Coordinator, Payroll**
A.S., Clovis Community College (1997)
- Billy C. Morrill.....Director, Security**
- 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.S., College of the Southwest (1991)
- Linda L. Neel.....Director, Financial Aid**
B.S., New Mexico State University (1979)
M.B.A. Eastern New Mexico University (2000)
- Cecilia E. Nelson, CFRE.....Director, Development**
A.A., New Mexico Junior College (1990)
B.A., University of Phoenix (1999)
- Wende D. Nolen.....Assistant Director, Financial Aid**
B.B.A., Eastern New Mexico University (1992)
- M. Pilar Ortiz.....Hardware/Software Specialist**
A.A.S., New Mexico Junior College (1993)
- LaRae Phillips.....Counselor**
B.M. Ed., McMurry University (1982)
M.Ed., University of North Texas (1988)
- Shannon L. Pipkins....Talent Search School Coordinator**
B.A., Texas Tech University (1998)
- Debbie G. Pruitt.....Assistant Director/Professor, Law Enforcement Academy/Criminal Justice**
B.S., New Mexico State University (1975)
M.S. College of the Southwest (2001)
- Constance M. Robinson.....Coordinator, Tutoring and Supplementary Instruction**
A.A., Lubbock Christian University (1962)
B.S.Ed., Abilene Christian University (1964)
M.A., Abilene Christian University (1990)
- Christopher D. Rounds.....Lea County Distance Education Consortium**
B.S., College of the Southwest (1997)
- Amparo J. Salazar.....Accountant**
A.A.S., New Mexico Junior College (1995)
B.B.A., College of the Southwest (1996)
- Barbara K. Schaapho.....ACCEL Project Coordinator**
B.S., College of the Southwest (1970)
- Patricia C. Scott.....Counselor**
B.S.Ed., Eastern New Mexico University (1989)
M.Ed., Eastern New Mexico University (1991)
- Jerrett A. Shields.....Administrative Assistant to the President**
- Angila D. Shook.....Programmer Analyst**
B.S., Tarleton State University (1998)
- 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**
- Renee E. Wharton.....Director, Student Information Tracking/Institutional Research**
B.A., Texas Tech University (1995)
M.A., Texas Tech University (1998)
- Scott A. Winters.....Literacy Coordinator**
B.B.A.; Texas A& M International University (1995)
- QingHua Yu.....Educational Technology Specialist**
B.A., GuangXi University of Nationalities (1989)
M.A., University of Northern Iowa (2001)
- Yuanzhong Zhan.....Public Relations/Marketing Writer/Editor**
B.A., East China Normal University (1997)
M.A., University of Arizona (1999)
Ed.S., University of Arizona (2000)
- Ismael V. Zuniga.....Custodial Supervisor**

NMJC CALENDAR 2001-2002

Fall 2001

August 13	Faculty reports
*August 16	Last day of pre-registration
August 14	In-service
August 14-16	Financial aid disbursement
August 17	Orientation
August 17	Purge day – No registration
August 20	Classes begin
August 20-24	Late registration
August 24	Last day to add/enroll for credit
September 3	Holiday
September 7	Last day to add/enroll for audit
October 12	Mid-term grades due
October 18	In-service (evening classes meet)
November 9	In-service (county wide)
November 21	Last day to withdraw
November 22-23	Holiday
December 7	Classes end
December 10-12	Final Exams
December 14	Final grades due/semester ends
December 14	Faculty break
December 21	Staff Break/campus closed

***NOTE: Students who have pre-registered must pay tuition and fees by August 16 or they will be purged from the classes for which they pre-registered and will be required to register for classes during late registration.**

Spring 2002

January 7	Staff report
*January 10	Last day of pre-registration
January 8	Faculty report
January 8-10	Financial aid disbursement
January 11	Orientation
January 11	Purge day – no registration
January 14	Classes begin
January 14-18	Late registration
January 18	Last day to add/enroll for credit
January 21	Holiday
February 1	Last day to add/enroll for audit
February 18	In-service/evening classes will meet
March 8	Mid-term grades due
March 25-29	Spring break
April 26	Last day to withdraw
May 3	Classes end
May 6-8	Final exams
May 10	Final grades due/semester ends
May 10	Commencement

***NOTE: Students who have pre-registered must pay tuition and fees by January 10 or they will be purged from the classes for which they pre-registered and will be required to register for classes during late registration.**

Summer I, 2002

*May 23	Last day of pre-registration
May 21-22	Financial aid disbursement
May 24	Purge day – no registration
May 27	Memorial Day
May 28	Faculty report
May 28	Classes begin
May 28-29	Late registration
May 29	Last day to add/enroll for credit
May 31	Classes meet on Friday
June 5	Last day to add/enroll for audit
June 20	Last day to withdraw
June 27	Final exams
June 28	Final grades due/semester ends

***NOTE: Students who have pre-registered must pay tuition and fees by May 23 or they will be purged from the classes for which they pre-registered and will be required to register for classes during late registration.**

Summer II, 2002

June 25-26	Financial aid disbursement
*June 27	Last day of pre-registration
June 28	Purge day – no registration
July 1	Faculty reports
July 1	Classes begin
July 1-2	Late Registration
July 2	Last day to add/enroll for credit
July 4	Holiday
July 5	No classes
July 11	Last day to add/enroll for audit
July 12	Classes meet/Friday
July 25	Last day to withdraw
August 1	Final Exams
August 2	Final grades due/semester ends

***NOTE: Students who have pre-registered must pay tuition and fees by June 27 or they will be purged from the classes for which they pre-registered and will be required to register for classes during late registration.**

NMJC CALENDAR 2002-2003

Fall 2002

August 12.....	Faculty reports
*August 15.....	Last day of pre-registration
August 13.....	In-service
August 12-14.....	Financial aid disbursement
August 16.....	Orientation
August 16.....	Purge day – No registration
August 19.....	Classes begin
August 19-23.....	Late registration
August 23.....	Last day to add/enroll for credit
September 2.....	Holiday
September 6.....	Last day to add/enroll for audit
October 11.....	Mid-term grades due
October 17.....	In-service (evening classes meet)
November 8.....	In-service (county wide)
November 22.....	Last day to withdraw
November 27.....	No evening classes
November 28-29.....	Holiday
December 6.....	Classes end
December 9-11.....	Final Exams
December 13.....	Final grades due/semester ends
December 13.....	Faculty break
December 20.....	Staff Break/campus closed

***NOTE: Students who have pre-registered must pay tuition and fees by August 15 or they will be purged from the classes for which they pre-registered and will be required to register for classes during late registration.**

Spring 2003

January 6.....	Staff report
*January 9.....	Last day of pre-registration
January 7.....	Faculty report
January 7-9.....	Financial aid disbursement
January 10.....	Orientation
January 10.....	Purge day – no registration
January 13.....	Classes begin
January 13-17.....	Late registration
January 17.....	Last day to add/enroll for credit
January 20.....	Holiday
January 31.....	Last day to add/enroll for audit
February 17.....	In-service/evening classes will meet
March 7.....	Mid-term grades due
March 24-28.....	Spring break
April 18.....	Last day to withdraw
May 2.....	Classes end
May 5-7.....	Final exams
May 9.....	Final grades due/semester ends
May 9.....	Commencement

***NOTE: Students who have pre-registered must pay tuition and fees by January 9 or they will be purged from the classes for which they pre-registered and will be required to register for classes during late registration.**

Summer I, 2003

*May 22.....	Last day of pre-registration
May 20-21.....	Financial aid disbursement
May 23.....	Purge day – no registration
May 26.....	Memorial Day
May 27.....	Faculty report
May 27.....	Classes begin
May 27-28.....	Late registration
May 28.....	Last day to add/enroll for credit
May 30.....	Classes meet on Friday
June 4.....	Last day to add/enroll for audit
June 19.....	Last day to withdraw
June 26.....	Final exams
June 27.....	Final grades due/semester ends

***NOTE: Students who have pre-registered must pay tuition and fees by May 22 or they will be purged from the classes for which they pre-registered and will be required to register for classes during late registration.**

Summer II, 2003

June 24 - 25.....	Financial aid disbursement
*June 26.....	Last day of pre-registration
June 27.....	Purge day – no registration
June 30.....	Faculty reports
June 30.....	Classes begin
June 30 – July 1.....	Late Registration
July 1.....	Last day to add/enroll for credit
July 4.....	Holiday
July 9.....	Last day to add/enroll for audit
July 24.....	Last day to withdraw
July 31.....	Final Exams
August 1.....	Final grades due/semester ends

***NOTE: Students who have pre-registered must pay tuition and fees by June 26 or they will be purged from the classes for which they pre-registered and will be required to register for classes during late registration.**

NMJC CALENDAR 2003-2004

Fall 2003

August 11	Faculty reports
*August 14	Last day of pre-registration
August 12	In-service
August 11-13.....	Financial aid disbursement
August 15	Orientation
August 15	Purge day – No registration
August 18	Classes begin
August 18-22	Late registration
August 22	Last day to add/enroll for credit
September 1	Holiday
September 5	Last day to add/enroll for audit
October 10.....	Mid-term grades due
October 16.....	In-service (evening classes meet)
November 7.....	In-service (county wide)
November 21.....	Last day to withdraw
November 26.....	No evening classes
November 27-28	Holiday
December 5	Classes end
December 8-10.....	Final Exams
December 12	Final grades due/semester ends
December 12	Faculty break
December 19	Staff Break/campus closed

***NOTE: Students who have pre-registered must pay tuition and fees by August 14 or they will be purged from the classes for which they pre-registered and will be required to register for classes during late registration.**

Spring 2004

January 5	Staff report
*January 8	Last day of pre-registration
January 6	Faculty report
January 6-8.....	Financial aid disbursement
January 9	Orientation
January 9	Purge day – no registration
January 12	Classes begin
January 12-16.....	Late registration
January 16	Last day to add/enroll for credit
January 19	Holiday
January 30	Last day to add/enroll for audit
February 16.....	In-service/evening classes will meet
March 5	Mid-term grades due
March 22-26.....	Spring break
April 16	Last day to withdraw
April 30	Classes end
May 3-5	Final exams
May 7	Final grades due/semester ends
May 7	Commencement

***NOTE: Students who have pre-registered must pay tuition and fees by January 8 or they will be purged from the classes for which they pre-registered and will be required to register for classes during late registration.**

Summer I, 2004

*May 20	Last day of pre-registration
May 18-19.....	Financial aid disbursement
May 21	Purge day – no registration
May 24	Faculty report
May 24	Classes begin
May 24-25.....	Late registration
May 25	Last day to add/enroll for credit
May 31	Memorial Day
June 1	Last day to add/enroll for audit
June 4	Classes meet on Friday
June 17	Last day to withdraw
June 24	Final exams
June 25	Final grades due/semester ends

***NOTE: Students who have pre-registered must pay tuition and fees by May 20 or they will be purged from the classes for which they pre-registered and will be required to register for classes during late registration.**

Summer II, 2004

June 22-23.....	Financial aid disbursement
*June 24	Last day of pre-registration
June 25	Purge day – no registration
June 28	Faculty reports
June 28	Classes begin
June 28-29.....	Late Registration
June 29	Last day to add/enroll for credit
July 4	Holiday
July 6	Last day to add/enroll for audit
July 22.....	Last day to withdraw
July 29.....	Final Exams
July 30.....	Final grades due/semester ends

***NOTE: Students who have pre-registered must pay tuition and fees by June 24 or they will be purged from the classes for which they pre-registered and will be required to register for classes during late registration**

NMJC CALENDAR 2004-2005

Fall 2004

August 16.....	Faculty reports
*August 19.....	Last day of pre-registration
August 17.....	In-service
August 16-18.....	Financial aid disbursement
August 20.....	Orientation
August 20.....	Purge day – No registration
August 23.....	Classes begin
August 23-27.....	Late registration
August 27.....	Last day to add/enroll for credit
September 6.....	Holiday
September 10.....	Last day to add/enroll for audit
October 15.....	Mid-term grades due
October 21.....	In-service (evening classes meet)
November 12.....	In-service (county wide)
November 24.....	Last day to withdraw
November 24.....	No evening classes
November 25-26.....	Holiday
December 10.....	Classes end
December 13-15.....	Final Exams
December 17.....	Final grades due/semester ends
December 17.....	Faculty break
December 17.....	Staff Break/campus closed

***NOTE: Students who have pre-registered must pay tuition and fees by August 19 or they will be purged from the classes for which they pre-registered and will be required to register for classes during late registration.**

Spring 2005

January 3.....	Staff report
*January 6.....	Last day of pre-registration
January 4.....	Faculty report
January 3-5.....	Financial aid disbursement
January 7.....	Orientation
January 7.....	Purge day – no registration
January 10.....	Classes begin
January 10-14.....	Late registration
January 14.....	Last day to add/enroll for credit
January 17.....	Holiday
January 28.....	Last day to add/enroll for audit
February 21.....	In-service/evening classes will meet
March 4.....	Mid-term grades due
March 21-25.....	Spring break
April 15.....	Last day to withdraw
April 29.....	Classes end
May 2-4.....	Final exams
May 6.....	Final grades due/semester ends
May 6.....	Commencement

***NOTE: Students who have pre-registered must pay tuition and fees by January 6 or they will be purged from the classes for which they pre-registered and will be required to register for classes during late registration.**

Summer I, 2005

*May 19.....	Last day of pre-registration
May 17-18.....	Financial aid disbursement
May 20.....	Purge day – no registration
May 23.....	Faculty report
May 23.....	Classes begin
May 23-24.....	Late registration
May 24.....	Last day to add/enroll for credit
May 30.....	Memorial Day
June 2.....	Last day to add/enroll for audit
June 3.....	Classes meet on Friday
June 16.....	Last day to withdraw
June 23.....	Final exams
June 24.....	Final grades due/semester ends

***NOTE: Students who have pre-registered must pay tuition and fees by May 19 or they will be purged from the classes for which they pre-registered and will be required to register for classes during late registration.**

Summer II, 2005

June 21-22.....	Financial aid disbursement
*June 23.....	Last day of pre-registration
June 24.....	Purge day – no registration
June 37.....	Faculty reports
June 27.....	Classes begin
June 27-28.....	Late Registration
June 28.....	Last day to add/enroll for credit
July 4.....	Holiday
July 7.....	Last day to add/enroll for audit
July 8.....	Classes meet on Friday
July 21.....	Last day to withdraw
July 28.....	Final Exams
July 29.....	Final grades due/semester ends

***NOTE: Students who have pre-registered must pay tuition and fees by June 23 or they will be purged from the classes for which they pre-registered and will be required to register for classes during late registration**

Calendar Approved 12/12/2000 by NMJC Board

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.
- New Mexico Junior College must strive to be a premier community college with a focus on quality.
- New Mexico Junior College must do everything possible to enhance its image within the service area.
- New Mexico Junior College must establish a recruiting plan that ensures a yearly 1%-2% FTE growth in enrollment.
- 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.
- 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.
- 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.
- New Mexico Junior College will provide a safe and secure environment for its students, staff, and patrons.
- New Mexico Junior College will explore every avenue to increase the institution's cash position, resource base, and stabilize the budgeting process.
- New Mexico Junior College will continue to provide good equipment that addresses the needs of the entire campus.
- New Mexico Junior College must develop an integrated marketing plan that promotes the vision and value of the college.

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.

Accreditation

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

- American Association of Collegiate Registrars & Admissions Officers
- American Association of Community Colleges
- Association of Community College Trustees
- New Mexico Council of Independent Community Colleges
- League for Innovation in the Community College
- Learning Resources Network (LERN)
- National Association of Student Financial Aid Administrators
- National Association of Student Personnel Administrators
- National Automotive Technicians Education Foundation (NATEF)

- National Council for Marketing and Public Relations (NCMPR)
- National Junior College Athletic Association
- National League for Nursing Accreditation Commission (NLNAC). [(61 Broadway; New York, NY 10006 / (212) 363-5555 ext. 153)]
- New Mexico Association of Collegiate Registrars & Admission Officers
- New Mexico Association of Community Colleges
- New Mexico State Department of Education, Vocational Technical, and Adult Education Unit
- North Central Association of Colleges and Schools
- Rocky Mountain Association of Collegiate Registrars and Admission Officers
- Western Junior College Athletic Conference

Reasons for Attending NMJC

Cost

New Mexico Junior College's low tuition and fee charges generally present a significant savings over other college and university attendance costs. The 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. (Admissions to some programs require meeting additional requirements.)

Individual Assistance

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

Preparation in Fundamentals

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

Vocational and Technical Preparation

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

technical institutions. One year certificate options are provided in

- Accounting
- Automotive Technology
- Computer Information Systems
- Cosmetology
 - Barbering
 - Esthetician
 - Instructor
 - Manicurist/facial Specialist
 - Manicurist/pedicurist
- Design Communication
 - Animation
 - Computer Assisted Drafting
 - Computer Graphic Design
 - Web Page Design
- Early Childhood Education
- Environmental Technology
- Fire Science
- Law Enforcement Technology
- Office Technology
- Practical Nursing
- Welding
- Welding Inspection and Testing

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
- 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 of 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.

Admissions

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

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

A student must have on file with the Dean of 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:

- Students who are working toward an associate degree
- Foreign students
- Transfer students (letter of good standing for summer term)
- Other students when requested by the administration

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

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) or Scholastic Aptitude Test (SAT) given by various high schools and colleges prior to enrollment. Prospective NMJC students should check with respective high schools and colleges for testing dates. Admission decisions are not influenced by ACT or SAT scores but test results are useful tools. NMJC admission applicants may be admitted by one of the following means:

High School and Home School Graduate

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

Non-High School Graduate

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

Transfer

A student may be admitted by transfer from a regionally accredited college or university. A college transfer student must present official transcripts of all college work. A student 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:

- Official certified transcripts of all previous educational experience must be submitted to the Admissions Office. Certified translations into the English language must be submitted for records that are in languages other than English.
- Proof of proficiency in the English language must be provided. This requirement may be satisfied by any one of the following:
 - The applicant's secondary schooling was in the English language
 - The applicant scored sufficiently high on a test of English proficiency (500 on the TOEFL, 240 on the ALIGU)
 - The applicant has completed level 9 at an ESL language center
 - Applicants may be recommended for admission on an individual basis by the Admission and Academic Standards Committee as follows:
 - 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
 - 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.
- The applicant's educational background must be sufficiently strong to indicate high probability of academic success at New Mexico Junior College. The guidelines of materials issued by AACRAO or NAFSA will be followed in making such judgments. In those cases that are unclear or difficult to evaluate, the AACRAO consulting service for foreign student evaluation will be utilized.
- The applicant must provide proof of adequate financial support for at least one full year of study at New Mexico Junior College (including summer school). Students who do not have proof of adequate insurance will be assessed a fee for insurance during the registration period to cover cost of insurance by a provider selected by NMJC. Budget guidelines established by the student financial aid officer will be used in determining the adequacy of support. Since New Mexico Junior College cannot guarantee that foreign students will be granted permits to work by the Immigration and Naturalization Service, the support must be exclusive of funds from employment.
- The applicant must have resources to cover emergency situations that may arise such as illness, accident, or death. The student may satisfy this requirement by:
 - Securing adequate life and medical insurance. The college recommends the NAFSA International Accident and Sickness program; however, if the student chooses

another program, the benefits must be at least those of NAFSA program.

- The student may present proof of such resources such as an affidavit from a sponsor, certification from the home government, or other proof of financial support. If the student chooses to secure insurance to satisfy this requirement, copies of policies or proof of application for such policies must be filed with the admissions office before the student will be allowed to register.
- All admissions material must be submitted at least 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

The curriculum of the Career Mobility Nursing Program is designed to recognize the ability, educational preparation, and work experience of the 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.

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:

- Completion all of the admission requirements for freshman level entry into the nursing program.
- Completion of prerequisite course, PS113- Introduction to Psychology with a grade of "C" or higher. Completion of PS 110-College Orientation, or PS 112 -Freshman Seminar
- 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

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:

- Completion of 40 semester hours
- Completion of prerequisite course, PS113-Introduction to Psychology with a grade of "C" or higher
- Completion of PS 110-College Orientation, or PS 112-Freshman Seminar
- 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
- Achievement of an overall grade point average of 2.0 or higher.

***BI 214A and BI 224A will become prerequisites beginning Fall 2002**

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:

- new students are eligible to enter at the freshman level
- Licensed Practical/Vocational Nurses (LPN/LVNs) are eligible to enter the second year of the nursing program

LPN/LVNs must meet the two following requirements prior to admission into the Associate Degree Program

1. Graduation from a state approved nursing school

- 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

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:

- Completion of the Associate Degree in Applied Science
- Completion of 70 semester hours.
- Completion of prerequisite course, PS113-Introduction to Psychology with a grade of "C" or higher
- Completion of PS 110-College Orientation, or PS 112-Freshman Seminar
- 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 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
 - Achievements of an overall grade point average of 2.0 or higher

Nursing Admission Process

The student is responsible to verify that his/her application is complete prior to the February 1st 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

- Concurrent admission to New Mexico Junior College in accordance with the admission requirements stated in the NMJC catalog
- Completion of an application to the Career Mobility Nursing Program
- 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 Counseling Office
- Official transcripts from all previous educational experiences must be received by the Counseling Office. These transcripts include high schools, technical/vocational schools, colleges, and universities
- One unit of high school mathematics or a college mathematics course of (3) semester hours or more with the grade of "C" or higher
- 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
- Completion of prerequisite course, PS113-Introduction to Psychology with a grade of "C" or higher
- A score of 36 or higher on the Compass Math Test
- A score of 84 or higher on the Compass Reading Test
- A score of 60 or higher on the Compass Writing Test
- Documentation of completion of the Pre-entrance Medical Record and Physical Examination must be received by the Allied Health Secretary prior to the first day of class
- 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
- Admission requirements should be completed by February 1st 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 February 1st are considered on a space available basis. 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 and achieving an overall GPA of 2.0 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. 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.

NOTE: BI 214A and BI 224A will be prerequisites beginning in Fall 2002.

Admission Requirements for Sophomore Level entry

- 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.
- Completion of PS 110-College Orientation, or PS112-Freshman Seminar
- 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
 - PS 113-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.
- 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. The following courses are required with a grade of "C" or higher for each: EN 123 & BI 224.
- 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

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 pro-grams 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.

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.

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.

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.

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-commission-nlnac.org.

Catalog Statute Of Limitation

Graduation and program requirements exist for the student as stated in the catalog of record at the time of the student's initial enrollment and attendance. The student may continue to pursue his or her academic objective with this catalog as the catalog of record provided the student enrolls in and completes at least one credit course, applicable to meeting degree requirements before a calendar year has passed, since the student's last enrollment and attendance. After a calendar year of non attendance at NMJC, the student is no longer under graduation and program requirements as listed in the catalog of record corresponding to the student's initial enrollment and attendance. The student is subject to the graduation and program requirements indicated in the catalog in force at the time of the current enrollment and attendance.



General Policies And Procedures

Attendance

Attendance is required at every session of each course for which the student is enrolled. When unavoidable circumstances make attendance impossible, students must

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

Auditing a Class

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

Course Changes

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

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 Registrar. Students who are not properly enrolled will not be admitted to class. Students may not enroll after the end of the late registration period unless approved by the appropriate Dean and/or Vice-president.

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.

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

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 instructors will be notified of those students who will be absent from class. Students having absences due to college-sponsored activities will be permitted to make up work. It is the responsibility of the student to make arrangements with the affected classes/professors to take care of required work; however, arrangements for make-ups should be made within a reasonable time frame, usually within one week of absence. Regarding make-up work, absences due to late registration are considered the same as regular absences.

Cheating

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

Classroom Conduct

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

Food and Drink Policy

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

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.

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 hours. Students may petition the appropriate Dean for permission to register for an overload. The above regulations will apply even though a student may be taking an audit course at an institution other than NMJC.

Theory, Practice, 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.



Alternative Methods for Earning Credit

Advanced Placement (AP)

Students who have completed college-level courses in secondary schools and have taken the Advanced Placement (AP) examinations of the College Board with resulting composite scores of 3, 4, or 5 may petition for college credit and advanced placement. Such credit will be treated as transfer credit; without a grade, will count toward graduation, and may be used in fulfilling specific curriculum requirements. Students who have taken and passed examinations for Advanced Placement courses, other than those below, should meet with a counselor about credit for those courses. Students may earn a maximum of 52 credits for successful performance on AP examinations. Listed below are the NMJC courses and the credit hours which will be given for AP scores obtained in the AP subject area indicated:

AP

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

AP

Subject / Score	NMJC Course	NMJC Credit
+History European/3	HI 193-Special Topics in History	3
History United States/3	HI 113-United States History to 1877	3
History United States/4	HI 113-United States History to 1877 & HI 123-United States History from 1877	3
+Human Geography/3	AN 193-Special Topics in Anthropology	3
+Physics B/3	PH 193-Special Topics in Physics	3
Psychology/3	PS 113-Introduction to Psychology	3
#Spanish Language/3	SP 113-Beginning Spanish I	3
#Spanish Language/4	SP 113-Beginning Spanish I & SP 123-Beginning Spanish II	3
#Spanish Literature/3	SP 213-Intermediate Spanish I	3
#Spanish Literature/4	SP 213-Intermediate Spanish I & SP 223-Intermediate Spanish II	3
+Statistics/3	MA 193-Special Topics in Mathematics	3

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

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

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

College Level Examination Program (CLEP)

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

CLEP Exam Subject	Minimum Score	NMJC Course	Credit Hours
Composition, Freshman	50	EN 113	3
American Literature	50	EN 213C	3
English Literature	50	EN 213A	3
History of the U.S. I	50	HI 113	3
History of the U.S. II	50	HI 123	3
Western Civilization I	50	HI 213	3

Western Civilization II	50	HI 223.....	3
American Government	50	GO 213.....	3
Algebra	50	MA 113.....	3
Trigonometry	50	MA 123.....	3
Calculus w/ Elementary Functions	50	MA 143.....	3
Biology	50	BI 114.....	4
Chemistry	50	CH 114A.....	4
Psychology, Introductory	50	PS 113.....	3
Human Growth and Development	50	PS 223A.....	3
Sociology, Introductory	50	SO 213.....	3
Spanish, Level I	50	SP 113.....	3
Spanish Level II	50	SP 123.....	3
Accounting, Principles of	50	AC 114.....	4
Management, Principles of	50	BU 213.....	3
Marketing, Principles of	50	BU 223A.....	3
Business Law, Introductory	50	BS 213.....	3
Macroeconomics, Principles	50	EC 213.....	3
Microeconomics, Principles	50	EC 223.....	3

Institutional Challenge

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

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

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

Credit for Prior Learning Policy Law Enforcement/Corrections (Criminal Justice)

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

fulfilling specific curriculum requirements. Credit will be awarded as follows:

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

LA 113 or CJ 113-Introduction to Criminal Justice ...3 hrs.
 LA 113A or CJ 113A-Patrol Procedures.....3 hrs.
 LA 123A or CJ 123A-Patrol Procedures II3 hrs.
 LA 113B or CJ 113B-Criminal Law3 hrs.
 LA 213A or CJ 213A-Criminal Investigation.....3 hrs.
 LA 123E or CJ 123E-Firearms Proficiency3 hrs.
 LA 123F or CJ 123F-Traffic Law & Accident

Investigation3 hrs.
 LA 123D or CJ 123D-Technical Writing.....3 hrs.
 LA 114 or CJ 114-Custody Control, Chemical Agents and Officer Safety4 hrs.

2. Any currently certified corrections officer may receive up to 9 credits by providing proof (original certificate) of successful completion of a certified corrections academy in New Mexico. Students will receive credit as follows:

CA 113J or CJ 113J-Introduction to Corrections.....3 hrs.
 CA 123J or CJ 123J-Corrections Officer Safety and Weapons Training3 hrs.
 CA 133J or CJ 133J-Communications and Interpersonal Skills for the Corrections Officer3 hrs.

3. NMJC will also accept transfer of credits from any other regionally accredited institution. Credits may transfer but not necessarily apply to the student's chosen course of study. Whether credits will count toward a degree is based on the decision of the College Registrar and the Criminal Justice Department Director. Students will be required to have certified copies of transcripts sent to NMJC.

4. Students will be required to complete a minimum of 12 hours of course work at NMJC as well as meet all other requirements for graduation.

Tuition and Fees

Tuition and fees are payable as indicated in the NMJC Calendar on pages 6-9. 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 hours13.00
 Minimum tuition charge for one credit hour23.00

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 hour40.00

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 or grant-in-aid equivalent to \$100 per academic year.

Special Fees:

Activity fee *	\$1.00/credit hour or maximum \$10.00
*Activity fee is charged for on-campus credit classes only	
Dishonored check fee.....	25.00
Fee receipt copies each	1.00
Graduation Fee	25.00
Matriculation Fee (payable once only).....	5.00
Off campus course (Lovington).....	3.00
Parking Fee*	\$1.00 / credit hour or maximum 5.00
*Parking fee charged for on campus course only.	
Transcript Fee (first one free).....	2.00
IRC Fee	\$1.00/credit hour or maximum 5.00
Housing and Meal Plans	Contact Housing Office



Arts and Science Course/Laboratory Fees:

Anatomy and Physiology	\$15.00
Anatomy and Physiology Testing Fee.....	11.00
Art	15.00
Biology	15.00
Chemistry	20.00
Electronics	10.00
English with lab.....	10.00
Environmental Technology course.....	15.00
Environmental Technology Certification.....	Varies
Firearms Proficiency (CJ Majors)	60.00
Geology	15.00
Golf.....	25.00
Interactive Television Course	25.00
Law Enforcement Academy	200.00
Math Lab	10.00
Microbiology	15.00
Microbiology Testing.....	11.00
Petroleum Technology	15.00

Petroleum Technology Certification	Varies
Photography	15.00
Physics.....	15.00
Reading.....	10.00
Spanish	10.00
Telecollege Course	25.00

Business and Technology Course/Lab Fees:

Automotive Technology program fee	\$20.00
Automotive (ASEP - GM) program fee	20.00
Automotive (ASSET-Ford) program fee	20.00
Building Trades.....	30.00
CISCO Training	40.00
Computer Graphics	10.00
Computer Science.....	10.00
Corrections Academy	125.00
Cosmetology Program	20.00
Culinary Arts.....	30.00
Design Communication (DC Courses).....	10.00
Electronics.....	10.00
EMT Lab	20.00
EMS Academy	75.00
CAD (EG Courses)	10.00
Interactive Television Course.....	25.00
Nursing Lab.....	20.00
Nursing Testing.....	20.00
Nursing ATI	66-73.00
Nursing 113 CNA Testing.....	100.00
Office Technology (SC Courses with lab).....	5-10.00
Telecollege Course	25.00
Welding	10.00
Woodworking.....	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 in-creases will include seeking appropriate input from student representatives, the community, staff and the Board. Tuition is the student's share of the instruction and general expenditures that represent the cost of providing an education. In determining tuition rates, New Mexico Junior College will seek to uphold the following principles:

- Citizens who desire a postsecondary education should have access to these educational opportunities at an affordable price.
- Students and their families are entitled to maximum predictability relating to the cost of attending college. Increases in tuition should be gradual and moderate.
- A reasonable and consistent share of the cost of public education should be shared by the state, local taxpayers, and the student. The New Mexico Junior College Board will take into consideration the following criteria in determining tuition rates:
 - The mission and strategic plan of the college;
 - The availability of state funding;

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

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

Refunds

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

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

For summer session(s), the refund period is stated in the appropriate summer course schedule. An immediate tuition refund will not be made upon request but a refund check will be mailed to the address left by the student dropping from classes. Students are not officially withdrawn until the withdrawal form is returned to the Admissions and Records Office. The correct refund procedure is as follows:

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

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

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

Questions regarding the federal return of funds policy may contact the Financial Aid Office for further information.

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:

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

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

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

Financial Aid

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

Types of Financial Aid

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

Scholarships

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

Federal Title IV Programs

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

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

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

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

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

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

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

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

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

Federal Plus Loan - enables parents to borrow money for a dependent student to help meet educational costs. Under this program, the student does not have to demonstrate need, but the borrower must undergo credit analysis for certification. The loan amount is based on the student's cost of attendance less other aid received. Funds are disbursed by a lender.

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

State Programs

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

Vietnam Veterans Scholarship - available to students who qualify as Vietnam veterans. Eligible students must be a New Mexico resident, be attending a New Mexico post-secondary institution and be enrolled at least half-time. Applicants must be certified by the New Mexico Veteran's Service Commission. **New Mexico Nursing Loan For Service** - available to New Mexico residents enrolled in an accredited nursing program at a New Mexico post-secondary institution. The student must demonstrate need

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

Allied Health Student Loan For Service - available to New Mexico residents who are enrolled or accepted in an accredited program for allied health professions in the state of New Mexico. The student must declare 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 Work Study Programs

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

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

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

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

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

Satisfactory Progress Policy

The U.S. Department of Education regulations require an institution to establish a satisfactory progress policy for students to maintain eligibility in the Federal Title IV Programs, based upon qualitative and quantitative standards. In order to maintain satisfactory progress at NMJC, a student receiving federal Title IV financial aid must maintain a minimum of 1.75 cumulative GPA and a minimum completion rate of 70%. Failure to meet these standards will result in the student being placed on suspension for financial aid purposes and the student will no longer be eligible to receive federal financial aid. Students

who do not complete at least three hours with a "D" will automatically be placed on suspension.

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

Other Sources of Financial Aid

Off-Campus Employment

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

Veteran's Benefits

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

System of Grading

Grades are based upon the quality of work done, that is, upon actual accomplishment in courses offered for credit. Grades indicating student standing are issued at the end of each semester. Mid-semester preliminary grades are for advisory purposes and are made known to students for counseling purposes. The mid-semester grades will not

appear on the student's college record. 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 a course. Please refer to that section of the course syllabus for details. This policy will not apply to some Allied Health courses. Grades for Developmental Reading, English as a Second Language, and Review of English are noted as satisfactory and unsatisfactory, and the grades will be posted as S or U on the grade sheet.

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

- If the criteria above are met the instructor and student enter into a completion contract. The contract specifies what the student must do to

complete the course and receive a grade. The method used to calculate the final grade must also be stated. The burden for completing the work resides with the student. The instructor will provide minor assistance to help the student complete the work. The instructor, the student and the dean sign the contract. If the student is incapacitated the student does not have to sign. A copy goes to the student, the instructor and the registrar.

- The student must complete all course work not later than the end of the next long semester.
- The instructor specifies on the contract what grade the student will receive if she/he does not complete the required coursework. When the student completes the required coursework, the instructor computes the final grade and turns in a grade change form to the dean for processing. If no grade change form is processed because the student failed to complete the work in the specified time, the registrar will change the "I" grade into the grade specified on the contract at the end of the appropriate semester.

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 and may be received on the NMJC official web site, www.nmjc.cc.nm.us or through the teleregistration system by calling (505) 392-2763. If a student desires to receive a paper copy of a grade report, he or she may come to the registrar's office and receive the grade report. Unrecorded mid-semester grades are distributed by the ninth week of the long semester for advising purposes. The mid-semester grades may be accessed through the teleregistration system by calling (505) 392-2763.

Change in Grade

Any grade change on record with the Dean of 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.

Repeating Courses

College policy for students wishing to repeat a course includes:

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

Academic Renewal

Academic renewal is a policy in place to assist those students who have completed a substantial number of credit hours with "D" and "F" grades. This policy may only be invoked once during the student's tenure at New Mexico Junior College. Students may obtain a copy of the policy in the Office of Admissions or talk with a counselor concerning this policy.

Scholastic Honors

Graduation Honors

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

President's Honor List

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

Vice Presidents' Honor List

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

Academic Probation and Suspension

NMJC students are expected to make satisfactory progress toward an academic objective. To assure that students make such progress, the academic record of each student is evaluated at the end of each collegiate session. A student who has earned more than twelve cumulative semester hours and has a cumulative grade point average below 1.75 will be placed on academic probation. (A student will be removed from academic probation upon the attainment of a cumulative grade point average of 1.75 or higher.) A student on academic probation is enrolled in the college conditionally, and is expected to make wise use of the college counseling services and professors in improving study habits. Neglect of these recommendations will be considered as evidence of the student's lack of sincerity in improving academic status. New Mexico Junior College students placed on academic probation are under the immediate supervision of a college faculty advisor. Generally, no student on academic probation may enroll for more than twelve hours during a semester or six hours during a summer session. Probationary students who fail to achieve a 1.75 ("D") GPA for hours earned during the subsequent semester will be subject to academic suspension. This means the student must petition the 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. Requirements for the Associate of Arts, Associate of Science, Associates of Applied Science, and Certificates are listed in this catalog.

Subject Matter Classifications

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

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

Transfer Information

Transfer to Other Colleges and Universities

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

- Upon entrance at New Mexico Junior College, or before, the student should select the other institution to which transfer is desired upon graduation;
- The student should obtain a copy of the catalog from the senior college or university to use as a reference;
- The appropriate college officials at New Mexico Junior College will make every effort to coordinate the student

program so that no work will be lost in transfer to the university or other institution;

- Colleges and universities in New Mexico, generally speaking, will accept sixty-four hours (64) in transfer. The student should avoid taking an excessive amount of work hoping that another institution will make an exception in transferring work;
- Some colleges and universities will accept more than sixty-four (64) hours of work in transfer. The student is obligated to secure approval for transfer of excess hours, and should have a letter to this effect from the Registrar at the other institution; and
- No official transcripts are released by New Mexico Junior College until the student clears all financial obligations at the college.

Credit Transfer Information for Credits Transferred to New Mexico Junior College

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

- an official transcript is received by the Registrar's Office at New Mexico Junior College from the other college or university;
- New Mexico Junior College offers an equivalent course;
- there is a course description available in the transfer institution's official catalog;
- the course work at the transfer institution is considered college level (not developmental or high school level) credit
- courses that are accepted in transfer to New Mexico Junior College, will be listed on the NMJC transcript as a letter grade with the number of hours accepted but the grade and hours will not be calculated into the grade point average or hours completed on the NMJC transcript. The transfer hours accepted will be applied to a certificate and/or an associate degree. If a student has questions about the evaluation of transfer credit they may contact the Registrar's office.

Articulation

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

Transfer Among New Mexico Higher Education Institutions

To facilitate transfer of students and course credits among New Mexico's colleges and universities, the state's public institutions of higher education are required to accept in transfer courses taken within approved modules of lower-division course work and apply them toward degree

requirements. Several transfer guides have been developed through collaboration of New Mexico's public post-secondary institutions, consistent with requirements of state law (21-1B, NMSA 1978). Students enrolling for first-year or second-year study at a New Mexico institution and wishing to prepare for possible transfer into a degree program at another institution are advised to take these courses during their freshman and sophomore years.

Student Responsibility

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

Transferable Lower-Division General Education Common Core

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

Area I: Communication select 9 hours

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

Area II: Mathematics select 3 hours

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

Area III: Laboratory Science select 8 hours

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

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

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

- Introductory Anthropology 3 hrs.
- Area V: Humanities and Fine Arts select 6-9 semester hours
- Introductory History Survey 3 hrs.
 - Introductory Philosophy 3 hrs.
 - Introductory Course in History, Theory, 3 hrs.
 - or Aesthetics of the Arts or Literature
- Total to be selected 35 semester hours

Lower-Division 64-hour Transfer Modules

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

- Business
- Biological Sciences
- Engineering
- Teacher Education

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

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.

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, located in the Ben Alexander Student Center, is responsible for developing and coordinating student activities.

Adult Basic Education

The Adult Basic Education program for Lea County is administered through the Learning and Career Services Center, located on the second floor of Pannell Library. 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.

Advisement

The key to taking the right class is getting good advice. NMJC offers career decision making, academic planning and course advising to every interested student through the Counseling Office and the Faculty Academic Advisory System. The Counseling Office, located in the John Shepherd Administrative Center, is where a student begins and is provided degree planning and transfer information. Students who enroll for twelve or more credits and/or intend to earn a degree or program certificate are also assigned a faculty advisor based on their individually chosen major. During the first weeks of each semester, students should meet their assigned advisor to discuss goals and coordinate the student's entire program. Later in the semester, prior to enrollment for the next term, 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.

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

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.

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.

Bookstore

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

Career Center

The college has a collection of career pamphlets, books, vocational biographies, and computerized systems to help individuals with career decision-making. The computerized system of Choices allows 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, second floor, Pannell Library. The computerized system "Choice" is also available in the Counseling Office.

Cheerleading

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

Clubs

A variety of clubs and organizations exist to meet student needs and interests beyond the college curriculum. All officially recognized clubs and organizations must be approved by the Director of 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. Students interested should contact the Director of Housing/Student Activities for information on the procedure for establishing a campus club or organization.

Counseling

New Mexico Junior College employs a professional counseling staff to help students plan academic and

professional futures. Counselors can assist students in choosing or changing careers, deciding on a major, selecting classes, determining transferability of courses, acquiring study skills to be successful, making decisions, exploring ways to deal with problems and confronting problems that hinder a student's progress. The Counseling Office is located in the John Shepherd Administrative Center. The office is open Monday - Thursday 8 a.m. to 6 p.m. and Friday, 8 a.m. to 5 p.m. when classes are in session.

Crime Awareness

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

Discipline

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

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.

Drug Free Campus Information

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

Food Service

The NMJC Food Service provides a snack bar, separate cafeteria dining, and a catering service. The facilities are located in the Ben Alexander Student Center. The catering service is available for both on and off campus activities. The snack bar operation generally opens at 7:00 a.m. and closes at 8 p.m., Monday through Thursday and 7:00 a.m. to

5:00 p.m. on Friday when classes are in session. In addition, the cafeteria dining program provides up to nineteen nutritious meals weekly for students participating in the various meal program options. Serving hours and dates for cafeteria dining are determined prior to the beginning of each semester.

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.

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.

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.

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.

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.

Learning and Career Services

The Learning and Career Services Center, located on the second floor of Pannell Library, provides students with career information, tutoring, special needs accommodations, job announcements, computers for class work and internet access, retention planning and learning enrichment opportunities.

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.

Orientation

The college currently has two programs to assist students to become orientated to the college's services, policies and procedures, and to acquire helpful study skills. PS 110, College Orientation is a two to three-hour program presented twice a year. It is also available to be viewed on video in the Pannell Library. The program consists of presentations on major policies and procedures, services available to students, keys to success in the classroom, and a meeting with a faculty advisor or counselor. PS 112, Freshman Seminar, is a two credit-hour program that covers study skills and other key issues facing students.

Parking Permits

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

Phi Beta Lambda

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

Phi Theta Kappa

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

Placement (Job Placement)

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

federal government are posted monthly. Local listings from the private sector are also available.

Security

Campus security officers are on duty to help prevent or correct dangerous situations. The officers represent NMJC in all security matters and have the authority to reasonably carry out their duties. Failure to comply with a security officer request may result in serious student disciplinary action. The Director of Security is located in McLean Hall and other security personnel are located in the field house next to the track facility. Security may be contacted through the NMJC switchboard at (505) 392-4510, by cellular phone at (505) 370-3022, or after 5 pm at (505) 392-5843.

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. These services are provided in the Learning and Career Center, second floor, Pannell Library.

Student Center

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

Student Support Services (SSS)

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

applicants must meet at least one of the following criteria to participate in SSS: first generation student (first person in your family to attend college), in need of financial aid; physically or academically challenged. Reaching your goals is possible with Student Support Services. (505) 392-2827.

Transcripts

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

Tutorial Program

A tutorial program is available to NMJC students to provide additional help needed for course studies at no cost to the student. To be a tutor or to receive tutorial assistance, contact Learning & Career Services at (505) 392-5411 or visit their office on the second floor of Pannell Library.

Who's Who in American Community and Junior Colleges

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

Pannell Library and Information Resource Center

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

Library Services

Library services are really quite impressive at the Junior College. The ongoing consortial relationship among the libraries of Lea County, as well as the continuing support of New Mexico Junior College, affords college patrons access to a wide variety of information resources. Through the Estacado Library Information Network (ELIN) Consortium,

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

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

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

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

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

Instructional Divisions

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, computer science (computer information systems), design communication (animation, computer assisted drafting, graphic design, and web page design), cosmetology (barbering, esthetician facial specialist, instructor, manicurists, pedicurists), environmental technology, fire science, law enforcement technology, legal assistant/ paralegal, legal secretary, management, marketing, nursing, office technology, petroleum 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 through-out 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 the Events/AV Services Department, located in the Continuing Education Building or by calling (505)392-3609. The college encourages the use of the campus for art exhibits,

cultural events, conferences, meetings, and similar activities.

Tours

Groups and school classes frequently schedule tours of campus facilities, programs, and exhibits. The Student Recruiter, located in Caster. Activity Center, may be contacted at (505) 392-5718 to schedule a tour.

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.

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

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

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

Accounting	Art
Athletic Training	Business Administration
Communication	Criminal Justice
Drama	Economics
Elementary Education	Secondary Education
English	Government
History	Marketing
Music	Philosophy
Physical Education	Pre-Law
Psychology	Sociology
Spanish	Theatre

General Education Electives (43-45 hrs.):

PS 110, College Orientation (PS 112 Freshman Seminar may be substituted for PS 110.)	0-2 hrs.
EN 113, Composition and Rhetoric	3 hrs.
EN 123, Composition and Literature	3 hrs.
English Elective (200 level)	3 hrs.
Social Science Electives (AN, HI, GO, SO, EC, PI)	9 hrs.
Laboratory Science Electives (BI, CH, PHY, PH, GE)	8 hrs.
Behavioral Science Elective (PS or SO)	3 hrs.
Humanities Electives (AR, MU, PI, SP, DR, EN, SE)	6 hrs.
Mathematics Elective (MA Prefix)	3 hrs.
Communications Elective (EN or SE)	3 hrs.
PY 111H, Fitness for Life	1 hr.
Physical Education Activity Elective (all but Fitness for Life II)	1 hr.
*Area of emphasis electives	19-21 hrs.

Total hrs. required for AA degree: 64 hrs.

Associate In Arts (AA) Early Childhood Education

NOTE: The Associate in Arts Degree for Early Childhood Education has specific course requirements that must be met for this degree. This allows the student to meet requirements for licensure as a child care worker. Following are the requirements for the Associate in Arts (AA) for Early Childhood Education.

General Education Requirements (35-37 hrs.)

Orientation (0-2 hrs.)

PS 110, College Orientation (PS 112 Freshman Seminar may be substituted for PS 110.) 0-2 hrs.

Communication (9 hrs.)

EN 113, Composition and Rhetoric	3 hrs.
EN 123, Composition and Literature	3 hrs.
SE 123, Public Speaking	3 hrs.

Social Science/Fine Arts (9 hrs.)

A. Select one or two of the following courses (3-6 hrs.)

HI 113, U.S. History to 1877	3 hrs.
HI 123, U.S. History from 1877	3 hrs.
HI 213, History of Civilization	3 hrs.
HI 223, History of Civilization	3 hrs.

B. Select one or two of the following courses (3-6 hrs.)

HI 113A, History of New Mexico	3 hrs.
DR 113, Introduction to Theatre	3 hrs.
MU 213, Music Appreciation	3 hrs.
AR 113, Art Appreciation	3 hrs.
PI 213, Introduction to Philosophy	3 hrs.

Behavioral Sciences (6 hrs.)

PS 113, Introduction to Psychology	3 hrs.
SO 213, General Sociology	3 hrs.

Laboratory Sciences (8 hrs.)

Select two of the following courses:

BI 114, General	4 hrs.
BI 124, General Biology	4 hrs.
CH 114A - General Chemistry	4 hrs.
CH 124A - General Chemistry	4 hrs.
GE 114, Physical Geology	4 hrs.
GE 124, Historical Geology	4 hrs.
PH 114A, Astronomy	4 hrs.

Mathematics (3 hrs.)

Select one of the following (or higher level) math courses:

MA 113A, Intermediate Algebra	3 hrs.
MA 113, College Algebra	3 hrs.

Early Childhood Education Core (29 hrs.)

ED 113, Introduction to Early Childhood Education	3 hrs.
ED 113A, Guiding Children's Social Development	3 hrs.
ED 114A, Learning Environments for Young Children	4 hrs.
ED 114B, Language Development and Early Literacy	4 hrs.
PS 213, Child Psychology	3 hrs.
ED 214A, Caring for Infants and Toddlers	4 hrs.
ED 214B, Early Childhood Practicum	4 hrs.
ED 214C, Thematic Units Using the Arts	4 hrs.

Total: 64-66 hrs.

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

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

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

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

General Education Electives (44-46 hrs.)

PS 110, College Orientation (PS 112 Freshman Seminar may be substituted for PS 110.)	0-2 hrs.
EN 113, Composition and Rhetoric	3 hrs.
EN 123, Composition and Literature	3 hrs.
English Elective (200 level)	3 hrs.
Social Science Electives (AN, HI, GO, SO, EC, PI)	9 hrs.
Laboratory Science Electives (BI, CH, PHY, PH, GE)	12 hrs.
Behavioral Science Elective (PS or SO)	3 hrs.
Humanities Electives (AR, MU, PI, SP, DR, EN, SE)	3 hrs.
Mathematics Electives (MA Prefix)	6 hrs.
PY 111H, Fitness for Life	1 hr.
Physical Education Activity Elective (all but Fitness for Life II)	1 hr.

*Area of emphasis electives18-20 hrs.

Total hrs. required for AS degree: 64 hrs.

Associate in Applied Science (AAS) Degree

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

Accounting

A total of 65 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 (PS112 Freshman Seminar may be substituted for PS 110.)	0-2 hrs.
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 Elective (all but Fitness for Life II)	1 hr.

Departmental Requirements (35 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 213 EXCEL	3 hrs.

Specialized Electives (Select 12 credit hours from list)

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

Total65 hrs.

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

Automotive Technology

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 112 Freshman Seminar may be substituted for PS 110.)	
MA 114B, Technical Mathematics I	4 hrs.
EN 113, Composition and Rhetoric	3 hrs.
EN 123A, Report Writing for Technicians	3 hrs.
PS 213B, Human Relations	3 hrs.
PH 113, Technical Physics	3 hrs.
PY 111H, Fitness for Life	1 hr.
Physical Education Activity Elective (all but Fitness for Life II)	1 hr.

Departmental Requirements (39 credit hours)

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

Non-Departmental Requirements (5 credit hours)

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

Elective.....2 hrs.

Total64 hrs.

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

Automotive Technology

Ford Motor Company (ASSET) Automotive Student Service Educational Training

A total of 90 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 112 Freshman Seminar 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 (73 credit hours)

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

Non-Departmental Requirements (1 credit hour)

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

Total90 hrs.

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

Automotive Technology

General Motors (ASEP) Automotive Service Educational Program

A total of 88 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 (PS112 Freshman Seminar may be substituted for PS 110.)	4 hrs.
MA 114B, Technical Mathematics I	4 hrs.
EN 103, English Fundamentals for Specialized Programs	3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
PS 213B, Human Relations	3 hrs.
PH 113, Technical Physics	3 hrs.

Departmental Requirements (71 credit hours)

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

Non Departmental Requirements (1 credit hour)

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

Total 88 hrs.

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

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 112 Freshman Seminar may be substituted for PS 110.)	4 hrs.
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 Elective (all but Fitness for Life II)	1 hr.

Departmental Requirements (43 credit hours)

AC 114, Principles of Accounting I	4 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 213, Excel	3 hrs.
SC 113B, Business Calculating Machines	3 hrs.
SC 113C, Business Mathematics	3 hrs.
CS 223H, Desktop Publishing	3 hrs.

Electives 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.

Computer Information Systems

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)

PS 110, College Orientation (PS112 Freshman Seminar 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.
Lab Science	4 hrs.
Behavioral Science	3 hrs.
PY 111H, Fitness for Life	1 hr.
Physical Education Activity Elective (all but Fitness for Life II)	1 hr.

Non-Departmental Requirements (7 credit hours)

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

Departmental Requirements (18 credit hours)

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

Departmental Electives (Select 5 courses/15 hours)

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

Departmental Programming Electives - 6 hrs.

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

Total64 hrs.

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

Cosmetology

A total of 64 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 112 Freshman Seminar 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 Elective (all but Fitness for Life II)	1 hr.

Departmental Requirements (43 credit hours)

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

Total 64 hrs.

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

Design Communication

Option: Computer Assisted Drafting

Requirements: A minimum of 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-

General Education Requirements (21-24 credit hours)

PS 110, College Orientation (PS 112 Freshman Seminar may be substituted for PS 110.)	0-2 hrs.
MA 113A, Intermediate Algebra	3 hrs.
MA 123, Plane Trigonometry or	
MA 114B, Technical Mathematics I.....(3-4 hrs.)	
EN 113, Composition and Rhetoric	3 hrs.
EN 123, Composition and Literature	3 hrs.
Behavioral Science	3 hrs.
Lab Science	4 hrs.
PY 111H Fitness for Life	1 hr.
Physical Education Activity Elective (all but Fitness for Life II)	1 hr.

Departmental Requirements (39 credit hours)

EG 114A, Principles of Drafting.....	4 hrs.
EG 114, Introduction to Computer Assisted Drafting	4 hrs.
EG 214B, Intermediate Computer Assisted Drafting	4 hrs.
EG 124A, Computer Assisted Drafting for Architecture	4 hrs.
EG 224C, Advanced 3-Dimensional Animation	4 hrs.
EG 224A, Advanced Computer Assisted Drafting ...	4 hrs.
EG 234, Customizing Computer Assisted Drafting	4 hrs.
EG 214C, Introduction to 3-Dimensional Animation (3D Studio Viz)	4 hrs.
EG 124B, Computer Assisted Drafting for Engineering	4 hrs.
DC 223G, Desktop Publishing	3 hrs.

Non-Departmental Requirements (6 credit hours)

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

Total66-69 hrs.

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

Design Communication

Option: Computer Graphic Design

Requirements: A minimum 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 (21-23 credit hours)

PS 110, College Orientation (PS112 Freshman Seminar may be substituted for PS 110.)	0-2 hrs.
Math (MA Prefix).....	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 Elective (all but Fitness for Life II).....	1 hr.

Non-Departmental Requirement (6 credit hours)

CS 123D, Windows Applications I or	
CS 123A, Microcomputer Applications	3 hrs.
and AR 113, Art Appreciation	3 hrs.

Departmental Requirements (37 credit hours)

DC 111, Conceptual Development Forum I (1st Year).....	1 hr.
DC 211, Conceptual Development Forum II (Final Semester)	1 hr.
Plus 35 credit hours, from the list below:	
DC 113B, Technical Illustration I.....	3 hrs.
DC 113D, Introduction to Graphic Arts	3 hrs.
DC 123A, Computer Graphics I	3 hrs.
DC 123W, Technical Illustration II	3 hrs.
DC 123B, Electronic Prepress	3 hrs.
DC 223D, Computer Animation & Multimedia Production I	3 hrs.
DC 223G, Desktop Publishing.....	3 hrs.
DC 224, Computer Graphics II.....	4 hrs.
DC 224A, Computer Graphics III	4 hrs.
DC 243, Electronic Publishing	3 hrs.
DC 233D, Computer Animation & Multimedia Production II.....	3 hrs.
DC 214, Graphic Design I.....	4 hrs.
DC 123C, Web Page Design.....	3 hrs.
DC 223E, Advanced Web Page Design	3 hrs.
DC 213B, Technical Illustration III.....	3 hrs.
DC 243A, Computer Graphic Design Coop Work Experience I.....	3 hrs.
DC 223W, Advertising Layout and Design	3 hrs.
DC 123D, Book Illustration	3 hrs.
DC 244, Three D Graphics Animation.....	4 hrs.
DC Special Topics	
Courses with AR, CS or EG Prefix	6 hrs. maximum

Total64 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.

Environmental Technology

Requirements: 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 112 Freshman Seminar 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 Elective (all but Fitness for Life II).....	1 hr.
SE 113, Interpersonal Communication or Psychology Elective	3 hrs.

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.

Total 66 hrs.

Fire Science

Requirements: 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 hrs.)

PS 110, College Orientation (PS 112 Freshman Seminar may be substituted for PS 110.)	
EN 113, Composition and Rhetoric	3 hrs.
English (Any EN Prefix)	3 hrs.
Behavioral Science	3 hrs.
Communication (Any SE Prefix).....	3 hrs.
CH 114, Current Concepts of Chemistry.....	4 hrs.
PY 111H, Fitness for Life <u>and</u> PY Activity or PY 112, Physical Training and Wellness for Fire Officers.....	2 hrs.
Math (Any MA Prefix).....	3 hrs.

Departmental Requirements (9 hrs.)

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

Departmental Electives (24 hrs.)

FS, FA, and/or EM Electives and may also include up to 6 hrs. of HM courses

Free Electives(10 credit hours)

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.

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.

Law Enforcement Technology

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

Departmental Requirements (12 credit hours)

LA 113 or CJ 113, Intro to Criminal Justice	3 hrs.
LA 113A or CJ 113A, Patrol Procedures	3 hrs.
LA 113B or CJ 113B, Criminal Law	3 hrs.
LA 213A or CJ 213A, Criminal Investigation	3 hrs.

CJ, LA, or CA Electives.....(24 credit hours)

Free Electives(8 credit hours)

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.

Legal Assistant/Paralegal

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.

General Education Requirements (21 credit hours)

PS 110, College Orientation (PS 112 Freshman Seminar may be substituted for PS 110.)	
EN 113, Composition and Rhetoric	3 hrs.
EN 123, Composition and Literature	3 hrs.
Communication (SE Prefix)	3 hrs.
Behavioral Science	3 hrs.
Math (MA Prefix)	3 hrs.
Lab Science	4 hrs.
PY 111H, Fitness for Life	1 hr.
Physical Education Activity Elective (all but Fitness for Life II)	1 hr.

Departmental Requirements (26 credit hours)

LS 112, Legal Ethics	2 hrs.
LS 113, Introduction to the Justice System	3 hrs.
LS 113A, Introduction to Legal Research and Writing	3 hrs.
LS 213, Law Office Operations and Management	3 hrs.
LS 213A, Civil Procedure	3 hrs.
LS 213B, Practicum/Internship	3 hrs.
LS 223A, Trial Preparation and Procedures	3 hrs.
Six hours from the 12 hours listed below:	
LS123A Torts	3 hrs.
LS 123B Property	3 hrs.
LS 123 Contracts	3 hrs.
CJ 113B Criminal Law	3 hrs.

Legal Specialty Electives (Select 9 credit hours)

BS 213, Business Law I	3 hrs.
BS 223, Business Law II	3 hrs.
LS 123C Family Law	3 hrs.
LS 233, Advanced Research Techniques	3 hrs.
LS 223F, Environmental Law	3 hrs.
LS 223E Oil and Gas Law	3 hrs.
LS 231A-234A, Special Topics in Paralegalism	1-4 hrs.

Classes from the following prefixes or extra substantive law classes can be used to satisfy the legal specialty requirement:

AC; BU, CS, CJ, EN, GO, HI, HM, ME, PS, PT, SC, SO, and SP.

Specialized Requirements (10 credit hours)

AC 114, Principles of Accounting I	4 hrs.
SC 113C, Business Math or	
SC 123B, Introduction to Accounting	3 hrs.
SC 223A, Word Perfect or	
SC 223H, Legal Word Processing	3 hrs.

Total66 hrs.

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

Legal Secretary

A total of 64-65 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 complete with a "C" or better.

General Education Requirements (20 credit hours)

PS 110, College Orientation (PS 112 Freshman Seminar may be substituted for PS 110.)	0-2 hrs.
EN 113, Composition and Rhetoric	3 hrs.
EN 123, Composition and Literature	3 hrs.
GO 213, American Government	3 hrs.
SE 103, Applied Communications	3 hrs.
Math (Any MA Prefix)	3 hrs.
PS 213B, Human Relations	3 hrs.
PY 111H, Fitness for Life	1 hr.
Physical Education Activity Elective (all but Fitness for Life II)	1 hr.

Departmental Requirements – 38-39 (credit hours)

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

Specialized Requirements – (5 credit hours)

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

Elective..... 1 hr.

Total 64-65 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.

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 112 Freshman Seminar may be substituted for PS 110.)	0-2 hrs.
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 Elective (all but Fitness for Life II)	1 hr.

Departmental Requirements (38 credit hours)

AC 114, Principles of Accounting I	4 hrs.
AC 124, Principles of Accounting II	4 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) - 3 hrs.

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

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.

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.

Marketing

A total of 65 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 112 Freshman Seminar 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 Elective (all but Fitness for Life II)	1 hr.

Departmental Requirements (38 credit hours)

AC 114, Principles of Accounting I.....	4 hrs.
AC 124, Principles of Accounting II	4 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) - 3 hrs.

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

Non-Departmental Requirements (6 credit hours)

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

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.

Nursing

NOTE: Completion of the prerequisites may require one year or longer. (Course of study may vary at other institutions; see "Credit Transfer Information" in catalog.) Required prerequisite for admission to program: PS 113, Introduction to Psychology - 3 hrs. **BI214A and BI 224A will become prerequisites in Fall 2002.

Freshman

Fall Semester:

PS 110, College Orientation (PS 112 Freshman Seminar 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, Orientation, or PS112 Freshman Seminar	
NU 201, Nursing Articulation.....	1 hr.
BI 224A, Human Anatomy and Physiology II.....	4 hrs.
BI 224, Microbiology	4 hrs.

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

*Required for students working toward an associate degree.

**Pre-requisite for admission to the program beginning Fall 2002.

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 70 hrs.

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

Office Technology

A total of 64-65 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 112 Freshman Seminar 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 Elective (all but Fitness for Life II)	1 hr.

Departmental Requirements (44-45 credit hours)

SC 113E, Business English	3 hrs.
SC 112A, Professional Development	2 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 or	
AC 114, Principles of Accounting I	3-4 hrs.
CS 213, EXCEL	3 hrs.
SC 213, Advanced Keyboarding and Machine Transcription	3 hrs.
SC 133, Records Management	3 hrs.
AC 213A, Microcomputer Accounting I	3 hrs.
SC 223A, WordPerfect	3 hrs.
SC 223B, Office Procedures	3 hrs.
SC 223D, Microsoft Word	3 hrs.
SC 223, Business Communications	3 hrs.
SC 233A, Automated Office	3 hrs.

Approved Related Elective (3 hrs.)

Total 64-65 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.

Petroleum 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.

General Education Requirements (21 hours)

PS 110, College Orientation (PS 112 Freshman Seminar may be substituted for PS 110.)	
MA 113, College Algebra	3 hrs.
EN 113, Composition and Rhetoric	3 hrs.
EN 123A, Report Writing for Technicians	3 hrs.
SE 113, Interpersonal Communication or	
PS 213B, Human Relations	3 hrs.
CH 114 Current Concepts of Chemistry or	
CH 114A, General Chemistry	4 hrs.
GO 213, American Government	3 hrs.
PY 111H, Fitness for Life	1 hr.
Physical Education Activity Elective (all but Fitness for Life II)	1 hr.

Departmental Requirements (28 hours)

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.
Elective - 3 hrs. (Possibly PT 123, Formation Evaluation or PT 223A, Property Evaluation)	

Non-Departmental Requirements (12 hours)

Business/Accounting	3 hrs.
Business/Accounting	3 hrs.
CS 123A, Micro Applications	3 hrs.
Computer Elective w/Spreadsheet Applications	3 hrs.

Non-Departmental Elective (3 hours)

Total 64 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.

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 (18 hours)

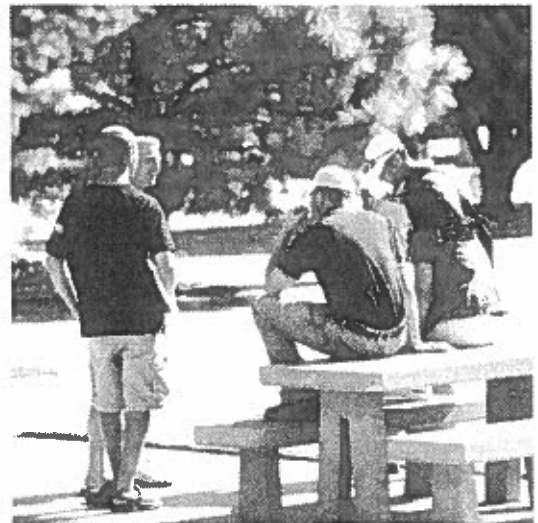
PS 110, College Orientation (PS 112 Freshman Seminar may be substituted for PS 110.)	4 hrs.
MA 114B, Technical Mathematics I.....	4 hrs.
EN 113, Composition and Rhetoric	3 hrs.
EN 123, Composition and Literature	3 hrs.
Lab Science.....	4 hrs.
Behavioral Science	3 hrs.
PY 111H, Fitness for Life	1 hr.

Departmental Requirements (44 hours)

WE 112B, Blueprint /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 Codes and Standards.....	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 223N, Non-Destructive Testing	3 hrs.
WE 224Q, Advanced Theory and Applications	4 hrs.

Electives..... 2 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.

Certificates

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

Certificate Accounting

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 112 Freshman Seminar 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 or	
CS 123D, Windows Applications I	3 hrs.
CS 213, EXCEL	3 hrs.
EC 213, Principles of Economics (Macro).....	3 hrs.
SC 113B, Business Calculating Machines	3 hrs.
MA 113, College Algebra or	
MA 113D, Mathematical Analysis with Business Applications.....	3 hrs.
Total	35 hrs.

Certificate

Automotive Technology (with Co-op)

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

PS 110, College Orientation (PS 112 Freshman Seminar 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 212, Cooperative Work Experience III	2 hrs.
AT 123C, Brake Systems	3 hrs.
AT 124, Electronics	4 hrs.
AT 124A, Engine Performance	4 hrs.
AT 213A, Manual Drive 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.
AT 223C, Automotive Service Management	3 hrs.
MA 114B, Technical Mathematics I.....	4 hrs.
PS 213B, Human Relations	3 hrs.
HM 101, Safety and Hazardous Materials	1 hr.
Total.....	47 hrs.

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 112 Freshman Seminar 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.
AT 223C, Automotive Service Management	3 hrs.
MA 114B, Technical Mathematics I.....	4 hrs.
PS 213B, Human Relations	3 hrs.
HM 101, Safety and Hazardous Materials	1 hr.
Total	37 hrs.

Certificate Barbering

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

PS 110, College Orientation (PS 112 Freshman Seminar 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 & Sanitation	2 hrs.
CO 142, Shampoo, Rinses and Scalp Treatments	2 hrs.
CO 212, Theory III	2 hrs.
CO 216, Cosmetology/Barbering Clinic Practice	6 hrs.
CO 222, Hair Coloring/Bleaching	2 hrs.
CO 232, Salon Business & Retail Sales	2 hrs.
CO 233, Shaving/Crossover.....	3 hrs.

Total..... 38 hrs.

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 112 Freshman Seminar 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.
DC 223D, Computer Animation I.....	3 hrs.
CS 123G, Windows.Applications II	3 hrs.
CS 213E, Microsoft Windows	3 hrs.
CS 213, EXCEL.....	3 hrs.
CS 223N, Networking	3 hrs.
Select one programming class from the list below.....	3 hrs.
CS 213B, RPG Programming	
CS 213C, Visual BASIC Programming	
CS 213D, COBOL Programming	
CS 213F, C++ Programming	

Total..... 33 hrs.

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 112 Freshman Seminar 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.

Total43 hrs.

Certificate Cosmetology Instructor

Prerequisites:

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

Certificate Description:

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

Instructor Core Courses (30 hrs):

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

Total30 hrs.

Certificate Design Communication

Option: Computer Assisted Drafting

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

PS 110, College Orientation (PS 112 Freshman Seminar may be substituted for PS 110.)	
CS 123D, Windows Applications I	3 hrs.
EG 114A, Principles of Drafting	4 hrs.
EG 114, Introduction to Computer Assisted Drafting	4 hrs.
EG 214B, Intermediate Computer Assisted Drafting	4 hrs.
EG 224A, Advanced Computer Assisted Drafting	4 hrs.
EG 234, Customizing Computer Assisted Drafting	4 hrs.
EG 214C, Introduction to 3-Dimensional Animation (3D Studio Viz)	4 hrs.

Electives from the list below - (5-6 hrs.)

Any CS or EG courses not listed as required and the following:

AR 113A, Drawing I	3 hrs.
AR 123A, Drawing II	3 hrs.
AR 123B, Computer Graphics I (Same as DC 123A)	3 hrs.
AR 133A, Drawing III	3 hrs.
AR 143A, Drawing IV	3 hrs.
AR 213, Two-Dimensional Design	3 hrs.
AR 213F, Photography I	3 hrs.
AR 223, Three-Dimensional Design	3 hrs.
AR 223F, Photography II	3 hrs.
EN 123A, Report Writing for Technicians	3 hrs.
MA 114B, Technical Mathematics I	4 hrs.
SC 112A, Professional Development	2 hrs.
SE 103, Applied Communications	3 hrs.
SE 113, Interpersonal Communication	3 hrs.
WE 114, Introduction to Welding	4 hrs.

Total 32 - 33 hrs.

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

Two-Year Certificate Design Communication

Option: Computer Assisted Drafting

Requirements: A minimum of 63 credit hours from the following required courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order program completion. Students must have a minimum grade of "C" in each course.

PS 110, College Orientation (PS112 Freshman Seminar may be substituted for PS 110.)	0-2 hrs.
---	----------

Departmental Requirements (47 hours)

EG 114A, Principles of Drafting	4 hrs.
EG 114, Introduction to Computer Assisted Drafting	4 hrs.
EG 214B, Intermediate Computer Assisted Drafting	4 hrs.
EG 124A, Computer Assisted Drafting for Architecture	4 hrs.
EG 124B, Computer Assisted Drafting for Engineering	4 hrs.
EG 224A, Advanced Computer Assisted Drafting	4 hrs.
EG 234, Customizing Computer Assisted Drafting	4 hrs.
EG 214C, Introduction to 3-Dimensional Animation (3D Studio Viz)	4 hrs.
EG 214A, Computer Assisted Drafting for GIS	4 hrs.

Non-Departmental Requirements (16 hours)

DC 214, Graphic Design I	4 hrs.
AR 213F, Photography I	3 hrs.
CS 213C, Visual Basic	3 hrs.
CS 113, Fundamentals of Programming	3 hrs.
CS 123D, Windows Applications I or	
CS 123G, Windows Applications II	3 hrs.

Total 63 hrs.

**Certificate
Design Communication
Option: Animation**

Requirements: A total of 31-32 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 112 Freshman Seminar may be substituted for PS 110.)	0-2 hrs.
DC 111, Conceptual Development Forum I (First Year).....	1 hr.
DC 211, Conceptual Development Forum II (Final Semester).....	1 hr.
DC 113B, Technical Illustration I.....	3 hrs.
DC 123A, Computer Graphics I.....	3 hrs.
DC 224, Computer Graphics II.....	4 hrs.
DC 224A, Computer Graphics III.....	4 hrs.
DC 223D, Computer Animation & Multimedia Production I.....	3 hrs.
DC 233D, Computer Animation & Multimedia Production II.....	3 hrs.
DC 244, Three D Graphics Animation or EG 214C, Three D Studio Viz Animation.....	4 hrs.
AR 113A, Drawing I.....	3 hrs.
AR 213 F, Photography I.....	3 hrs.

Total31-32 hrs.

**Certificate
Design Communication
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 112 Freshman Seminar may be substituted for PS 110.) 0-2 hrs	
DC 111, Conceptual Development Forum I (First Year).....	1 hr.
DC 211, Conceptual Development Forum II (Final Semester).....	1 hr.
Plus 30 hours selected from the following courses:	
DC 113B, Technical Illustration I.....	3 hrs.
DC 113D, Introduction to Graphic Arts.....	3 hrs.
DC 123A, Computer Graphics I.....	3 hrs.
DC 123B, Electronic Prepress.....	3 hrs.
DC 243, Electronic Publishing.....	3 hrs.
DC 223G, Desktop Publishing.....	3 hrs.
DC 223D, Computer Animation & Multimedia Production I.....	3 hrs.
DC 224, Computer Graphics II.....	4 hrs.
DC 224A, Computer Graphics III.....	4 hrs.
DC 214, Graphic Design I.....	4 hrs.
AR 113A, Drawing I.....	3 hrs.
AR 213 F, Photography I.....	3 hrs.
DC 123C, Web Page Design.....	3 hrs.
DC 223W, Advertising Layout and Design.....	3 hrs.
DC 123D, Book Illustration.....	3 hrs.

Total32 hrs.

**Certificate
Design Communication
Option: Web Page 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 program completion. Students must have a minimum grade of "C" in each course.

PS 110, College Orientation (PS 112 Freshman Seminar may be substituted for PS 110.).....	0-2 hrs.
DC 123A, Computer Graphics I.....	3 hrs.
DC 224, Computer Graphics II.....	4 hrs.
DC 224A, Computer Graphics III.....	4 hrs.
DC 223D, Computer Animation & Multimedia Production I.....	3 hrs.
DC 233D, Computer Animation & Multimedia Production II.....	3 hrs.
DC 123C, Web Page Design.....	3 hrs.
DC 223E, Advanced Web Page Design.....	3 hrs.
CS 123D, Windows Applications or CS 123A, Microcomputer Applications.....	3 hrs.
CS 113C, Internet Access Basics.....	3 hrs.
CS 113, Fundamentals of Programming.....	3 hrs.

Total32 hrs.

Certificate Early Childhood Education

Requirements: The following 32 credit hours are required. 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.

EN 113, Composition and Rhetoric.....	3 hrs.
PS 213, Child Psychology	3 hrs.
ED 113, Introduction to Early Childhood Education	3 hrs.
ED 113A, Guiding Children's Social Development..	3 hrs.
ED 114A, Learning Environments for Young Children	4 hrs.
ED 114B, Language Development & Early Literacy	4 hrs.
ED 214A, Caring for Infants & Toddlers.....	4 hrs.
ED 214C, Thematic Units Using the Arts.....	4 hrs.
ED 214B, Early Childhood Practicum	4 hrs.
Total	32 hrs.

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 (PS112 Freshman Seminar may be substituted for PS 110.)	4 hrs.
BI 114, General Biology	4 hrs.
and BI 234, Environmental Biology or	
CH 114A, General Chemistry	4 hrs.
and CH 234, Environmental Chemistry	4 hrs.
MA 113, College Algebra.....	3 hrs.
CS, Computer Application.....	3 hrs.
EN 113, Composition and Rhetoric or	
EN 123A, Technical Report Writing	3 hrs.

Departmental Requirements (15 hours)

HM 113, Introduction to Environmental Technology	3 hrs.
HM 133, Environmental Site Assessment.....	3 hrs.
HM 133B, Environmental Sampling & Monitoring.....	3 hrs.
HM 223, Environmental Health & Safety (OSHA).....	3 hrs.
HM 233, Environmental Law	3 hrs.

Departmental Electives (Choose 6 hours from 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 Esthetician

Prerequisites:

Students must have proof of high school diploma, GED, or two years of High School Transcripts, Birth Certificate, two 2x3 current pictures, and a \$15.00 Money Order made out to New Mexico State Board of Barbers and Cosmetologists. You must obtain an application for student permit from the department. The COMPASS Test is given for admission to the program by the Counseling Office.

Course Description:

The Esthetician Certificate course is approved by the New Mexico State Board of Barbers and Cosmetologists. The Certificate requires 600 clock hours which equals 15 credit hours. The Esthetician curriculum covers the following areas: Theory, Sterilization, Sanitation, Bacteriology, Facials, Salon Business, and Retail Sales.

Courses:

CO 112, Theory	2 hrs.
CO 113, Facial	3 hrs.
CO 132, Sterilization, Sanitation, and Bacteriology	2 hrs.
CO 216, Esthetician Clinic Practice.....	6 hrs.
CO 232, Salon Business and Retail Sales	2 hrs.

Total..... 15 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 (PS112 Freshman Seminar may be substituted for PS 110.)	4 hrs.
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 Materials	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.

General Education Requirements (8 hours)

- PS 110, College Orientation (PS 112 Freshman Seminar may be substituted for PS 110.)
- SE 113, Interpersonal Communication or
- SE 123, Public Speaking 3 hrs.
- SO 213, General Sociology or
- PS 113, Introduction to Psychology 3 hrs.
- *PY 111H, *Fitness for Life 1 hr.
- *Physical Fitness Activity 1 hr.

Departmental Requirements (24 hours from the list below):

- CJ 113, *Introduction to Criminal Justice 3 hrs.
- CJ 113E, Introduction to the Judicial Process 3 hrs.
- CJ 113A, *Patrol Procedures I 3 hrs.
- CJ 123A, *Patrol Procedures II 3 hrs.
- CJ 113B, *Criminal Law 3 hrs.
- CJ 213B, Criminal Procedure 3 hrs.
- CJ 213A, *Criminal Investigation I 3 hrs.
- CJ 223A, Criminal Investigation II 3 hrs.
- CJ 123D, Technical Writing for Law Enforcement 3 hrs.
- CJ 123E, *Firearms Proficiency 3 hrs.
- CJ 123F, *Traffic Law and Accident Investigation 3 hrs.
- CJ 223C, Narcotics and Dangerous Drugs 3 hrs.
- CJ 113G, Introduction to Community Relations 3 hrs.
- CJ 113F, Juvenile Justice System 3 hrs.

Total..... 32 hrs.

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

Certificate Manicurist/Facial Specialist

Prerequisites: Students must have proof of High School Diploma, GED, or two years of High School Transcripts, Birth Certificate, two 2x3 current pictures, and a \$15.00 money order made out to New Mexico State Board of Barbers and Cosmetologists. You must obtain an application for student permit from the department. The Compass Test is given for admission to the program by the Counseling Office.

Course Description:

The Manicurist/Facial certificate is approved by the New Mexico State Board of Barbers and Cosmetologists. The certificate requires 600 clock hours which is equal to 15 credit hours. The Manicurist/Facial Curriculum covers the following areas: Theory, Sterilization, Sanitation, Bacteriology, Manicuring/Pedicuring, Facials, Salon Business, and Retail Sales.

- CO 111 or 112, Theory 1 or 2 hrs.
- CO 113, Facials 3 hrs.
- CO 132, Sterilization and Sanitation, Bacteriology 2 hrs.
- CO 213, Manicuring/Pedicuring 3 hrs.
- CO 223, Practical Cosmetology 3 hrs.
- CO 232, Salon Business and Retail Sales 2 hrs.

Total 14-15 hrs.

Certificate Manicurists/Pedicurists

Prerequisites:

Students must have proof of high school diploma, GED, or two years of high school transcripts, birth certificate, two 2x3 current pictures, and a \$15.00 money order made out to New Mexico State Board of Barbers and Cosmetologists. You must obtain an application for student permit from the department. The COMPASS Test is given for admission to the program by the Counseling Office.

Course Description:

The Manicuring/Pedicuring course is for certificate only. It is approved by the New Mexico State Board of Barbers and Cosmetologists. The certificate requires 600 clock hours which is equal to 13 credit hours.

- CO 111 or 112, Theory 1 or 2 hrs.
- CO 121, Sterilization and Sanitation, Bacteriology 1 hr.
- CO 113, Facial 3 hrs.
- CO 213, Manicuring/Pedicuring 3 hrs.
- CO 223, Practical Cosmetology 3 hrs.
- CO 232, Salon Business and Retail Sales 2 hrs.

Total 13-14 hrs.

Certificate Office Technology

Requirements: A total of 35-36 credit hours from the following required courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of "C" in each course.

PS 110, College Orientation (PS112 Freshman Seminar 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 II ..	3 hrs.
SC 123B, Introduction to Accounting or	
AC 114, Principles of Accounting.....	3-4 hrs.
SC 133, Records Management	3 hrs.
SC 213, Advanced Keyboarding and Machine	
Transcription	3 hrs.
SC 223, Business Communications.....	3 hrs.
SC 223A, WordPerfect	3 hrs.
SC 223B, Office Procedures.....	3 hrs.
SC 223D, Microsoft Word.....	3 hrs.
SC 233A, Automated Office.....	3 hrs.

Total 35-36 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 (PS112 Freshman Seminar 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.

PS 110, College Orientation (PS 112 Freshman Seminar may be substituted for PS 110.)	
WE 113M, Basic Metallurgy and Welding.....	3 hrs.
WE 113D, Destructive Testing	3 hrs.
WE 114, Introduction to Welding	4 hrs.
EG 114, Introduction to Computer Assisted	
Drafting	4 hrs.
WE 123S, Estimating, Safety and Symbols.....	3 hrs.
MA 114B, Technical Math.....	4 hrs.
WE 223P, Pipe Welding	3 hrs.
WE 124, Advanced Welding.....	4 hrs.
WE 243C, Industrial Codes and Standards.....	3 hrs.
WE 214, Inert Gas Welding	4 hrs.

Total 35 hrs.

Certificate Inspection & Testing for Welding

Requirements: A total of 34 credit hours from the following courses. Students should consult with a counselor or advisor for possible certificate revisions and for proper sequential order of program completion. Students must have a minimum grade of "C" in each course.

PS 110, College Orientation (PS 112 Freshman Seminar may be substituted for PS 110.)	
WE 114, Introduction to Welding	4 hrs.
WE 113M, Basic Metallurgy & Welding	3 hrs.
WE 123S, Estimating, Safety, & Symbols	3 hrs.
MA 114B, Technical Math.....	4 hrs.
WE 113D, Destructive Testing	3 hrs.
WE 223N, Non-Destructive Testing	3 hrs.
WE 124, Advanced Welding.....	4 hrs.
WE 223P, Pipe Welding	3 hrs.
WE 243C, Industrial Codes and Standards.....	3 hrs.
EG 114, Introduction to Computer Assisted	
Drafting	4 hrs.

Total 34 hrs.

Course Numbering System

Numbers of three digits are used to designate courses. The first digit represents the level of instruction and the third digit, the number of semester hours credit. (Example: EN 113 indicates that it is a freshman course (1), and represents three semester hours of credit (3 hrs.). To make it possible for a great number of courses to be offered to the students of New Mexico Junior College, many courses in specialized fields are offered on alternate years only. The student should take this into consideration when planning a long-range program. Courses beginning with "0" are 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

Courses offered in the Area Vocational High School are for non-credit and each class is considered to be a seven (7) credit hour course.

AT 037. Automotive Technology I

This course is designed to provide basic job entry-level skills and knowledge in automotive technology. Areas presented include 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. The course syllabus meets the objectives of NMJC course, AU 124, Automotive Engine Reconditioning. Prerequisite: A strong interest in the field as an occupational choice, a good attendance history and a mature attitude indicating an ability to assume responsibility for the safety of himself, his co-workers, and the motoring public. Meets ten hours per week.

AT 047. Automotive Technology II

The course syllabus meets the objectives of NMJC course, AU 224, Automotive Transmissions and Drive Systems. Prerequisite: Successful completion of AT 037, Automotive I. Meets ten hours per week.

CO 037. Cosmetology I

The vocational cosmetology course is designed to provide basic skills and knowledge that can lead to a career in Cosmetology. Instruction will be provided in the following areas: Theory of Cosmetology, manicuring, pedicuring, permanent waving, shampooing and hair styling, scalp treatment, and facials. Application of the skills attained will be done in a cosmetology laboratory environment. The curriculum is performance based and introduces a variety of

theory and related skill areas of cosmetology to prepare students for success in a working environment. Upon successful completion of the 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 are required. The course syllabus meets the objectives of NMJC course, CO 213, Manicuring/Pedicuring. Meets ten hours per week.

CO 047. Cosmetology II

This course is a continuation of CS 037. The course syllabus meets the objectives of NMJC course, CO 223, Practical Cosmetology. Prerequisite: Successful completion of CS 037, Cosmetology I. Meets ten hours per week.

CO 057. Cosmetology III

The course syllabus meets the objectives of NMJC course, CO 232, Salon Business and Retail Sales. Prerequisite: Successful completion of CS 047, Cosmetology II. Meets ten hours per week.

CO 067. Cosmetology IV

The course syllabus meets the objectives of NMJC course, CO 132, Sterilization and Sanitation and CO 242, Personal and Community Health. Prerequisite: Successful completion of CS 057, Cosmetology III. Meets ten hours per week.

CS 067. Microcomputer Repair & Upgrade I

This course will allow students to learn routine preventive maintenance for Windows based PC's including: hardware troubleshooting, troubleshooting software, motherboard testing, adding replacement boards and peripherals, and upgrading the central processing unit. Classes are held on Hobbs High School Campus. The course syllabus meets the objectives of NMJC course, CS 223M, Microcomputer Repair & Upgrade. Prerequisite: Must have a firm grasp of reading, writing, and arithmetic. Meets ten hours per week.

CS 077. Microcomputer Repair & Upgrade II

This is a continuation of CS 037, and may be taken before that class. The course syllabus meets the objectives of NMJC course CS 293, Special Topics-Microcomputer Repair & Upgrade II. Meets ten hours per week.

CU 037. Culinary Arts I

ProStart Curriculum and ServSafe programs are used. Students will be trained to "restaurant" standards. Sanitation, safety, professionalism, and teamwork are stressed. Cooking production, baking, principles and techniques of quantity food preparation, ingredient function, formulation, and storage are also taught. Classes are held on Lovington High School Campus. Meets ten hours per week.

CU 047. Culinary Arts II

This course is a continuation of CU 037. Prerequisite: Successful completion of CU 037, Culinary Arts I. Meets ten hours per week.

DC 047. Computer Animation I

This course is designed as an introductory course in microcomputer. Topics to be covered will include storyboard layout, graphic paint programs, text manipulation, sound, scripting, time acceleration, and special effort. Prerequisite: None Meets ten hours per week.

DC 057. Computer Animation II

This course is designed as a continuation of DC 047. Topics to be covered will include advanced animation sequences, simulations, and multi-media slide presentation. Prerequisites: none. Meets ten hours per week.

DT 017. Intro. to Graphic Arts

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, airbrushing, screen printing, darkroom procedures, stripping, plate making, duplicating, offset printing, paper cutting, finishing, inventory control, cost estimating and billing. The course syllabus meets the objectives of NMJC course, DT 113D, Introduction to Graphic Arts. Meets ten hours per week.

DT 037. Computer Graphics I

This course is designed as an introductory course in Computer Graphics including basic computer graphic concepts, equipment configurations, disk formatting, design and layout, and actual hands-on experience producing a variety of drawings and graphic assignments. The use of various computers and computer software will be covered. The course content meets the objectives of NMJC course, DT 123A, CS 123B and AT 123B, Computer Graphics I. Meets ten hours per week.

EG 037. Intro. to Computer Assisted Drafting

An introduction to Computer Assisted Drafting and Design utilizing the AutoCAD software. The course will cover the fundamentals of 2D drafting, concentrating on developing the necessary skills to become proficient as a CADD operator. The course will cover the creation and editing of basic objects, notes, specifications, hatching, and sketching. The course syllabus meets the objectives of NMJC course, EG 114, Introduction to Computer Assisted Drafting. Meets ten hours per week.

EG 057. Intermediate Computer Assisted Drafting

A continuation of developing the 2D CADD skills. The course will cover printing and plotting of drawings, dimensioning and tolerancing, building groups, blocks, symbol libraries, and extracting bills of materials. This course will complete the basics required for the CADD operator. The course syllabus meets the objectives of NMJC course, EG 194, Intermediate Computer Assisted Drafting. Prerequisite: Successful completion of EG 037, Introduction to Computer Assisted Drafting or permission from the instructor. Meets ten hours per week.

EG 067. Advanced Computer Assisted Drafting

An introduction to 3D drawings and modeling, surface modeling and rendering, and solid modeling using the AutoCAD software. This course will cover the necessary skills to become proficient in working with 3D objects in preparation to meet the requirements of a CADD Technician. The course syllabus meets the objectives of NMJC course, EG 224A, Advanced Computer Assisted

Drafting. Prerequisite: Successful completion of EG 057, Intermediate Computer Assisted Drafting or permission from the instructor. Meets ten hours per week

EG 077. Customizing AutoCAD

An introduction to customizing CADD, using the AutoCAD software. The course will cover customizing of menus, slides, and scripts. The use of the AutoLISP programming language as a customizing tool will be introduced. The importing and exporting of drawing information through digitizing, raster image files and database connectivity will be covered. The course syllabus meets the objectives of NMJC course, EG 234, Customizing AutoCAD. Prerequisite: Successful completion of EG 067, Advanced Computer Assisted Drafting or permission from the instructor. Meets ten hours per week.

EM 037. Emergency Medical Technician Training Basic I

The course content trains students to recognize and stabilize patients with medical and trauma emergencies. Other subjects include legal issues, hazardous materials, and radio communications. This is the USDOT EMT-B course designed to train and certify individuals as emergency medical technicians and to prepare the students for the state licensure examination. The course syllabus meets the objectives of NMJC course, EM 115, Emergency Medical Technician Training-Basic. Prerequisite: Senior status required. Meets ten hours per week.

EM 047. Emergency Medical Technician Training Basic II

This course is a continuation of EM 037. Prerequisite: Successful completion of EM 037, Emergency Medical Technician Training - Basic I. Meets ten hours per week.

NU 037. Health Occupations I

This two-semester course is designed to introduce the student to the Health Care Field, primarily focusing on basic job entry level skills and knowledge needed to become a Certified Nursing Assistant. The course provides instruction in the care of patients of health-care agencies, basic anatomy, and physiology of all the systems of the human body. Numerous field trips are scheduled throughout this class to expose the student to the many health care fields of study. The student will become CPR certified during this course. Preparation to perform basic nursing skills through classroom instruction and practical experience is practiced at our local health care facilities. The course syllabus meets the objectives of NMJC course, NU 113, Nursing Assistant. Prerequisite: The following tests and vaccinations are required prior to entering the program: Tuberculin Skin Test, B. Rubella Titer, Hepatitis B Vaccination (series of 3 shots). Prior course in general math and biology will be helpful but are not required. Meets ten hours per week.

NU 047. Health Occupations II

This course is a continuation of NU 037. Students are encouraged to take the nursing assistant written and practical exam at the completion of this course. Upon turning 18 years of age the student may then practice as a certified nursing assistant after successful completion of this exam. Prerequisite: Successful completion of NU 037, Health Occupations I. Meets ten hours per week.

WE 037. Welding I

This course is designed to provide the basic job entry-level skills and theory related to the welding area. Areas presented include safety, joint work, pattern layout and development, basic reading of shop drawings, math related to welding techniques, and the welding area processes of: OAW, SMAW, and GMAW. Basic set-ups, troubleshooting and how to do repairs using the various processes. The course syllabus meets the objectives of NMJC course, WE 114, Introduction to Welding. Prerequisite: A strong interest in welding as a vocational choice or using gained skills as support field to another area. Meets ten hours per week.

WE 047. Welding II (Advanced Welding)

The course syllabus meets the objectives of NMJC course, WE 124, Advanced Welding. Prerequisite: Successful completion of WE 037, Welding I or permission of the instructor. Meets ten hours per week.

WE 057. Welding III (Pipe Welding)

This course is designed to provide the basic job entry-level skills and theory related to the welding area at an advanced level. The course syllabus meets the objectives of NMJC course, WE 223P, Pipe Welding. Prerequisite: Successful completion of WE 047, Welding II or permission of the instructor. Meets ten hours per week.

WE 067. Welding IV (Inert Gas Welding)

The course syllabus meets the objectives of NMJC course, WE 214, Inert Gas Welding. Prerequisite: Successful completion of WE 057, Welding III or permission of the instructor. Meets ten hours per week.



Course Descriptions

Accounting (AC)

AC 114. Principles of Accounting 4 hrs.

This course is designed to introduce double-entry accounting applicable to a sole proprietorship business. Included in the course content will be theory, analysis of business transactions, financial statements, the accounting cycle, and systems. Five hours of instruction per week incorporating three lecture hours and two laboratory hours.

AC 124. Principles of Accounting II4 hrs.

This course covers the principles of accounting for partnerships and corporations with emphasis upon the corporate form of business organization. Manufacturing job order, process cost, and decision-making are introduced. Five hours of instruction per week incorporating three lecture hours and two laboratory hours. Prerequisite: AC 114.

AC 213. Intermediate Accounting I3 hrs.

A refinement of the interpretation, recording and reporting of financial data introduced in the principles courses. Topics studied will include accounting concepts and principles, underlying assets as reported on the balance sheet, effect on the income statement, and statement of retained earnings. Five hours of instruction per week incorporating three lecture hours and two laboratory hours. Prerequisite: AC 124.

AC 213A. Microcomputer Accounting I3 hrs.

An accounting approach incorporating a computerized concept teaching seven systems. These systems are general ledger, accounts receivable, accounts payable, financial statement analysis, depreciation, inventory, and payroll accounting. Problems presented are resolved with software provided. An excellent course for students with limited or no background in computers. Meets five lecture/lab hours per week. Prerequisite: SC 123B or AC 114.

AC 231-233. Accounting Cooperative Work

Experience (1-3 hrs.)

Accounting Cooperative Work Experience is designed to improve accounting theoretical skills through actual work experience. Work objectives will be established and completed on a semester basis with the cooperative employer and the accounting coordinator/instructor. Prerequisite: AC 124.

AC 223. Intermediate Accounting II.....3 hrs.

A continuation and refinement of the interpretation, recording, and reporting of financial data. Topics studied include accounting concepts and principles underlying liabilities and stockholder's equity as reported on the balance sheet, effect on the income statement, and statement of retained earnings. Meets three lecture hours and two laboratory hours. Prerequisite: AC 213.

AC 223B. Microcomputer Accounting II.....3 hrs.

Comprehensive study of a more complex computerized accounting system. This package will include a general ledger package, accounts receivable, accounts payable, inventory, payroll, and depreciation. Meets five hours per week. Prerequisites: AC 124, AC 213A, or consent of the instructor.

AC 233A. Income Tax I.....3 hrs.
This course is designed as a first course in Federal Taxation for undergraduate accounting, business, and law students. The primary focus of this course is individual taxation including gross income, personal and dependency exemptions, filing status, deductions and losses, capital recovery, itemized deductions, alternative minimum tax, and tax credits. Students will solve tax problems utilizing computerized tax software as though they were actually filing tax returns. Prerequisite: AC 114. Meets five hours per week.

Agriculture (AG)

AG 112. Agriculture Industries Orientation2 hrs.
An overview of agriculture and university life with specific topics including orientation career guidance and current trends. General exposure to fields in agriculture and home economics. Meets two lecture hour per week.

AG 113. Introduction to Agricultural Economics.....3 hrs.
Orientation to economic principles and their agricultural applications: production, food processing, and distribution. Meets three lecture hours per week.

AG 113A. Basic Animal Science.....3 hrs.
Survey of modern animal science. Emphasis upon feeding, breeding, marketing, and management. Includes sheep, swine, cattle and horses. Meets five hours per week.

AG 113B. Introduction to Agriculture Education3 hrs.
Introduction to agricultural and extension education programs, philosophies, and competencies needed in agricultural education. History and principles of vocational education and development of agricultural youth organization. Meets three lecture hours per week. Meets five hours per week.

AG 113C. General Agronomy3 hrs.
To acquaint students with the importance of plants to our society and what role plants play within our population, as well as, the nature of crop plants as to their origin and classification; structure and function; and growth and development. To develop an appreciation of how environmental factors affect crop production.

AG 123. Livestock and Meats Evaluation I.....3 hrs.
Comparative evaluation of breeding and marketing animals. Carcass evaluation and grading. Field trips to agriculture production centers. Meets four hours per week. May repeat one time for credit.

AG 123A. Entomology3 hrs.
Basic study of insects. Classification, behavior, morphology, recognition, structure, and control through integrated pest management. Meets four hours per week.

AG 123B. Food Technology3 hrs.
To provide basic information necessary to understand technological aspects of modern industrial food and supply systems and to also provide a fundamental background in food classification, modern processing, and quality control.

AG 124B. Introduction to Principles of Horticulture.....4 hrs.
Fundamental principles and practices of growth, structure, nomenclature, and utilization of fruit, vegetable, and ornamental plants. Meets five hours per week.

AG 213. Feeds and Feeding3 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 Management3 hrs.
Description and application of economic principles, decision making, planning, organization structure sales, and agriculture finance. Meets three lecture hours per week.

AG 213B. Forage Management and Utilization.....3 hrs.
Designed to acquaint the student with the proper procedures of selection, establishment, forage system development, and maintenance of improved native and introduced species of forages. Proper grazing management and grazing systems are also included. Meets three lecture and two lab hours per week.

AG 214. Properties and Management of Soils4 hrs.
Origins, classification, chemical and physical properties of soils. Development and management of agricultural soils. Emphasis upon factors affecting production. Prerequisite: CH 114A or consent of instructor. Meets three lecture hours and two laboratory hours per week.

AG 223. Livestock and Meats Evaluation II3 hrs.
Advanced training in selection, evaluation, and grading of live animals and carcasses. Field trips to ranches, feedlots, and slaughter facilities. Meets four hours per week. May repeat one time for credit.

Anthropology (AN)

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 Appreciation3 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 I3 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 DC 123A)..... 3 hrs.
This course is designed as an introductory course in Computer Graphics including basic computer graphic concepts, equipment configurations, disk initialization and formatting, design and layout, and actual hands-on experience producing a variety of drawings and graphic assignments. The use of various computers and computer software will be covered using keyboard, mouse, and digitizer menu features. The use of digital input devices (scanning) and output devices (printers) will also be covered in this course. No prerequisites. Meets five hours per week.

AR 123. Two-Dimensional Design..... 3 hrs.
Emphasis is upon two-dimensional design activity and compositional arrangement using the elements and principles of design. The development of perceptual skills, techniques, and vocabulary will be emphasized. Regular outside assignments. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements. Prerequisite: AR 113A desirable.

AR 213A. Painting I..... 3 hrs.
An introductory course in painting focusing on a solid foundation in color theory, mixing and application of pigment and mediums, canvas preparation, basic painting skills, and aesthetic sensibilities. This course is open as a general education course to all college students who wish to paint in oils or acrylics. Regular outside assignments. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements. Prerequisite: AR 113A desirable.

AR 213B. Ceramics I..... 3 hrs.
Introduction to the medium of clay as a material. Instruction in various hand forming techniques and wheel throwing. Emphasis will be on the aesthetics of sculptural statements in clay and the importance of the utilitarian aspects of clay. Students will be exposed to the numerous firing techniques possible in the ceramic discipline. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements.

AR 213C. Sculpture I..... 3 hrs.
An exploration of sculptural form and expression in clay, plaster, handmade paper, wood, and stone. Introduces the student to the fundamental sculptural techniques, tools, and

processes involved in assemblage, modeling, casting, and carving. Regular outside assignments. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements. Prerequisite: AR 223 desirable.

AR 213D. Watercolor.....3 hrs.
Basic techniques and media of transparent painting, with emphasis on drawing, color, and composition. This course is open as a general education course to all college students. It is suggested that students complete three hours of drawing prior to enrollment or have consent of the instructor. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements.

AR 213E. Jewelry and Metalcrafts I.....3 hrs.
Creative experimentation with metals and other materials to give the student an understanding of the fundamental process and procedures of metal craft and jewelry making. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements.

AR 213F. Photography I.....3 hrs.
Black and white photography requiring use of the camera, development of film, enlargements from negatives, and preparing black and white photographs taken in the course for exhibit. Cinematography is introduced. Two lecture hours and three laboratory hours per week.

AR 223. Three-Dimensional Design.....3 hrs.
A continuation of AR 213 with emphasis on three dimensional compositional activity, materials, tools, techniques, and the development of conceptual and perceptual skills related to form in space. Through problem solving assignments, the student will explore the elements and principles as they relate to three-dimensional design. Regular outside assignments. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements. Prerequisite: AR 113A. AR 213 desirable.

AR 223A. Painting II.....3 hrs.
A continuation in skills formation, technique, and expressive development with selected exploration in representational and non-representational activity including impressionism, pointalism, abstraction, minimalism, etc. Regular outside assignments. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements. Prerequisite: AR 113A and AR 213A.

AR 223B. Ceramics II.....3 hrs.
A continuation of AR 213B. A continuation with greater emphasis on individual maturation within the ceramic discipline. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements.

AR 223C. Sculpture II.....3 hrs.
A continuation of AR 213C with an emphasis on compositional and design considerations, advanced techniques, and individual expression in selected media. Regular outside assignments. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements. Prerequisite: AR 223.

AR 223E. Jewelry and Metalcrafts II.....3 hrs.
A continuation of AR 213E. Combination of six lecture and studio hours per week. This course is repeatable, but may only count one time for degree requirements.

AR 223F. Photography II.....3 hrs.
Continuation of AR 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.

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 Repair3 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 II4 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 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 Performance4 hrs.
This course covers automotive systems related to engine performance and drivability. Areas of instruction include ignition systems, fuel systems, computerized engine controls, drivability diagnosis, exhaust emission controls, and scan data diagnosis. Open to Automotive Technology students only. This class meets for three lecture and two laboratory hours per week.

AT 212. Cooperative Work Experience III 2 hrs.
Continuation of AT 114A and AT 114B. Work experience in a cooperating automotive service facility. Students will work as trainees under the supervision of an experienced automotive technician. Open to Automotive Technology students only. Minimum of twenty hour of work per week.

AT 213A. Manual Drive Trains and Axles.....4 hrs.
This course will cover the operation, service, and repair of manual drive and axle systems. Areas of instruction include clutch systems, manual transmissions, manual transaxles, front wheel drive axle shafts, and CV joints. Rear wheel drive universal joints, and drive shafts, rear axles and four wheel drive units. Open to Automotive Technology students only. This class meets for three lecture and two laboratory hours per week.

AT 213B. Heating and Air Conditioning Systems.....3 hrs.
This course will cover the operation, diagnosis, service and repair of automotive heating and air conditioning systems. Open to Automotive Technology students only. This class meets for two lecture and two laboratory hours per week.

AT 213C. Automatic Transmissions and Transaxles3 hrs.
This course will cover the operation, service and repair of automatic transmissions and transaxles. Also covered will be the diagnosis and overhaul procedures. Open to Automotive technology students only. This class meets for two lecture hours and two laboratory hours per week.

AT 223B. Suspension and Steering Systems.....3 hrs.
This course covers the operation, diagnosis, service and repair of suspension and steering systems. Areas of instruction include front and rear suspension, wheels, tires and steering. Open to Automotive Technology students only. This class meets for two lecture and two laboratory hours per week.

AT 223C. Automotive Service Management..... 3 hrs.
This course is an introduction to automotive service management. Areas of instruction include an overview of the automotive service industry, the role of the automotive service manager, controlling service operations, management techniques, and management and business ethics. Meets three hours per week.

Automotive (AU)

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 224. Automotive Transmission and Drive Systems 4 hrs.
This is an introductory course covering automatic transmission, automatic transaxles, manual transmission, and differentials. Service, diagnostic troubleshooting, power flow operation and repair will be the primary topics of instruction in classroom theory and shop practice. Operation of torque converters, driveline joints, and clutches will also be discussed. Meets six hours per week.

Automotive Technology General Motors (GM) Automotive Service Educational Program

The Automotive Service Educational Program (ASEP) is a two-year program leading to an Associate in Applied Science degree in Automotive Technology. The ASEP program combines the expertise of New Mexico Junior College and the General Motors Corporation to train students for professional careers as General Motors dealership technicians. In this unique program students are trained exclusively using the most up-to-date GM vehicles, components, and educational materials available. This includes instruction on all current GM electronic and computer-controlled systems. Throughout the program the student will alternate between classroom and laboratory instruction at the college, and cooperative work experience in a GM dealership. Due to the highly technical nature of this program, students are expected to meet certain entry-level requirements. Further information may be obtained by contacting the Business and Technology Dean or a General Motors ASEP professor.

GM 113. Technology for Technicians 3 hrs.
This course is an introduction to the computer technology skills required of automotive technicians. Areas of instruction include basic computer operations, the installation and use of software, navigation of Windows and related applications, the use of electronic service information, programming diagnostic devices, and the

reprogramming of vehicle on-board computers. Also included is instruction in the sending and receiving of electronic mail (e-mail), and basic Internet applications. Meets three hours per week.

GM 114. Automotive Fundamentals.....4 hrs.
This course is an introduction to the servicing of GM vehicles. Areas of instruction include the selection and use of GM service publications, the interpretation of VIN Codes, body styles and car lines, the correct methods of filling out repair orders, and the safe and correct use of hand tools, precision measuring instruments, and equipment. Open to ASEP students only. Meets ten hours per week.

GM 114A. Cooperative Work Experience I.....4 hrs.
Work experience in a cooperating General Motors dealership. Student will work as a trainee under the supervision of an experienced GM automotive technician. Open to GM ASEP students only. Minimum of twenty hours of work per week.

GM 114B. Cooperative Work Experience II4 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 III4 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 I4 hrs.
This course is the first of two courses covering General Motors electrical and electronic systems. Areas of instruction include general electrical system diagnosis and repair, battery diagnosis and service, starting system diagnosis and repair, and charging system diagnosis and repair. Open to GM ASEP students only. Meets ten hours per week.

GM 124A. Engine Performance I.....4 hrs.
This course is the first of two courses covering General Motors systems related to engine performance and drivability. Areas of instruction include safety, GM engine operation and diagnosis, ignition systems, fuel systems, and an introduction to computerized engine controls. Open to GM ASEP students only. Meets ten hours per week.

GM 124B. Electronics II.....4 hrs.
This course is the second of two courses covering General Motors electrical and electronic systems. Areas of instruction include lighting systems, gauges, warning devices, horns, wiper/washers, and power operated accessories. Open to GM ASEP students only. Meets ten hours per week.

GM 124C. Brake Systems.....4 hrs.
This course covers the operating principles, service, and troubleshooting procedures of General Motors brake systems. Open to GM ASEP students only. Meets twenty hours per week.

GM 214. Engine Repair4 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 Conditioning4 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

Transaxles4 hrs.

This course will cover the operation, service and repair of General Motors automatic transmissions and transaxles. Also covered will be the diagnosis and overhaul of these automatic transmissions and transaxles. Open to GM ASEP students only. Meets ten hours per week.

GM 224. Engine Performance II.....4 hrs.

This course is the second of two courses covering General Motors systems related to engine performance and drivability. Areas of instruction include safety, advanced ignition systems diagnosis, advanced Computer Command Control (CCC), drivability diagnosis, exhaust emission controls, and GM fuel injection system service, repair and scan diagnostics. Open to GM ASEP students only. Meets ten hours per week.

GM 224A. Cooperative Work Experience IV4 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 V4 hrs.

Continuation of GM 214B, GM 214C, and 224B. Work experience in a cooperating General Motors dealership. Student will work as a trainee under the supervision of an experienced General Motors technician. Open to GM ASEP students only. Minimum 20 hours of work per week.

GM 224D. New Product Issues4 hrs.

This course is designed to supplement other GM ASEP courses by providing information related to the most recently released service, repair and diagnostic procedures. Taking advantage of GM's critically timed electronic and print resources; students will receive instructional updates in the areas of power train, electronics, brakes, steering and

suspension, and heating and air conditioning. Meets 4 hours per week.

Automotive Technology Ford Motor Company (FM) Automotive Student Service Educational Training Program

The Automotive Student Service Educational Training Program (ASSET) is a two year program — leading to an Associate in Applied Science Degree in Automotive Technology. It is a joint effort of three organizations: Ford Motor Company, Ford and Lincoln-Mercury Dealers, and New Mexico Junior College. Its purpose is to provide technical competency and professional abilities for students desiring a professional career as dealership technicians. This program prepares students to analytically diagnose, service and maintain Ford automotive products using recommended procedures, special tools, and Ford Service Publications. Students are trained using the latest Ford vehicles, components, and educational materials available; students are better equipped to advance in position after additional experience is achieved in the dealership. Throughout the two (2) year program, the student alternates between classroom and laboratory instruction at the college and cooperative work experience in a sponsoring Ford or Lincoln-Mercury dealership. Due to significant demands of this program, students are required to meet specific entry-level requirements.

FM 113. Technology for Technicians3 hrs.

This course is an introduction to the computer technology skills required of automotive technicians. Areas of instruction include basic computer operations, the installation and use of software, navigation of Windows and related applications, the use of electronic service information, programming diagnostic devices, and the reprogramming of vehicle on-board computers. Also included is instruction in the sending and receiving of electronic mail (e-mail), and basic Internet applications. Meets three hours per week.

FM 114. Automotive Fundamentals4 hrs.

This course is an introduction to the servicing of Ford Motor Company vehicles. Areas of instruction include the selection and use of Ford service publications, the interpretation of VIN Codes, body styles and car lines, repair order processing, the safe and correct use of hand tools, and precision measuring instruments and equipment. Specific on-vehicle instruction for pre-delivery operations, campaign procedures, basic service operations for wind noise and water leaks, and engine cooling and lubrication systems are also covered. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. Meets ten hours per week.

FM 114A. Cooperative Work Experience I.....4 hrs.

Continuation of FM 114 and FM 124. Work experience in a cooperating Ford-Lincoln-Mercury dealership. Student will work as a trainee under the supervision of an experienced Ford automotive technician. Open to Ford ASSET students only. Minimum of twenty hours of work per week.

FM 114B. Cooperative Work Experience II 4 hrs.
Continuation of FM 124A and FM 124B. Work experience in a cooperating Ford-Lincoln-Mercury dealership. Student will work as a trainee under the supervision of an experienced Ford automotive technician. Open to Ford ASSET students only. Minimum of twenty hours of work per week.

FM 114C. Cooperative Work Experience III 4 hrs.
Continuation of FM 124C and FM 214A. Work experience in a cooperating Ford-Lincoln-Mercury dealership. Student will work as a trainee under the supervision of an experienced Ford automotive technician. Open to Ford ASSET students only. Minimum of twenty hours of work per week.

FM 123. Diesel Engine Operations 3 hrs.
The design, operation, maintenance, diagnosis, and repair of diesel engines used in Ford Motor Company vehicles are covered in this course. The instruction provided in this course focuses on diesel engine systems that influence engine performance and drivability. Areas of instruction include the diagnosis and repair of base engine systems, fuel systems, electrical systems, induction systems, and diesel electronic engine control systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies and must have successfully completed FM 124B Electronics II.

FM 124. Electronics I 4 hrs.
This is the first of two courses providing instruction on the electrical and electronic systems used on Ford Motor Company cars and light trucks sold in North America. Areas of instruction include: safety, electrical and electronic fundamentals, analog and digital test equipment, basic circuit diagnosis, interpretation and use of schematics and service manuals, and component operation. Also included are general electrical system diagnosis and repair along with focused diagnosis, maintenance and repair of the battery, starting, and charging systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. Meets ten hours per week.

FM 124A. Engine Performance I 4 hrs.
This is the first of two courses providing instruction in Ford Motor Company vehicle systems that influence engine performance and drivability. Areas of instruction include: related safety, gasoline engine operation and performance, ignition systems, fuel systems, induction systems, vacuum control systems and vacuum/mechanical emission control systems. One of the major thrusts of this course is to provide a solid foundation for later in-depth instruction in Electronic Engine Control systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies and must have successfully completed FM 124B Electronics II. Meets ten hours per week.

FM 124B. Electronics II 4 hrs.
This is the second of two courses providing instruction on the electrical and electronic systems used on Ford Motor Company vehicles. This course focuses primarily on automotive electronics and microcomputer-based systems. Areas of instruction include: safety, multiplexing related diagnosis and repair, microprocessor operation, sensors,

actuators, electronic automotive systems and various electrical accessory systems not covered in Electronics I. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies and must have successfully completed FM 114 Automotive Fundamentals and FM 124 Electronics I. Meets ten hours per week.

FM 124C. Brake Systems 4 hrs.
This course covers the operating principles, service and troubleshooting procedures of Ford Motor Company's brake systems. Areas of instruction include safety and the operational principles, repair, maintenance and diagnostic procedures for wheel bearings, brake hydraulics, drum brakes, disc brakes, power assist, traction assist, and anti-lock brake systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies and must have successfully completed FM 124B Electronics II. Meets ten hours per week.

FM 211. Noise, Vibration, and Harshness 1 hr.
This course is designed to develop a systematic approach to diagnosing and correcting noise, vibration, and harshness (NVH) concerns. Instruction will focus on the use of the Electronic Vibration Analyzer (EVA), the Reed Tachometer, and the Chassis Ears. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies and must have successfully completed FM 124B Electronics II.

FM 212. Advanced Drivability Diagnosis 2 hrs.
This course is designed to develop and apply vehicle drivability-related diagnostic skills. The diagnostic strategies used will include the interpretation of graphed data. In addition, this course covers emission system inspection and emission system efficiency testing procedures. In this course students will use appropriate equipment to diagnose vehicles with multiple faults, intermittent concerns, and no-code concerns related to base engine, electronic engine control, ignition, emission, fuel, and air inlet systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies and must have successfully completed FM 124B Electronics II and FM 224 Engine Performance II.

FM 214. Engine Repair 4 hrs.
This course will cover the fundamentals of automotive engine operation, the service and repair of Ford Motor Company's automotive engines, and the diagnosis and overhaul procedures related to these engines. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies and must have successfully completed FM 114 Automotive Fundamentals. Meets ten hours per week.

FM 214A. Manual Drive Train and Axles 4 hrs.
This course will cover the operation, service and repair of Ford Motor Company's manual drive train and axle systems. Areas of instruction include the diagnosis and overhaul of Ford clutch systems, manual transmissions, manual transaxles, front wheel drive axle shafts and CV joints, rear wheel drive universal joints and drive shafts, rear axles and four wheel drive units. Each student must be officially accepted into the Ford ASSET program according

to Ford and NMJC entrance requirement policies and must have successfully completed FM 124B Electronics II. Meets ten hours per week.

FM 214B. Heating and Air Conditioning4 hrs.

This course will cover the operation, diagnosis, service and repair of Ford Motor Company's heating and air conditioning systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies and must have successfully completed FM 124B Electronics II. Meets ten hours per week.

FM 214C. Automatic Transmissions and Transaxles 4 hrs.

This course will cover the operation, service, and repair of Ford Motor Company's automatic transmissions and transaxles. Also covered will be the diagnosis and overhaul of electronic controlled automatic transmissions and transaxles. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies and must have successfully completed FM 124B Electronics II. Meets ten hours per week.

FM 224. Engine Performance II4 hrs.

This is a comprehensive course covering the systems and factors affecting engine performance and drivability. Areas of instruction include: related safety, the influence of engine design on performance and emissions, advanced ignition systems diagnosis, advanced Electronic Engine Control (EEC), drivability diagnosis, exhaust emission controls, and Ford fuel injection system service, repair, and scan diagnostics. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies and must have successfully completed FM 124B Electronics II and FM 124A Engine Performance I. Meets ten hours per week.

FM 224A. Cooperative Work Experience IV4 hrs.

Continuation of FM 211, FM 212, FM 214, and FM 224. Work experience in a cooperating Ford-Lincoln-Mercury dealership. Student will work as a trainee under the supervision of an experienced Ford automotive technician. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies. Minimum of twenty hours of work per week.

FM 224B. Suspension and Steering Systems4 hrs.

This course covers the operation, diagnosis, service, and repair of Ford Motor Company's suspension and steering systems. Areas of instruction include front and rear suspension, wheel, tires, steering, and associated hydraulic and electronic management systems. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance requirement policies and must have successfully completed FM 124B Electronics II. Meets ten hours per week.

FM 224C. Cooperative Work Experience V.....4 hrs.

Continuation of FM 214B, FM 214C, and FM 224B. Work experience in a cooperating Ford-Lincoln-Mercury dealership. Student will work as a trainee under the supervision of an experienced Ford automotive technician. Each student must be officially accepted into the Ford ASSET program according to Ford and NMJC entrance

requirement policies. Minimum of twenty hours of work per week.

Biology (BI)

BI 114. General Biology 4 hrs.

Stresses the concept of, the characteristics of, and the diversity of life. Emphasis placed upon the scientific method, the chemistry of living organisms, cell structure and function, photosynthesis, respiration, cell reproduction, inheritance, molecular genetics, and evolution. Recommended to be taken before BI 124. Three lecture hours and three laboratory hours per week.

BI 124. General Biology 4 hrs.

Stresses origins of life, the diversity of viruses, monerans, protistas, and fungi, the diversity of plants, plant structure and function, animal diversity, animal structure and function, animal behavior, ecology of populations, ecosystems, and environmental concerns. Recommended to follow BI 114 (however may be taken prior to BI 114). Three lecture hours and three laboratory hours per week.

BI 214A. Human Anatomy and Physiology I 4 hrs.

An integrated study of human structure and function of cells, tissues, integumentary system, skeletal system, muscular system, and nervous system. Prerequisite: High school biology and chemistry or consent of the instructor. Enrollment restricted to nursing, and pre-professional students or by consent of the instructor. Three lecture hours and three laboratory hours per week.

BI 224. Microbiology 4 hrs.

Study of the importance of microbiological-organisms in life processes; basic principles of microbiology, isolation, morphology, physiology, identification and applications of bacteria, fungi, and viruses; medical bacteriology and bacterial involvement in disease. Prerequisite: Biology 114 or 124 or consent of the instructor. Chemistry is recommended. Three lecture hours and three laboratory hours per week.

BI 224A. Human Anatomy and Physiology II 4 hrs.

Continuation of BI 214A. Nervous, endocrine, cardiovascular, respiratory, excretory, digestive systems and reproductive systems. Prerequisite: BI 214A or consent of the instructor. Enrollment restricted to nursing and pre-professional students, or by consent of the instructor. Three lecture hours and three laboratory hours per week.

BI 224B. Human Anatomy and Physiology 4 hrs.

An introduction to the structure and function of the human body. Special attention to the structure/function relationships. Emphasis on cells, tissues, organs, and organ systems. Prerequisite: BI 114 or consent of the instructor. Three lecture hours and three laboratory hours per week.

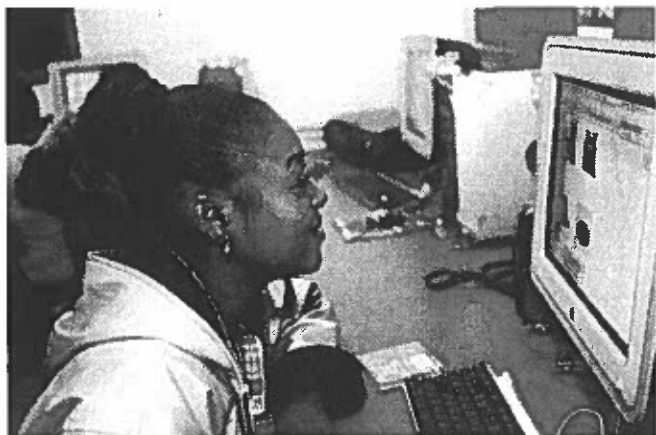
BI 234. Environmental Microbiology 4 hrs.

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 I 3 hrs.
The legal framework of business; the basic principles of law that has impact on business and society. Emphasis is upon the principles of the contracts. Other topics treated include the legal and social environment of business, personal property, bailments, and sales. Meets three lecture hours per week.

BS 223. Business Law II 3 hrs.
A continuation of the study of the principles of law emphasizing commercial paper, secured transactions, creditors' rights, insurance, agency and employment, business organizations, and real property, and estates. Meets three lecture hours per week.



Business

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 spreadsheet applications—no computer class required. Meets three lecture hours per week.

BU 113B. Salesmanship 3 hrs.
The study of basic sales techniques is presented with actual role-playing and sales demonstrations taking place. A classroom (theory) and laboratory approach. Meets three lecture hours per week.

BU 123A. Advertising 3 hrs.
Includes a study of the world of advertising as to the historical development and current practices. The course covers the use of media applications to build an effective sales promotion campaign. Advertising theory is presented along with actual hands-on application. The study of how to catch the eye and urge people to buy in a marketing environment. The course will include the types and roles of visual merchandising including creation, color, and principles of design. Three lecture hours per week.

BU 133. Consumer Behavior 3 hrs.
This course examines the internal and external forces that impact consumption behavior. The consumer decision process is examined as well as the psychological, sociological, and environmental characteristics that marketers use to impact our buying behavior. Meets three lecture hours per week.

BU 213. Principles of Management 3 hrs.
Management process, the decision making process, and the science and art of management. The four functions of management: planning, organizing, actuating, and control are studied in formulating and carrying out the objectives, policies, methods, and procedures in managing a successful business enterprise. Role-play situations. Meets three lecture hours per week.

BU 213A. Principles of Finance 3 hrs.
The first course in finance. A survey of the whole field of finance, public and private. Financial institution, instruments and procedures involved in the supply of and demand of loanable funds. Meets three lecture hours per week.

BU 213B. Principles of Real Estate 3 hrs.
Practice and finance in real estate from the perspective of the property owner, the businessman, and the Realtor. Organization, leasing and property management; also valuation and taxation. Meets three lecture hours per week.

BU 213D. Principles of Insurance I 3 hrs.
Theory of risk and insurance; types of insurance companies; contract terms and clauses; basic features of life, property, liability, and health insurance. Meets three lecture hours per week.

BU 213F. Personal Financial Management 3 hrs.
An investigation of the financial problems individuals and families face: budgeting, taxes, credit, insurance, investments, planning for the purchase of a home, planning for retirement, etc., and the development of analytical techniques and skills to use in dealing with these problems. Meets three lecture hours per week.

BU 213G. Supervision 3 hrs.
A course of study examining the role of supervisory management and how important it is to the over-all success of any organization. Meets three lecture hours per week.

BU 213H. Real Estate Law 3 hrs.
One of the two state required courses for real estate salesperson licensure. This course covers ownership rights,

law of agency, law of contracts, and other legal aspects of real estate. Meets three lecture hours per week.

BU 223. Business Communications.....3 hrs.
Prepares the student to understand business communication in its ever-changing environment. Includes: business writing, business style, business memos, short and long reports, job search and resume writing, communication for intercultural business, and ethics and law for business communication. Meets three lecture hours per week.

BU 223A. Principles of Marketing.....3 hrs.
Functions, principles, processes and methods involved in marketing today. Includes types of middlemen, marketing channels, and buying motive. Meets three lecture hours per week.

BU 223B. Personnel Management.....3 hrs.
Application of psychological principles and methods of selection, placement, evaluation and motivation of work and efficiency, human relations, employment laws, and fringe benefits. Meets three lecture hours per week.

BU 223C. Small Business Management.....3 hrs.
This course covers the principles of successful business. Topics to include: how to start and maintain a small business, cash and asset management, management of account receivables, gross margin return on investment analysis, the legal environment, developing a pricing strategy. Calculations and assignments to be done with the computer. Electronic spreadsheet — no computer class required. Meets three lecture hours per week.

BU 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 electro-chemistry. 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.

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.
This class is an introductory study in the theory and practice of oral discourse, including the preparation, presentation, and evaluation of public speeches. Students will present speeches intended to emphasize particular elements of rhetorical theory and fundamental skill areas for informative, persuasive, and extemporaneous speaking. Three lecture hours per week.

SE 223. Voice and Articulation.....3 hrs.
A study of how the human voice operates and how it can be improved. Vocal ability and limitation analysis are an important class characteristic. Tools include oral readings and articulation drills. The International Phonetic Alphabet is explored as a pronunciation mechanism. Three lecture hours per week.

SE 233. Oral Interpretation.....3 hrs.
An introduction to and appreciation of oral interpretation of literature. Includes the technical preparation and presentation of poetry, prose, story telling, and dramatic reading, based upon the critical and creative analysis of each. Emphasis is placed upon practice in phrasing, vocal quality, time, force, pitch, and bodily responses. Three lecture hours per week.

Computer Assisted Drafting (EG)

EG 114. Introduction to Computer Assisted Drafting (CAD) 4 hrs.

EG 114 is offered as an introduction to Computer Assisted Drafting (CAD) Software. Students will gain knowledge in the use and principles of CAD. Manual drafting concepts and tools will be introduced. The main emphasis will be the application of the AutoCAD software. Specific hardware used in the CAD environment will be introduced and utilized. Basic CAD concepts will be covered. These include drawing setup, 2-dimensional entity creation, coordinate entry methods, and drawing aides. Prerequisite: None. Meets six hours per week.

EG 114A. Principles of Drafting (CAD) 4 hrs.

EG 114A is offered as an introduction to the principles of drafting utilizing Computer Assisted Drafting (CAD) software. Students will gain knowledge of drafting fundamentals, drafting techniques and skills, descriptive geometry, CAD application, and drafting and design applications. The student will apply the knowledge of the principles of drafting using AutoCAD software. The contrast between CAD and mechanical (or board drafting) will be emphasized. The section views, pictorial drawings, auxiliary views, and working drawings will be covered in this course. Co-requisite: EG 114 Introduction to Computer Assisted Drafting (CAD) or permission from the instructor. Meets six hours per week.

EG 114B. AutoCAD Level I Certification

Preparation..... 4 hrs.

This course prepares the student for the nationally recognized AutoCAD Level I certification test. The Level I certification is 2-dimensional Computer Assisted Drafting (CAD). The student will utilize certification preparation software. Prerequisite: EG 114 Introduction to Computer Assisted Drafting (CAD) or EG 114A Principles of Drafting (CAD) or permission from the instructor. Meets two hours per week for the 1st 8 weeks of the semester, to be followed by EG 224B AutoCAD Level II Certification Preparation which meets for two hours per week for the 2nd 8 weeks of the semester.

EG 124A. Computer Assisted Drafting for

Architecture..... 4 hrs.

Offered to introduce students to the uses of Computer Assisted Drafting (CAD) in the architecture profession. This course will cover the use of (CAD) in preparing construction documents and 3-dimensional models of buildings. Architecture terminology, building techniques, building conventions, building design, and architecture-related information will be introduced. Prerequisite: EG 114. Meets six hours per week.

EG 124B. Computer Assisted Drafting for

Engineering..... 4 hrs.

Offered to introduce students to the uses of Computer Assisted Drafting (CAD) in the engineering professions. This course will cover the use of (CAD) in preparing construction documents and 3-dimensional models of objects. Engineering terminology, drawing techniques, engineering conventions, engineering design, and

engineering-related information will be introduced. Prerequisite: EG 114. Meets six hours per week.

EG 214A. Computer Assisted Drafting for GIS.....4 hrs.

Offered to introduce students to the uses of Computer Assisted Drafting (CAD) in Geographic Information Systems. This course will cover the use of (CAD) in the creation and linking of Geographic Information to other software applications. Geographic Information terminology, drawing techniques, and Geographic Information Systems-related information will be introduced. Prerequisite: EG 124A or EG 124B. Meets six hours per week.

EG 214B. Intermediate Computer Assisted Drafting (CAD)4 hrs.

EG214B is offered as a continuation of developing the 2-dimensional Computer Assisted Drafting (CAD) skills introduced in EG 114. The course will cover printing and plotting of drawings, dimensioning and tolerancing, building groups, blocks, symbol libraries and extracting bills of materials. This course will complete the basics required for a CAD Operator. Prerequisite: EG 114 Introduction to Computer Assisted Drafting (CAD) or permission from the instructor. Meets six hours per week.

EG 214C. Introduction to 3-Dimensional Animation (3D Studio Viz).....4 hrs.

An introductory course covering the creation of 3-dimensional objects and animation using 3D Studio Viz. The course will cover the necessary skills to become proficient in working with 3-dimensional objects and animation. The course will cover creating a scene, creating shapes, modifying splines, lofting objects, twisting objects, creating curved paths, deformation tools, creating objects, materials, and 3-dimensional animation and rendering. Prerequisite: None. Meets six hours per week.

EG 224A. Advanced Computer Assisted Drafting

(CAD).....4 hrs.

EG 224A is offered as an introduction to 3-dimensional drawings and modeling, surface modeling and rendering, and solid modeling using AutoCAD software. This course will cover the necessary skills to become proficient in working with 3-dimensional objects in preparation to meet the requirements of a CAD Technician. Prerequisite: EG214B Intermediate Computer Assisted Drafting (CAD) or permission from the instructor. Meets six hours per week.

EG 224B. AutoCAD Level II Certification

Preparation.....4 hrs.

This course prepares the student for the nationally recognized AutoCAD Level II certification test. The Level II certification is 2-dimensional and 3-dimensional Computer Assisted Drafting (CAD). The student will certification preparation software. Prerequisites: EG 224A Advanced Computer Assisted Drafting (CAD) and EG114B AutoCAD Level I Certification Preparation or permission from the instructor. Meets two hours per week for the 2nd 8 weeks of the semester, to be preceded by EG114B AutoCAD Level I Certification Preparation which meets two hours per week for the 1st 8 weeks of the semester.

EG 224C. Advanced 3-Dimensional Animation and CAD.....4 hrs.

An advanced course covering the creation of 3-dimensional objects and animation using 3D Studio Viz and AutoCAD.

Importing AutoCAD 2-dimensional drawings into 3D Studio Viz, 2-dimensional drawing translation into 3-dimensional format, and the creation of an animated walk through will be covered in this course. The exporting of 3-dimensional objects into AutoCAD drawing format will be covered. Prerequisites: EG 214C Three Dimensional Animation (3D Studio Viz) and EG 224A Advanced Computer Assisted Drafting (CAD) or permission from the instructor. Meets six hours per week.

EG 224D. Comparative Studies in MicroStation and AutoCAD.....4 hrs.

Introduction to the Microstation software for Computer Assisted Drafting (CAD) and comparison to the AutoCAD software. Contrasts between the two CAD packages will be covered as well as drawing file interchange. Prerequisite: EG 114 Introduction to Computer Assisted Drafting (CAD) or permission from the instructor. Meets six hours per week.

EG 234. Customizing Computer Assisted Drafting (CAD).....4 hrs.

EG 234 is offered as an introduction to customizing Computer Assisted Drafting (CAD), utilizing AutoCAD software. The course will cover customizing of menus, slides, and scripts. The use of the AutoLISP programming language as a customizing tool will be introduced. The importing and exporting of drawing information through digitizing, raster image files and database connectivity will be covered. Prerequisite: EG 214B Intermediate Computer Assisted Drafting (CAD) or permission from the instructor. Meets six hours per week.

EG 234A. AutoLISP Programming Language for Auto CAD.....4 hrs.

This course will cover, in detail, the AutoLISP programming language for the customization of AutoCAD software. AutoLISP is a subset of the LISP programming language used by AutoDesk to create new commands in AutoCAD. Prerequisite: EG 234 Customizing Computer Assisted Drafting (CAD) or permission from the instructor. Meets six 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 introduce the student to the high-level languages taught at this institution. Topics include: the Program Development Cycle, Flowcharting, Programming Microcomputers, Text Editors, Introduction to the High-Level Languages, Program Documentation, and Debugging Techniques. Prerequisite: Student must be eligible to enroll in MA 113 or consent of instructor. Combination of five lecture and laboratory hours per week.

CS 113C. Internet Access Basics..... 3 hrs.

An introductory course on using the Internet and a discussion of issues surrounding the Internet. Course topics include an elementary explanation of how networks work, discussions of the problems and promises of living in a networked world, the use of the Internet for electronic mail, file transfer and information searching, Internet hardware and software requirements, Internet tools, bulletin boards, newsgroups, chat rooms, file compression, and file types. The intent of this course is to help you learn the fundamentals of the Internet, the usage of the internet and create an awareness of the issues and potential changes in our society effected by the world wide web. Meets five hours per week. Prerequisite: CS 123A, Microcomputer Applications.

CS 123A. Microcomputer Applications 3 hrs.

This course is designed to teach students how to operate a microcomputer. Students will learn to perform such functions as "booting the system," formatting disks, making disk back-ups, and copying files within the Windows environment. Students will also learn basic computer terminology and the fundamentals of typical microcomputer software including word processing, spreadsheets, and database management utilizing Corel Suite software. Meets five hours per week.

CS 123B. Computer Graphics I (Same as DC 123A). 3 hrs.

This course is designed as an introductory course in Computer Graphics including basic computer graphic concepts, equipment configurations, disk initialization and formatting, design and layout, and actual hands-on experience producing a variety of drawings and graphic assignments. The use of various computers and computer software will be covered using keyboard, mouse, and digitizer menu features. The use of digital input devices (scanning) and output devices (printers) will also be covered in this course. No prerequisites. Meets five hours per week.

CS 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 teach students how to operate a microcomputer. Students will be taught how to perform such functions as "booting the system," formatting disks, and copying files within the windows environment. Students will also be taught basic computer terminology and the fundamentals of word processing, spreadsheets,

database, and power point utilizing the Microsoft Office Suite software. Meets five hours per week.

CS 123G. Windows Applications II 3 hrs.
This course is designed to reinforce students' knowledge of Microsoft Windows software for word processing, databases, spreadsheets, and presentation graphics. Students will apply advanced operations for each software package in numerous lab assignments. Prerequisite: CS 123D Windows Applications I. Meets five hours per week.

CS 213. EXCEL 3 hrs.
This course is designed to give students a thorough understanding of Excel, including the spreadsheet, graphics, windows, database functions, and macro design. The student will gain extensive hands-on experience in each facet of Excel. Prerequisite: A grade of "C" or higher in either CS 123A – Microcomputer Applications, CS 123D Windows Applications or consent of the instructor. Meets five hours per week.

CS 213 B. Introduction to RPG Programming 3 hrs.
CS 213B is offered as an introduction to RPG language programming. Basic components of the RPG programming language are applied in writing RPG programs to solve business problems. The main emphasis will be the application of the RPG/400 programming language on the IBM AS/400 mid-range computer. Students will be introduced to the specification forms; arithmetic and assignment operations, top-down, structured program design, externally described files, file access and record manipulation, and interactive applications. Prerequisites: None. Meets five hours per week.

CS 213C. Visual BASIC Programming 3 hrs.
An introduction to Object Oriented, event driven business application programming and graphical user interfaces in the windows environment. This course is designed to focus on the fundamental concepts of computer programming. Students will be taught the program development cycle and general problem solving techniques. Prerequisites: Student must be eligible to enroll in MA 113 or consent of instructor. Prior enrollment in CS 113 is recommended. Meets five hours per week.

CS 213D. COBOL Programming 3 hrs.
This course is designed to present basic components of the COBOL language to solve business problems. Prerequisite: Student must be eligible to enroll in MA 113 or consent of instructor. Prior enrollment in CS 113 is recommended. Meets five hours per week.

CS 213E. Microsoft Windows 3 hrs.
This course is designed to teach the features of a graphic user interface. Students will be familiarized with streamlined ways to work with a personal computer. Topics include ease in start up, working with software applications, operating more than one application at a time, transferring information between applications, and organizing and managing files created with software applications. Prerequisite: CS 123A or CS 123D or consent of instructor. Meets five hours per week.

CS 213F. C++ Programming 3 hrs.
This course is designed to teach a wide variety of C++ Programming concepts including Object Oriented Programming. Subjects covered are from beginning to intermediate level, and include the following: variables,

constants, arrays, structs, control structures, flowcharting, pseudocode, and program layout and design. Prerequisites: Student must be eligible to enroll in MA 113 or consent of instructor. Prior enrollment in CS 113 is recommended. Meets five hours per week.

CS 214. CISCO Network Associate I4 hrs.
Focuses on networking fundamentals, the OSI model and industry standards, network topologies, IP addressing (such as subnet masks), and basic network design. Serves as the first course in a series of four courses. On completion of all four courses, students will be eligible to take the Cisco Certified Network Associate (CCNA) examination. Prerequisites: CS 123D or CS 123A or consent of instructor. Meets seven hours per week.

CS 214A. CISCO Network Associate II4 hrs.
Focuses on router theory and router technologies, including router configurations, routed and routing protocols, network management and an introduction to LAN (Local Area Network) switching. Serves as the second course in a series of four courses. On completion of all four courses, students will be eligible to take the Cisco Certified Network Associate (CCNA) examination. Prerequisite: CS 214 (CISCO Network Associate I). Meets seven hours per week.

CS 214B. CISCO Network Associate III4 hrs.
Focuses on advanced routing and switching configurations, LAN switching, network management and advanced network design. Serves as the third course in a series of four courses. On completion of all four courses, students will be eligible to take the Cisco Certified Network Associate (CCNA) examination. Prerequisite: CS 214A (CISCO Network Associate II). Meets seven hours per week.

CS 214C. CISCO Network Associate IV4 hrs.
Focuses on project-based learning, including advanced network design projects and advanced management projects. Serves as the fourth course in a series of four courses. On completion of all four courses, students will be eligible to take the Cisco Certified Network Associate (CCNA) examination. Prerequisite: CS 214B (CISCO Network Associate III). Meets seven hours per week.

CS 223B. Advanced RPG Programming3 hrs.
This course is offered as an advanced RPG language programming course. Advanced components of the RPG programming language are applied in writing RPG programs to solve business problems. The main emphasis will be the application of the RPG/400 programming language on the IBM AS/400 mid-range computer. Students will be introduced to tables and arrays, advanced data definition, advanced techniques for interactive programs, byte-level and bit-level operations, inter-program communications, backward compatibility with RPG II and forward compatibility with RPG IV Prerequisite: Satisfactory completion of CS 213B Introduction to RPG Programming or permission from the instructor. Meets five hours per week.

CS 223H. Desktop Publishing3 hrs.
(Same as DC 223G) This course is designed to provide students with a thorough understanding of desktop publishing and the basics of design and layout. The student will gain extensive hands-on experience designing

publications using PageMaker on a Macintosh computer. Meets five hours per week.

CS 223L. Advanced C++ Programming3 hrs.
This course will continue to focus on C ++ Programming by utilizing specific applications in C++. An in depth study in data structures, program applications, and some graphics, as well as any new program releases. will be covered in this advanced course. Prerequisite: CS 213F or consent of the instructor. Meets five hours per week.

CS 223M. Microcomputer Repair and Upgrade3 hrs.
This course will allow students to learn routine preventive maintenance for PC's including hardware trouble-shooting, trouble-shooting software, motherboard testing, adding replacement boards and peripherals, and upgrading the central processing unit. Meets five hours per week. Prerequisite: CS 123A or consent of the instructor.

CS 223N. Networking3 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 Publishing3 hrs.
(Same as 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, or CS 223H. Meets five hours per week.

Cosmetology (CO)

CO 112. Theory I2 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. Facials3 hrs.
This course covers related theory, anatomy, physiology, preparation, procedures and practice, products, materials and implements, theory of massage, facial treatments and makeup application. Use of electrical appliances and currents, use of specialized machines for treatments, artificial eyelashes, removal of unwanted hair, eyelash and brow tinting, and light therapy, client consultation and recommendations and client record keeping and safety.

CO 114. Chemical Rearranging/Perms and Relaxers 4 hrs.
This course covers preparation, procedures, practice and related theory. Product knowledge, and related theory in anatomy and physiology, products, materials and implements, hair analysis and client consultation, related chemistry, client record keeping and safety.

CO 115. Hair Cutting5 hrs.
This course covers related theory, anatomy, physiology, preparation, procedure and practice. Use of shears, scissors, razors and clippers. Safety practices, products, materials and implements, client consultation and recommendations, client record keeping, safety, and practice.

CO 122. Theory II2 hrs.
This course covers the areas of state laws and regulations, chemistry, electricity, professional standards and retailing in the salon.

CO 123. Hairstyling3 hrs.
This course covers related theory of hairstyling, anatomy, physiology, preparation, procedures and practice, products, materials and implements, hair analysis and client consultation. Wet styling, blow drying, finger waving, air waving, hair pressing, client consultation and recommendations, client record keeping and safety.

CO 132. Sterilization and Sanitation2 hrs.
This course covers safety, preparation, procedures, practice, products, materials and implements, and theory for personal and public safety, methods of sanitation and sterilization, chemical agents, types of bacteria, bacterial growth and infections.

CO 142. Shampoo, Rinses, and Scalp Treatments2 hrs.
This course covers preparation, procedures and practice, products, materials, implements and related theory. Related theory in anatomy, physiology, hair analysis, disorders of hair and scalp, related chemistry, client record keeping and safety.

CO 212. Theory III2 hrs.
This course will cover the areas of communication, resume writing, state laws and regulations review, and job seeking and retention.

CO 213. Manicuring/Pedicuring3 hrs.
This course covers related theory, anatomy, physiology, preparation, procedure and practice, products, materials and implements. Theory of massage, advanced nail techniques, client consultation and recommendations, client record keeping and safety.

CO 216. Cosmetology Clinical Practice6 hrs.
This course is the practice of all skills and knowledge learned in related courses.

CO 222. Hair Coloring/Bleaching2 hrs.
This course covers related theory, anatomy, physiology, preparation, procedures and practice, products, materials and implements, hair analysis and related chemistry, client consultation, temporary, semi-permanent, and permanent application, bleaching, tinting, toning, frosting, special effects and problems, client consultation and recommendations, client record keeping and safety.

CO 223. Practical Cosmetology3 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 Sales2 hrs.
This course covers related theory, opening a salon and business plan, written agreements, regulations, laws, salon operations, policies, practices, personnel, compensation, payroll deductions, use of telephone, advertising, retail and salesmanship, client communication, public relations, insurance, salon safety.

CO 233. Shaving/Crossover3 hrs.
This course covers related theory, anatomy, physiology, preparation, procedures and practice in shaving of the face, products, materials and implements.

CO 242. Personal and Community Health 2 hrs.
Study will be focused on public health issues pertaining to the cosmetology profession. Specific issues will involve the condition of the skin, hair, and nails.

Criminal Justice (CJ)

CJ 113. Introduction to Criminal Justice 3 hrs.
The development and philosophy of criminal justice in a democratic society and an introduction to agencies involved in the administration of criminal justice. Discussion will include the goals of the police, history of the criminal justice system, how the system functions within the context of government to protect individual rights as well as Constitutionally imposed restrictions on the system.

CJ 113A. Patrol Procedures I 3 hrs.
Basic patrol concepts including high risk and unknown risk patrol tactics, handling special needs individuals, domestic violence, disorderly conduct, public disturbances, intoxication, vehicle/foot patrol and observation.

CJ 113B. Criminal Law 3 hrs.
History and principles of criminal law; development of the courts system; constitutional, statutory, and common law; civil liability; rules of evidence; and criminal procedure.

CJ 113C. Crime In America 3 hrs.
Emphasis on the nature of crime in the United States including the evolution of Law as we know it. Topics addressed include basic theories of criminal behavior, characteristics of major crimes, and sociological, demographic and psychological characteristics of those who commit crimes.

CJ 113D. Probation, Parole and Community Corrections 3 hrs.
The role of community corrections within the Criminal Justice System: operation of the correctional institution; alternatives to incarceration; treatment and rehabilitation of offenders; distinction between parole and probation and the legal basis governing the supervision of juvenile and adult offenders placed on probation or parole.

CJ 113E. Introduction to the Judicial Process 3 hrs.
History and development of the courts, trial by jury and other dispute resolution mechanisms; organization, structure, and jurisdiction of courts; trial and non-trial processes of the judiciary.

CJ 113F. Juvenile Justice System 3 hrs.
The organization, functions, and jurisdiction of juvenile agencies. Discussion includes the juvenile court and justice system, historical development of the concept of delinquency, the special status of juveniles under the law, and special attention to juvenile justice procedural law (Children's Code and Rules of Procedure).

CJ 113G. Introduction to Community Relations/ Policing 3 hrs.
Examination, recognition and understanding of community problems; community action programs; methods of coping with human behavior; victimology, conflict and communication; ethnic and minority cultures and environments. Relationships with law enforcement emphasizing the role of police officers, individually and

collectively, in achieving and maintaining a positive public response to police goals and objectives.

CJ 113J. Introduction to Corrections 3 hrs.
This introductory course is designed to acquaint individuals with the role of corrections in America. It is an examination of the broad spectrum of systems, processes and people that constitute the field of corrections. Whenever possible, practical orientation to the field of corrections will be explored.

CJ 123. Social Issues and Law Enforcement 3 hrs.
This course will explore how social issues such as drug and alcohol abuse, poverty, domestic violence, child abuse, mental disorders and gangs affect law enforcement as well as cause and effect characteristics of these social issues.

CJ 123A. Patrol Procedures II 3 hrs.
Basic techniques for arrest/custody, supervision, and transportation of prisoners, handling crimes in progress, preliminary investigations, conduct at crime scenes and officer survival.

CJ 123D. Technical Writing for Law Enforcement..... 3 hrs.
Focus on clear, concise and accurate reports with an emphasis on sentence and paragraph construction, grammar and punctuation. Emphasis on purposes, terminology, types and contents of reports and written communication skills.

CJ 123E. Firearms Proficiency 3 hrs.
Moral aspects, legal provisions, safety precautions, and restrictions covering the use of firearms. Includes range practice in the firing of handguns and shotguns.

CJ 123F. Traffic Law & Accident Investigation 3 hrs.
Theories and basic techniques of accident investigation: what the vehicle shows, examination of the roadway, recording and preservation of skid mark evidence, speed estimates, reconstruction of the accident scene, diagram and map making, photographing the accident scene, background investigation, court testimony and study of the New Mexico vehicle code.

CJ 123J. Corrections Officer Safety and Weapons Training 3 hrs.
This course will cover basic shooting principles used by correctional officer and will include instruction in nomenclature, handling, loading and firing of the service revolver, rifle, shotgun, and 37 mm gas gun. Lawful use of chemical agents including identification, coding, delivery and decontamination procedures.

CJ 133J. Communication and Interpersonal Skills for the Corrections Officer 3 hrs.
This course examines the interpersonal skills needed by corrections officials to understand and effectively interact with the incarcerated society. Community relations and courtesies are addressed with emphasis given to communication with the convicted offender. Report writing instruction will include interviews, statement taking, note taking and final reports. Radio and telephone communication will include practical exercises as appropriate.

CJ 213A. Criminal Investigation I 3 hrs.
Fundamentals of criminal investigation. Includes conduct at crime scenes, collection and preservation of evidence, interviews and interrogations, crime scene photography and sketching, and report writing.

CJ 213B. Criminal Procedure3 hrs.
Concentrating on substantive criminal law. General rules, principles, and doctrines of criminal liability in the United States; classification of crimes against persons, property, and the public welfare.

CJ 213D. New Mexico Law3 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 223A. Criminal Investigation II3 hrs.
A continuation of Criminal Investigation I concentrating on specific investigations according to the type of crime. Special emphasis is placed on homicide investigations and the rules of search and seizure.

CJ 223C. Narcotics and Dangerous Drugs3 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 Interviewing3 hrs.
Proper interviewing techniques, including discussion on the constitutional rights of the subject and applicable court decisions.

Design Communication

Computer Graphic Design (DC)

Offerings in Design Communication complement the Associate in Applied Science degree and certificates in areas of specialization. Options are available in Computer Graphic Design and Computer Assisted Drafting. Each option utilizes computer graphics. Computer Graphic Design is intended to provide entry-level job skills in creating artwork and graphics for business, graphic arts, advertising, television, publications, and illustration. Computer-Assisted Drafting provides entry-level training in the use of computers to create technical drawings for engineering, architecture, and manufacturing.

DC 111. Conceptual Development Forum I 1 hr.
This course offers an exploration of vital aspects of the Visual Artist's thoughts and practices, including aesthetics and professional practices. The student's abilities, artistic identity and future direction, will be assessed using written documentation, and oral and visual presentation. Topics may include resume and portfolio preparation, interviewing, exhibition, visual artist legal rights and tax laws, framing, etc. (Recommended during first year of enrollment). No prerequisite. Meets one hour per week.

DC 113E. Classroom Graphics for Teachers I3 hrs.
This course is designed to increase awareness through hands-on application of creative graphics as a teaching tool in the elementary and secondary classroom. Teachers will be introduced to graphic techniques using the computer with graphic software. Prerequisite: None. Class meets 5 hours per week.

DC 123E. Classroom Graphics for Teachers II3 hrs.
This course is designed to expand the student's knowledge of creative graphics as a teaching tool in the elementary and secondary classroom. Teachers will be introduced to advanced graphic techniques using computer graphic software for classroom teaching aids. Individual projects

will be developed specifically for the teacher's classroom. Prerequisite: DC 113E Classroom Graphics for Teachers I . Meets five hours per week .

DC 211. Conceptual Development Forum II 1 hr.
This course is a continuation of Conceptual Development Forum I. It is a continuation in the exploration of vital aspects of the Visual Artist's thoughts and practices, including aesthetics and professional practices. The student's abilities, artistic identity and future direction, will be assessed using written documentation, and oral and visual presentation. Topics may include resume and portfolio preparation, interviewing, exhibition, etc. (Recommended during final semester of enrollment). Prerequisite DC 111. Meets one hour per week.

DC 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.

DC 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 five hours per week.

DC 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 prerequisite. Meets five hours per week.

DC 123B. Electronic Prepress 3 hrs.
This course is designed to provide the concept of electronic prepress dealing with layout, typography, and color theory. Students will explore concepts of electronic font preparation and output procedures; techniques in flatbed scanning; color imaging systems; and the concept of "On Demand Printing." This course will enhance the student's knowledge of prepress technology. Prerequisite: DC 113D Intro to Graphics Arts, DC 123A Computer Graphics I, or DC 223G Desktop Publishing. Meets five hours per week.

DC 123C. Web Page Design 3 hrs.
Web Page Design is an introductory course in designing web sites for the WWW (World Wide Web). It covers the use of web design software to define a local site and to create and edit Web documents. Basic skills necessary for developing web sites will be taught. The basic elements and principles for good design will be covered. The use of typography (essential information and decorative headings), animated graphic clips (banners or .GIF files) and images (graphics, illustrations and photographs .JPG files) as they pertain to designing Web sites will be covered. Prerequisite: none. Meets five hours per week.

DC 123D. Book Illustration 3 hrs.
This course will encompass a variety of techniques used in commercial book illustration and publication. The student

will have the option to illustrate a self-authored text using pre-published material. Traditional illustrative media and techniques or computer generated design may be used. Prerequisite: None. Meets five hours per week.

DC 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: DC 113B Technical Illustration. Meets five hours per week.

DC 123B. Technical Illustration III 3 hrs.
This course is designed to provide experience and skill development in commercial art hand rendering techniques. Instruction will focus on the student researching the client's design assignment as specified by the instructor. Originality in design and quality rendering techniques will be stressed. Prerequisite: DC 123W Technical Illustration II. Meets five hours per week.

DC 214. Graphic Design 4 hrs.
This course offers the student a study of graphic design visual communication problems for a variety of business clients in advertising and the corporate world. An exploration of color, light, structure, space, perspective, type, history 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: DC223G Desktop Publishing or DC 123A Computer Graphics I. Meets six hours per week.

DC 223D. Computer Animation & Multimedia Production I 3 hrs.
This course is designed as an introductory course in microcomputer animation. Topics to be covered will include storyboard layout, graphic paint programs, text manipulation, sound, scripting, time acceleration, and special effects. No prerequisite. Meets five hours per week.

DC 223E. Advanced Web Page Design 3 hrs.
This course is a continuation of the introductory course in designing web sites for the WWW (World Wide Web). It covers advanced concepts related to good Web site creation and integrates animated software within the web environment. Pre-requisite: DC 123C Web Page Design. Meets five hours per week.

DC 223G. Desktop Publishing 3 hrs.
(Same as CS 223H) This course is designed to provide students with a thorough understanding of desktop publishing and the basics of design and layout. The student will gain extensive hands-on experience designing publications using page layout software. Prerequisite: None. Meets five hours per week.

DC 223W. Advertising Layout and Design 3 hrs.
This course introduces students to practical applications of layout design in the graphics industry. Course content will include a study of newspaper and newsletter form, principles of conventional and modern layout, tools, typography, and effective use of color. Prerequisite: DC123A or the consent of instructor. Meets five hours per week.

DC 224. Computer Graphics II4 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 or Co-requisite: DC123A Computer Graphics I. Meets six hours per week.

DC 224A. Computer Graphics III4 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 or Co-requisite: DC224 Computer Graphics II. Meets six hours per week.

DC 233D. Computer Animation & Multimedia II3 hrs.
This course is designed as a continuation of DC 223D Computer Animation I & Multimedia Production I. Topics to be covered will include advanced animation sequences, simulations, and multi-media slide presentations. Prerequisite: DC 223D Computer Animation & Multimedia Production I. Meets five hours per week.

DC 243. Electronic Publishing3 hrs.
Students will create newsletters, brochures, flyers, and documents. Assignments will be completed which require independent self-paced direction. Color scanning and design layout problems will be addressed. Electronic Desktop Publishing is taught using current software. Prerequisite: DC 223G or CS 223H Desktop Publishing. Meets five hours per week.

DC 243A. Co-operative Work Experience I3 hrs.
Co-operative Work Experience I is designed to offer an internship within the industry setting for design communication. Students will work under the supervision of approved professional design communications specialist with NMJC faculty monitoring the internship. Faculty permission required. Prerequisite: DC123A Computer Graphics I or DC 224 Computer Graphic II or DC 243 Desktop Publishing. Meets nine hours per week.

DC 244. Three D Graphics Animation4 hrs.
An introduction to the creation of 3-dimensional objects and animation using current software. The course will cover the necessary skills to become proficient in working with 3-dimensional objects and animation and builds on prior 2-dimensional concepts. The course will utilize 3D software to create 3-dimensional character animations. Course topics will include: basics, modeling, animation, materials, scripting, lighting, rendering, and composition. Prerequisite: DC 233D Computer Animation & Multimedia Production II, or EG 214C, Introduction to Three Dimensional Animation, or consent of instructor. Meets six hours per week.

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 Reading3 hrs.
Designed for the non-native speaker based on the development of oral language skills and interaction strategies. Vocabulary and reading skills will be emphasized followed by class discussions. Recommended to precede DS 203 (however may be taken after DS 203). Three lecture hours and a lab.

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 Reading3 hrs.
This course is designed to help students improve their reading skills. The goals of Developmental Reading include increased comprehension, vocabulary, and the student's ability to remember what they have read. These skills and strategies provide a foundation needed to succeed in other college classes which require textbook reading. Three lecture hours and one lab hour per week.

DS 113A. Review of English I 3 hrs.
Placement in this course is based on assessment scores. Recommended for those students who need additional practice and background in English. Provides a review of grammar as well as practice in the development, support and organization of ideas. This course cannot be substituted for any of the English requirements that lead to an associate degree. The grade for the class is recorded as an "S" or "U," depending upon the performance on the Exit Essay. Compute usage is some classes. Three lecture hours per week.

DS 113C. Review of English II 3 hrs.
Placement in this course is based on assessment scores. It is also recommended for those students who need additional practice and background in English. The course provides a review of usage, sentence skills, paragraph composition, and the five paragraph essay. The course cannot be substituted for any of the English requirements that lead to an associate degree. The grade for the class is recorded as an "S" or "U," depending upon the performance on the Exit Essay. Computers are used in most of these classes. Three lecture hours per week.

DS 113E. Basic Mathematics3 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 Algebra3 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 Biology3 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 Biology4 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.
This developmental reading course is designed to help students improve their reading skills. Reading Improvement is a continuation of skills and strategies emphasized in DS 113 Developmental Reading (please see course description). For information regarding which Reading class would be best for you, contact the counseling department.

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.
This developmental reading course is designed to help students improve their reading skills. College Preparatory Reading is a continuation of skills and strategies emphasized in DS 123 Reading Improvement (please see course description). For information regarding which Reading class would be best for you, contact the counseling department.

DS 196. English As a Second Language I 6 hrs.
English for the non-native speaker based on the development of oral language skills and interaction strategies. English pronunciation, grammar, and intonation, and idiomatic English expression. Six lecture hours with six hours of lab with individual tutor.

DS 203. Basic Reading 3 hrs.
Designed for the non-native speaker based on the development of oral language skills and interaction strategies. Vocabulary and reading skills will be emphasized followed by class discussions. Recommended to follow DS 103 (however may be taken prior to DS 103). Three lecture hours and a lab.

DS 296. English As a Second Language II 6 hrs.
Continuation of DS 196 with emphasis on academic writing skills and grammar of written English. Prerequisite: DS 196

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 113. Introduction to Early Childhood Education 3 hrs.
This course presents an overview of early childhood education. Students will examine historical and philosophical theories, as well as contemporary models of education, and their connection to classroom practices today. Learning environments, the necessity of play, behavior and discipline, language development, emergent literacy, and how to teach academic subjects to young children are some of the issues to be addressed. The purpose of this course is to prepare a solid foundation for students who desire to work with children from birth through 8 years-old and to increase their knowledge and effectiveness in daycare, preschool, and primary/elementary classroom settings. In addition to class attendance, field experience/observation is required (time and place are flexible).

ED 113A. Guiding Children's Social Development... 3 hrs.
This course will answer questions associated with child guidance and discipline. Current theory will be discussed, which will assist students in developing skills and avoiding common pitfalls. This course will provide a comprehensive framework for interpreting children's social behavior and for implementing appropriate strategies to enhance children's social competence.

ED 114A. Learning Environments for Young Children 4 hrs.
Knowledge and skills needed to set up and maintain a safe, healthy, multicultural indoor and outdoor environment for children birth through 8 years old. 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 the provision of material for a rich indoor and outdoor environment in order to meet the individual and special needs of children. In addition to class attendance, field experience/observation is required (time and place to be flexible).

ED 114B. Language Development and Early Literacy 4 hrs.
This course will explore language acquisition and development during a child's early formative years, within each child's culture and regardless of their individual home

language. The student will become familiar with current research and theories relating to the area of language development and emergent literacy. The student will develop materials and strategies for promoting oral, written, and other language skills in their early childhood classrooms. In addition to class attendance, field experience/observation is required (time and place flexible).

ED 213. Foundations of Education3 hrs.
Will introduce students to the professional life of teachers. Throughout the book, the authors and the teachers profiled, offer students practical perspectives for meeting the complex challenges of teaching. Students will be encouraged to write a research paper and develop a professional portfolio.

ED 214A. Caring for Infants and Toddlers3 hrs.
This course will provide an overview of physical, intellectual, and personality development during the first years of life. Students will develop strategies for assisting parents and caregivers in supporting healthy infant development through a designed curriculum. In addition to class attendance, field experience/observation is required (time and place are flexible).

ED 214B. Early Childhood Practicum.....4 hrs.
Students will work with children birth through 8-years old in a childcare setting. Each student will plan lessons, implement the activities, evaluate their students, and perfect classroom management. Professional ethics will be demonstrated at all times. The student will then meet in class sessions, which will include problem-solving and strategy development.

ED214C. Thematic Units Using the Arts4 hrs.
A child's development is influenced and enhanced by creativity. This course will focus on ways art, music, drama, and other mediums can be used to develop thematic units to teach language arts, math, science, social studies and other content areas in early childhood classrooms and settings. Emphasis will be placed on "hands-on" activities. In addition to class attendance, field experience/observation is required (time and place are flexible).

ED 233. Educational Field Observation3 hrs.
Is for students that are majoring in one of the following: elementary education, secondary education, special education, or bilingual education. All students, including special education majors, are to be placed in regular classrooms. The course requires thirty (30) hours of observation in the classroom. Students will observe many aspects of teaching including lesson planning, instructional strategies, evaluation and grading, classroom management, and professional ethics. Also, the students will extend their knowledge of teaching through various readings, teaching a lesson, and keeping a daily journal. The intent of the course is to give structure to the observations and prepare students for the courses to come, in which these aspects of teaching will be covered in depth.

Electronics (EL)

EL 114. Basic Concepts in D.C. Circuits4 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 124. Basic Concepts in A.C. Circuits4 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.C. 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 medico legal issues, includes initiation of IV therapy on fellow student while under direct supervision. Prerequisite: EMT-B certification, satisfactory completion of pre-test and consent of instructor and Director of Allied Health. Six lecture/lab hours per week with forty-five hours to be arranged in a hospital setting.

Engineering (ER)

ER 213. Statics3 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 Analysis3 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. Dynamics3 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 Programs3 hrs.
This course focuses on fundamental grammatical principles, sentence structure, paragraph types, organization, conciseness, and technical clarity. Instruction stresses correct and effective technical writing in a work place setting. This class does not meet requirements of associate in arts or associate in science degrees.

EN 113. Composition and Rhetoric3 hrs.
An introductory course in written communication with emphasis on developing effective paragraphs and essays. Includes the study of various modes of exposition. Computer usage in some classes. Prerequisite: Acceptable score on placement test or DS 113C. Three hours lecture per week.

EN 123. Composition and Literature3 hrs.
A continuation of EN 113. Writing effective paragraphs and essays with the emphasis on reading and writing about literary genres: short stories, poetry, drama, novels, and/or essays. Includes a research project and other writing assignments. Prerequisite: EN 113. Three lecture hours per week.

EN 123A. Report Writing for Technicians3 hrs.
This course is designed to introduce the student to various types of technical and report writing through intensive writing activities. Prerequisite: EN 113. Three lecture hours per week.

EN 213. Types of Literature I -3 hrs.
The study of selected literary works from one or more of the following genres: the short story, poetry, essay, and drama. Emphasis on literary criticism in terms of reaction, appreciation, and evaluation. Critical thinking skills developed through close reading of the genres presented and an exploration into the cultural, social, political, and/or historical milieu from which these selections emerge. Writing assignments may include journaling with informational research, a research project, critical commentaries, and/or oral reports. Prerequisite: EN 113 and EN 123. Three lecture hours per week.

EN 213A. Survey of British Literature I3 hrs.
The development of British literature from Beowulf through the eighteenth century. Designed to offer a broad cultural awareness of the great literary masterpieces of the English language in relation to their authors and historical settings. Emphasis is placed on enriching the students' critical appreciation of literature. Readings, reports, and writings required. Prerequisite: EN 113 and 123. Three lecture hours per week.

EN 213B. Creative Writing3 hrs.
An introduction to the writing of various literary genres: poetry, fiction, and/or essays. Emphasis on in-class writings in all the chosen genres, resulting in individual writing portfolios. Prerequisite: EN 113 and 123 or consent of instructor. Class may be repeated once for credit. Three lecture hours per week.

EN 213C. American Literature I3 hrs.
The development of American literature from the earliest works to the Civil War. Readings, reports, and writings

required. Prerequisite: EN 113 and EN 123. Three lecture hours per week.

EN 213D. World Literature I 3 hrs.
Representative masterpieces from ancient, medieval, and Renaissance literature. Designed to introduce students to international literary works. Readings, reports, and writings required. Prerequisite: EN 113 and EN 123. Three lecture hours per week.

EN 213E. Film and Fiction 3 hrs.
An introduction to cinema as an art form that is both visual and literary. A close examination of literary works and films made from those works. Prerequisite: EN 113 and EN 123 or consent of the instructor. Three lecture hours per week.

EN 213F. Southwest Literature 3 hrs.
A survey of representative literary works from the Southwestern United States. Includes studies of the novel, poetry, short story, drama, and the essay, with emphasis on contemporary writings and with examinations of the history and folklore of the region. Prerequisite: EN 113 and EN 123 or consent of the instructor. Three lecture hours per week.

EN 213G. Science Fiction and Fantasy 3 hrs.
A survey of science fiction and fantasy from the nineteenth and twentieth centuries. Like most literature survey courses, its chief purpose is to provide a basic study of the literature and its impact on Western culture. Additionally, Science Fiction and Fantasy will familiarize students with the movements, names, and ideas significant to the development of these genres in various media: short stories, novels, films, and poetry. Readings, reports, and writings required. Prerequisite: EN 113 and EN 123. Three lecture hours per week.

EN 223. Types of Literature II 3 hrs.
The study of the novel. Analysis of the structural elements that comprise the novel—character, plot, point of view, setting, style, structure, pattern, and purpose. Emphasis on literary criticism in terms of reaction, appreciation, and evaluation. Critical thinking skills developed through close reading of the novels presented and an exploration into the cultural, social, political and/or historical milieu from which the novels emerge. Writing assignments may include journaling with informational research, a research project, critical commentaries, and/or oral reports. Prerequisite: EN 113 and EN 123. Three lecture hours per week.

EN 223A. Survey of British Literature II 3 hrs.
The development of British Literature from the eighteenth century to the present. Designed to offer a broad cultural awareness of the great literary masterpieces of the English language in relation to their authors and historical settings. Emphasis is placed on enriching the student's critical appreciation of literature. Readings, reports, and writings required. Prerequisite: EN 113 and EN 123. Three lecture hours per week.

EN 223C. American Literature II 3 hrs.
The development of American literature from the Civil War to the present. Readings, reports, and writings required. Prerequisite: EN 113 and EN 123. Three lecture hours per week.

EN 223D. World Literature II 3 hrs.
Representative masterpieces from the eighteenth, nineteenth, and twentieth centuries. Designed to help students make connections between their own literary

heritage and the literature of other countries and cultures. Readings, reports, and writing required. Prerequisite: EN 113 and EN 123. Three lecture hours per week.

Environmental Technology (HM)

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 Assessment3 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 Geology3 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. Hydrology3 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 Law3 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 Minimization3 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. Bioremediation3 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.

Fire Academy (FA)

NOTE: The following courses are taught through the Southeastern New Mexico Regional Fire Academy. These courses will substitute for the fire science courses (FS) as indicated when applying for the associate of applied science degree. However, the fire science courses (FS) will not substitute for the Fire Academy courses (FA), since the FA courses have additional components for licensure.

FA 113W. Introduction to Fire Science.....3 hrs.
Philosophy: History of the Fire Science. Organization and function of the local county state and federal services. Introduction to equipment and basic tactics of the fire service and rescue emergencies.

FA 114. Basic Fire Fighting4 hrs.
Instruction includes basic firefighter skills as follows: basic fire behavior, fire fighter safety and accountability, basic self contained breathing apparatus, fire hose loads and deployment, hydrant maintenance, fire streams applications, foam applications and familiarization of portable fire extinguishers.

FA 115. Fire Science Academy Practicum.....5 hrs.
This course of instruction will include 248 hours of cooperative work experience. More specifically, cadets will be required to work 192 hours within a Fire Service organization in 24 hour shifts and 32 hours at a medical facility in 8 hour shifts. Students shall perform general daily duties including equipment and building maintenance and inspection. Students will observe and assist with emergency incidents under the direct supervision of experienced staff. Students will attend drills and training classes with participating organizations. Live fire exercises for IFSAC certification will take 24 hours and will be conducted in Socorro, New Mexico.

FA 123A. Related Fire Codes and Ordinances3 hrs.
In depth study of national, state, local laws and ordinances which influence the fire prevention and protection.

FA 124. Fire Fighting I4 hrs.

Instruction includes basic/intermediate firefighter skills such as report writing, search and rescue, modern construction techniques, sprinkler/standpipe systems, care of fire service ropes and knot tying, fire ground operations, and equipment operations.

FA 133. Driver Pumper Operations3 hrs.
A review of vehicle laws, driver responsibilities, emergency response procedures, apparatus and equipment maintenance procedures, and the maneuvering of fire apparatus through controlled driving exercises and in normal traffic conditions. Types and design of fire pumps, principles of pumping, review of applied mathematics, hydraulic laws, application of mental hydraulic calculations and operating pumps under fire ground conditions.

FA 213. Fire Investigation and Arson Detection3 hrs.
Course is outlined to cover detection of point of origin of fire, cause of fire, and spread. Course also will cover report writing, interviewing, arson detection, collection and preservation of evidence.

FA 213B. Wild-land and Vehicle Fire Control3 hrs.
This course includes instruction in National Wildfire Coordinating Group S-130, S-190, I-100. Instruction includes factors affecting wild-land fire prevention, wild-land fire behavior, and control techniques. This course also includes vehicle anatomy, vehicle fire behavior, vehicle hazards, and fire control techniques.

FA 214. Fire Fighting II4 hrs.
Instruction includes basic/intermediate firefighter skills, structural fire fighting strategy and tactics, techniques of ventilation, salvage/overhaul operations, basic EMS operations, Community education, confine space operations, techniques of forcible entry, and LPG/flammable liquid emergency management.

FA 223. Hazardous Materials3 hrs.
This course will deal with management of a hazardous material scene. Areas covered will include hazmat awareness, hazmat operations, hazmat de-con and hazardous material equipment and instruments.

FA 223B. Fire Service Rescue3 hrs.
This course provides operating procedures for Basic Vehicle Extrication, High & Low Angle Rescue and Confined Space Rescues. This course will promote the proper knowledge and necessary skills for the student to achieve a basic rescue.

FA 223C. Aircraft Rescue Fire Fighting3 hrs.
This course provides operating procedures for providing maximum effective use of aircraft rescue and firefighting equipment for fires and other emergencies at airports or other locations involving private, commercial passenger, or military aircraft. Aircraft accident preplanning techniques. Emergency standby procedures.

Fire Science Technology (FS)

FS 113. Introduction to Fire Science3 hrs.
Philosophy: History of the Fire Service. Organization and functions of local, county, state, and federal services. Introduction to equipment and basic tactics of fire and rescue emergencies. Three lecture hours per week.

FS 113A. Fire Administration I 3 hrs.
Fundamentals of Fire Service management and leadership. National Fire Academy certification in "Leadership". Emphasis on budget planning and preparation. Three lecture hours per week.

FS 113B. Fire Hydraulics 3 hrs.
Application of the laws of mathematics and physics to properties of fluid states, force, pressure, and flow velocities. Emphasis in applying principles of hydraulics to fire fighting problems. Evaluation of water supply flow appliances and methods of determining available quantities of water for fire protection purposes. Prerequisite: MA113A - Intermediate Algebra or High School Algebra. Three lecture hours per week.

FS 114. Basic Fire Fighting 4 hrs.
Instruction includes basic firefighter skills as follows: basic fire behavior, fire fighter safety and accountability, basic self contained breathing apparatus, fire hose loads and deployment, hydrant maintenance, fire streams applications, foam applications and familiarization of portable fire extinguishers.

FS 123. Fire Apparatus and Equipment 3 hrs.
History of fire service apparatus and equipment. Use of different types of specialized equipment (Jaws of Life, Vetter bags) 1901 requirement for apparatus - different types of apparatus and their uses. Three lecture hours per week.

FS 123A. Related Fire Codes and Ordinances 3 hrs.
In depth study of national, state, local laws and ordinances which influence the fire prevention and protection.

FS 124. Fire Fighting I 4 hrs.
Instruction includes basic/intermediate firefighter skills such as report writing, search and rescue, modern construction techniques, sprinkler/standpipe systems, care of fire service ropes and knot tying, fire ground operations, and equipment operations.

FS 133. Driver/Pumper Operations 3 hrs.
A review of vehicle laws, driver responsibilities, emergency response procedures, apparatus and equipment maintenance procedures, and the maneuvering of fire apparatus through controlled driving exercises and in normal traffic conditions. Types and design of fire pumps, principles of pumping, review of applied mathematics, hydraulic laws, application of mental hydraulic calculations and operating pumps under fire ground conditions.

FS 213. Fire Investigation and Arson Detection 3 hrs.
Course is outlined to cover detection of point of origin of fire, cause of fire, and spread. Course also will cover report writing, interviewing, arson detection, collection, and preservation. Three lecture hours per week.

FS 213A. Chemistry Of Combustion 3 hrs.
This course begins with the basics of chemistry. Moves through salts/oxidizers, hydrocarbons and their derivatives, and explores their relationship to the fire science. This course has a heavy homework load. Three lecture hours per week.

FS 213B. Wild-land and Vehicle Fire Control 3 hrs.
This course includes instruction in National Wildfire Coordinating Group S-130, S-190, I-100. Instruction includes factors affecting wild-land fire prevention, wild-land fire behavior, and control techniques. This course also

includes vehicle anatomy, vehicle fire behavior, vehicle hazards, and fire control techniques.

FS 214. Fire Fighting II 4 hrs.
Instruction includes basic/intermediate firefighter skills, structural fire fighting strategy and tactics, techniques of ventilation, salvage/overhaul operations, basic EMS operations, Community education, confine space operations, techniques of forcible entry, and LPG/flammable liquid emergency management.

FS 223. Hazardous Materials..... 3 hrs.
This course will deal with management of a hazardous material scene. Areas covered will include protective clothing, de-con, EMS responsibility, use of hazardous material instruments and equipment. Three lecture hours per week.

FS 223A. Building Construction for Fire Protection.. 3 hrs.
Covers building codes and designs protection features. Will also cover areas and type of construction which either benefit fire fighting or aid in fire suppression. Three lecture hours per week.

FS 223B. Fire Service Rescue 3 hrs.
This course provides operating procedures for Basic Vehicle Extrication, High & Low Angle Rescue and Confined Space Rescues. This course will promote the proper knowledge and necessary skills for the student to achieve a basic rescue.

FS 223C. Aircraft Rescue Fire Fighting 3 hrs.
This course provides operating procedures for providing maximum effective use of aircraft rescue and firefighting equipment for fires and other emergencies at airports or other locations involving private, commercial passenger, or military aircraft. Aircraft accident preplanning techniques. Emergency standby procedures.

FS 233. Fire Administration II 3 hrs.
This course covers the evaluation of employees, dealing with employees, and stress. Strategies for managing large fire scenes, high rise fires, and mass injury and casualty incidents are also covered. Pre-requisite: FS 113A. Three lecture hours per week.

Geography (GG)

GG 113. World/Regional Geography 3 hrs.
This course is designed as an introductory geographic survey arranged around eight major regions: Anglo-American, Latin America, Europe, the former Soviet Union, the Middle East, the Pacific World, and Africa. Emphasis is place upon an analysis of the natural environment, cultural environment, population status, economic development, and potentials.

Geology (GE)

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 Government3 hrs.
Examines the philosophic background of the Constitutional Convention, the legal and constitutional structure of the national government, and the relationships existing between the formal and informal groups seeking to make claim on or through the government. Three lecture hours per week.

History (HI)

HI 113. United States History to 18773 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 Mexico3 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 18773 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 Tour3 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 Civilization3 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 Civilization3 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 War3 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 Nutrition3 hrs.
An introduction to the principles of basic nutrition and the relationship of nutrition to health. Three lecture hours per week.

Law Enforcement Academy (LA)

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 Justice3 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 I3 hrs.
Basic patrol concepts including high risk and unknown risk patrol tactics, handling special needs individuals, domestic violence, disorderly conduct, public disturbances, intoxication, vehicle/foot patrol and observation. Will substitute for CJ 113A.

LA 113B. Criminal Law3 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 114. Custody Control, Chemical Agents and Officer Safety4 hrs.
This course will cover procedures (principles, concepts, medical implication and practical application) for custody and control and use of chemical agents in a law enforcement environment. Also covered will be academic and practical application regarding officer safety including day and night traffic stops, arrest situations and handcuffing

LA 123A. Patrol Procedures II3 hrs.
Basic techniques for arrest/custody, supervision, and transportation of prisoners, handling crimes in progress, preliminary investigations, conduct at crime scenes and officer survival. Will substitute for CJ 123A.

LA 123D. Technical Writing for Law Enforcement...3 hrs.
Focus on clear, concise and accurate reports with an emphasis on sentence and paragraph construction, grammar and punctuation. Emphasis on purposes, terminology, types

and contents of reports and written communication skills. Will substitute for CJ 123D.

LA 123E. Firearms Proficiency 3 hrs. Moral aspects, legal provisions, safety precautions, and restrictions covering the use of firearms. Includes range practice in the firing of handguns and shotguns. Will substitute for CJ 123E.

LA 123F. Traffic Law & Accident Investigation 3 hrs. Theories and basic techniques of accident investigation: what the vehicle shows, examination of the roadway, recording and preservation of skid mark evidence, speed estimates, reconstruction of the accident scene, diagram and map making, photographing the accident scene, background investigation, court testimony and study of the New Mexico vehicle code. Will substitute for CJ 123F.

LA 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, judgment and analytical ability; terminology sources and work of law.

LS 113A. Introduction to Legal Research and Writing 3 hrs. Study of legal research and bibliography, research problems, sources, legal drafting and writing, preparation of memoranda and briefs. Prerequisite: LS 113 or permission of dean or program director.

LS 123. Contracts 3 hrs. Formation of contracts, breach of contracts, remedies for breach of contract; drafting. Prerequisite: LS 113 or permission of dean/program director.

LS 123A. Torts 3 hrs. The study of negligence and gross negligence including the requisites for recovery: Duty, breach, causation and damages. Also to be included the study of intentional torts, product liability, Defamation, defenses and the drafting of various documents. Prerequisite: LS 113 or permission of program director/coordinator. Meets 3 hours per week.

LS 123B. Property 3 hrs. The study of the legal aspects of personal and real property ownership. To include bailments and the basics of probate. Analysis of common real estate transactions such as: deeds, leases, mortgages, foreclosure, title search, encroachment surveys, easements, liens and landlord/tenant relations. Prerequisite: LS 113 or permission of program director or coordinator. Meets 3 hours per week.

LS 123C. Family Law3 hrs. Topics include divorce, separation, custody, adoption, guardianship, support and settlement agreements in compliance with statutes; and drafting documents. Also included will be aspects of the administrative agencies that affect the modern family; to spousal abuse and juvenile justice. Prerequisite: LS 113 or permission of dean/program director.

LS 213. Law Office Operations and Management3 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 Procedure3 hrs. Analysis of civil procedure, instruction in preparation of documentation in lawsuits, covering pre and post trial matters; jurisdictional, evidentiary and admissibility problems. Prerequisite: LS 113 or permission of dean/program director.

LS 213B. Practicum/Internship3 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 Procedures3 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/Negligence3 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 Probate3 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 Rights3 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 Law3 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 Law3 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 Techniques3 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 113. College Algebra3 hrs.
A college course in algebra designed for pre-engineering, mathematics, and science majors. Includes a brief review of Elementary and Intermediate Algebra topics, followed by a more extensive study of graphics of functions, complex numbers, theory of equations, matrices, determinants, conics, inverse functions, exponential functions and logarithmic functions. Prerequisite: MA 113A or Appropriate placement test score. Three lecture hours per week.

MA 113A. Intermediate Algebra.....3 hrs.
A college course in algebra for students in general education and technical fields. A review of fundamental operations of algebra, linear equations, exponents, radicals, rational expressions, quadratic equations, and inequalities. Additional topics include graphing linear equations and quadratic functions solving systems of linear equations. Not open to students who have credit for MA 113 or its equivalent. Three lecture hours per week.

MA 113D. Mathematical Analysis with Business Applications I3 hrs.
Designed strictly for business and economics majors. This course is a review of algebra followed by the study of functions, mathematics of finance, matrix theory, linear systems, linear programming, exponential, and logarithmic functions. Prerequisite: MA 113A or appropriate placement test score. Three lecture hours per week.

MA 114B. Technical Mathematics I4 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 Trigonometry3 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 II3 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 I3 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 II3 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 Equations3 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 III3 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 IV3 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 Terminology1 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 Terminology1 hr.
A continuation of ME 111. Meets one lecture hour per week.

Music (MU)

MU 111K. Introduction to Singing1 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 Piano1 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 Voice1 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. Co-requisite: MU 112E. Two hours per week.

MU 112E. Aural Skills I 2 hrs.
The program is intended to develop the musician's ear to detect music patterns. Exercises aid the students to focus on the configuration, groupings, and characteristics of music that help generate continuity and organization. Co-requisite: MU 112C. Two hours per week.

MU 112S. Show Choir 2 hrs.
A performance based course which covers many styles of music with emphasis in popular and jazz idioms. Various ensemble opportunities in the Show Choir style of live performance will exist. Singing and movement are combined with other theatre idioms. Registration for this course is through audition only. May be repeated for credit. 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. Two hours per week.

MU 122D. Voice II 2 hrs.
A continuation of MU 112B. One hour private lesson per week.

MU 122E. Aural Skills II 2 hrs.
A continuation of MU 112E. Co-requisite: MU 122B. Two hours per week.

MU 131. College and Community Chorale 1 hr.
The NMJC Chorale is an ensemble for both college members and members of the community. The Chorale prepares various styles of repertoire for public performance. The Chorale meets one evening per week for two hours.

MU 132A. Choral Conducting Techniques 2 hrs.

Designed for musicians and teachers. Basic conducting techniques, rehearsal organization, care of the choral voice, and basic instrumental conducting techniques will be explored. Prerequisite: Equivalence of MU 142 or consent of the instructor. Two hours per week.

MU 142. Music Rudiments 2 hrs.
This course is an introduction to music theory designed for non-music majors, especially classroom teachers, church musicians, choir members, and incoming music majors who seek to enhance their knowledge and skills in the area of music theory. Topics will address notation, tonality, rhythm, and form. Two hours per week.

MU 212. Piano 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. Two hours per week.

MU 212E. Aural Skills III 2 hrs.
A continuation of MU 122E. Co-requisite: MU 212B. Two hours per week.

MU 213. Music Appreciation 3 hrs.
This course explores the ideas of music in society and its cultural relevance. The course fulfills the Humanities requirement for non-music majors in an associate degree program. The students will discuss the elements of sound and music, and stylistically explore four major periods in Western art and music. Three lecture hours per week.

MU 213A. Introduction to Music Literature I 3 hrs.
This course is a general survey of western music for music majors. Music from antiquity to the Classical Period will be studied. Style, trends, composers, and literature will be discussed. Three hours per week.

MU 222. Piano IV 2 hrs.
A continuation of MU 212. 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. Two hours per week.

MU 222E. Aural Skills IV 2 hrs.
A continuation of MU 212E. Co-requisite: MU 222B. Two hours per week.

MU 223A. Introduction to Music Literature II 3 hrs.
A continuation of MU 213A. Music from the Classical Period to the 20th century will be studied. Style, trends, composers, and literature will be discussed. Prerequisite: MU 213A. Three hours per week.

Nursing (NU)

NU 113. Nursing Assistant 3 hrs.
A course which prepares individuals to provide nursing-related services to patients in structured health care settings.

A 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 Nursing6 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: DS 111; Co-requisite or prerequisite: BI 214A.

NU 127. Nursing in Health Deviations I7 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: PC 122. 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 Nursing4 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 II9 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 and NU 211. Meets five lecture hours and twelve laboratory hours per week. NU 201 required for LPNs, transfers, and readmitted students entering the sophomore year.

NU 222. Nursing Seminar2 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.

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 Development2 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 I3 hrs.
This is an introductory keyboarding course taught primarily on a computer. A computerized teaching program utilizing WordPerfect will be used. This course is designed to help the student learn the alphabetic and numeric keys; to build keyboarding speed and accuracy and to implement basic word processing commands to format business documents including letters, memoranda, reports, and tables.

SC 113B. Business Calculating Machines3 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 three hours a week.

SC 113E. Business English 3 hrs.
This course will focus on an intensive study of grammar, punctuation, and word usage. Class meets three lecture hours per week.

SC 123. Keyboarding and Document Processing II .. 3 hrs.
This course is taught on computers and utilizes a popular word-processing software. It promotes the further development of basic keyboarding skills and emphasizes the production of a wide range of typical business correspondence, tables, reports, and forms. Emphasis is also placed on improving typing speed and accuracy. Prerequisites: SC 113 or equivalent. Class meets five hours per week.

SC 123B. Introduction to Accounting 3 hrs.
This course introduces basic accounting records relating to both merchandising and personal service enterprises. Topics include procedures for handling purchases, sales, cash payments, cash receipts, payroll, petty cash, and the preparation of financial statements. Basic computerized accounting procedures are also introduced. This course is not a substitute for AC 114 - Principles of Accounting and may not transfer for accounting majors. Class meets five hours per week.

SC 133. Records Management 3 hrs.
A beginning course designed to cover the principles and procedures used in the selection and operation of both physical and computer filing systems. Class meets three hours per week.

SC 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 hrs.
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 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. WordPerfect 3 hrs.
Extensive hands-on training in WordPerfect. Basic through advanced features will be taught utilizing a current version of the software. 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 office technology training. It is a culmination of the skills learned throughout the program with additional training and procedures. Prerequisite: SC 113E and SC 123 or equivalent. Class meets three hours per week.

SC 223D. Microsoft Word 3 hrs.
Extensive hands-on training in Microsoft Word. Basic through advanced features will be taught utilizing a current version of the software. Prerequisite: SC113 or equivalent. Class meets five hours per week.

SC 223H. Legal Word Processing 3 hrs.
Applying Word Processing features to documents created in the law office such as assembling contracts, standard legal forms, writing and assembling the brief. Prerequisite: SC 223A or equivalent. Class meets five hours per week.

SC 233A. Automated Office 3 hrs.
Hands-on basic training in office-related computer skills including internet, spreadsheets, database, desktop publishing, presentation software, and integration. Voice recognition software will also be introduced. Prerequisite: SC 223D or instructor approval. Class meets five 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 Evaluation3 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 Drilling4 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 Methods3 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 I3 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 problems 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 II3 hrs.
Introduction to the use of IPR curves and engineering design of beam, down hole 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 flow lines 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 Production3 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 Evaluation3 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.

Pharmacology (PC)

PC 122. Pharmacology2 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. Pharmacology3 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 or consent of instructor. If offered in the Spring, prerequisite: NU 219 and Co-requisite: NU 250 or consent of instructor. Meets three lecture hours per week

Philosophy (PI)

PI 213. Introduction to Philosophy3 hrs.
A survey of the philosophical problems posed by the great thinkers from antiquity through modern times. Introduces the student to the adventure of philosophizing and the art of reflective thinking, pointing toward formulating a philosophy of life. Typically taught as a telecollege course. Three lecture hours per week.

Physical Education Theory (PY)

PY 113. Introduction to Physical Education3 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 Training3 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 1A1 hr.
Designed for the entry level Athletic Training student. Hands on education in the training room and athletic fields with emphasis on athletic training room procedures, practices, and basic taping. The course has two components: the clinical assignments as well as mandatory weekly

seminars in which educational modules will be discussed, demonstrated, and practiced.

PY 132T. Athletic Training Practicum 1B 2 hrs.

A continuation of PY 131T in which the first year student progresses with emphasis on medical services and advanced taping and wrapping techniques. The clinical assignment commitment is also expanded. This course also has the clinical and mandatory weekly seminar components. Prerequisite: PY 131T or consent of instructor.

PY 213. Health Education 3 hrs.

Health Education is a basic course concerned with the physical, mental, and social health of the individual in our modern society. It examines critical issues involving personal, family, community, nation, and world health problems. Three lecture hours per week.

PY 213B. First Aid and CPR 3 hrs.

Standard first aid and prevention of accidents and first aid for injuries and disorders, and CPR skill/techniques for adults, children, and infants. National Safety Council. Three lecture hours per week.

PY 223. Theory of Basketball 3 hrs.

Designed to give the student a knowledge of the theory, organization, and planning of practice in the coaching of basketball. Three lecture hours per week.

PY 223C. Officiating in Sports 3 hrs.

Discussion and practice in officiating techniques in soccer, volleyball, baseball, basketball, etc. Three lecture hours per week.

PY 231T. Athletic Training Practicum 2A 1 hr.

Designed for the second year Athletic Training student. Emphasis of educational modules is placed on therapeutic techniques and procedures. Clinical assignment requirements are expanded past the requirements of first year athletic training students. The course requires the clinical and mandatory weekly seminar components, in which educational modules are discussed, demonstrated, and practiced

PY 232T. Athletic Training Practicum 2B 2 hrs.

A continuation of PY 231T, in which second year athletic training students progress with educational modules that emphasize therapeutic exercise techniques. This course requires both a clinical assignment and mandatory weekly seminar components in which educational modules will be discussed, demonstrated and practiced. Prerequisite: PY 231T or consent of instructor.

Physical Education Activity (PY)

Two semester hours of physical education activity courses are required for graduation in most suggested curricula leading to an Associate in Arts or Science Degree from NMJC. PY 111H is required of most degree seeking students. PY 111F does not apply as physical education credit for graduation requirement.

PY 101. Introduction to Exercise 1 hr.

Designed to give the student flexibility in their personal fitness program. Conducted at the NMJC Del Norte Center, the student is given the opportunity to utilize different areas for fitness such as cardiovascular training, multi-gym weight training, free-weight training, aerobic dance training, racquetball, or swimming.

PY 111. Techniques of Volleyball

PY 111A. Nautilus Conditioning

PY 111B. Techniques of Beginning Golf*

PY 111F. Fitness for Life II (does not apply as physical education credit for graduation requirement)

PY 111H. Fitness for Life (required of most degree seeking students)

PY 111I. Jazzercise

PY 111J. Moderate Aerobics (Low Impact)

PY 111K. Beginning Soccer

PY 111L. Circuit Weight Training

PY 111N. Techniques of Beginning Racquetball

PY 111R. Beginning Racquet Sports (Tennis, Badminton, Racquetball)

PY 111S. Body Shaping/Fitness

PY 111X. Physical Training and Wellness for Corrections Officers

PY 112. Physical Training and Wellness for Law

Enforcement Officers 2 hrs.

This course is designed to enhance the basic police officer's level of fitness, as well as develop an understanding of wellness as it relates to police work and to develop an appreciation for a conditioned state of well being. The class will use lecture, demonstration, discussion and participation to accomplish the objectives of the class. This class will incorporate fitness testing, strength training, aerobic training, anaerobic training, flexibility training, agility training, muscular endurance training and teamwork. Additionally, concepts in nutrition, safety, stress management, smoking cessation and cancer prevention will be covered. The basic trainee will be expected to perform satisfactorily on the final fitness tests and obstacle courses for certification.

PY 121A. Conditioning/Aerobics Rhythmic Activities

PY 121D. Conditioning Step/Aerobics

PY 121N. Techniques of Intermediate Racquetball

PY 122 Physical Training and Wellness for Fire

Officers 2 hrs.

This course is designed to enhance the basic fire officer's level of fitness, as well as develop an understanding of wellness as it relates to firemen and to develop an appreciation for a conditioned state of well being. The class will use lecture, demonstration, discussion and participation to accomplish the objectives of the class. This class will incorporate fitness testing, strength training, aerobic training, anaerobic training, flexibility training, agility training, muscular endurance training and teamwork. Additionally, concepts in nutrition, safety, stress management, smoking cessation and cancer prevention will be covered. The basic trainee will be expected to perform satisfactorily on the final fitness tests and obstacle courses for certification.

PY 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 211E. Techniques of Intermediate Golf*
- PY 211G. Advanced Golf*
- PY 211H. Backpacking and Camping
- PY 211K. Conditioning/Free Weights
- 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.

Physics (PH)

- PH 113. Technical Physics3 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 Physics4 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. Astronomy4 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 Physics4 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 Physics4 hrs.**
The principles of applications of mechanics and wave motion are covered in this course. It is for majors in physics, chemistry, mathematics, and pre-engineering. Prerequisite: Concurrent registration in MA 233. Three lecture hours and three laboratory hours per week.
- PH 224. Engineering Physics4 hrs.**
A continuation of PH 214, with a study of the principles and applications of heat, electricity, and magnetism. Prerequisite: PH 214 and concurrent registration in MA 243. Three lecture hours and three laboratory hours per week.

Psychology (PS)

- PS 110. College Orientation0 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 112. Freshman Seminar2 hrs.**
This class covers college life from policies and procedures to career exploration. The seminar outlines strategies the

student can use to achieve a successful college experience. The emphasis is on the attainment of superior personal and academic skills. The seminar outlines strategies the student can use to achieve a successful college experience. Meets two hour per week.

- PS 113. Introduction to Psychology3 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 213. Child Psychology3 hrs.**
A study of the mental, emotional, and social development of the child; including practical applications of parenting, schooling, and behavioral problems common to child-hood. Prerequisite: PS 113 or consent of instructor. Three lecture hours per week.
- PS 213B. Human Relations3 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 Psychology3 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 Lifespan3 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 Health3 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. Prerequisite: PS 113. Three lecture hours per week.

Sociology (SO)

- SO 213. General Sociology3 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 Problems3 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 Spanish 3 hrs.
This is a course for beginners who wish to become familiar with the sound system and how Spanish verbs are conjugated. Basic vocabulary will be presented. This course is recommended as a prerequisite for students who have never had Spanish before and wish to enter the regular Spanish program.

SP 113. Beginning Spanish I 3 hrs.
This course uses a conversational approach to language acquisition using the popular "Telenovela" to teach vocabulary and comprehension. This course allows beginning language learners to hear Spanish and experience its cultural diversity by means of weekly videos. This course provides development of speaking, reading, writing and comprehension in Spanish with careful attention given to grammar and pronunciation. Prerequisite: SP 103 or 1 or 2 years of high school Spanish recommended. Three lecture hours per week with one hour of lab. This course is also offered in Telecollege.

SP 123. Beginning Spanish II 3 hrs.
This course is a continuation of SP 113. The conversation approach to language is used by means of the popular "Telenovela" to teach vocabulary and comprehension. The course allows language learners to hear Spanish and experience its cultural diversity by means of weekly videos. It provides development of vocabulary, conversation, reading, and grammar with careful attention given to pronunciation. Prerequisite: SP 113 or 3 years of high school Spanish. Three lecture hours per week with one hour of lab. This course is also offered in Telecollege.

SP 213. Intermediate Spanish I 3 hrs.
This course is a continuation of SP 123. The "Telenovela" is used to encourage conversation and teach vocabulary and comprehension. This class is taught in Spanish and is reserved for those who have mastered the indicative and are ready to cover the subjunctive verbs. Emphasis is on grammar, oral expression, and understanding spoken Spanish. Considerable knowledge of the Spanish language is required. Prerequisite: SP 123 or 2 semesters of college Spanish. Three lecture hours per week with one hour of lab. This course is also offered in Telecollege.

SP 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.
This course is a continuation of SP 213. This is an advanced level class. This course uses a conversational approach to language acquisition using the popular "Telenovela" to teach vocabulary and comprehension. Proficiency in speaking and writing is required. Knowledge of all the verb tenses is required upon entering this class. This course includes intensive grammar review and practice in Spanish conversation. Emphasis is given to written composition. Prerequisite: SP 213. Three lecture hours per week with one hour of lab. This course is also offered in Telecollege.

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.

Theatre (DR)

DR 113. Introduction to Theatre 3 hrs.
This class is a general introduction to the art of theatre. The aesthetic, practical, and historical dimensions in the unified work of theatre production are explored. Various aspects of study include: acting, directing, theatre architecture, set design, dramatic theory, and theatre history. Students will have the opportunity to study this art form from its known origins to modern day. Three lecture hours per week.

DR 113A. Theatrical Make-up 3 hrs.
Theory and practice of make-up design and application for the stage. May be repeated two times toward degree requirements. Three hours per week.

DR 123. Rehearsal and Performance 3 hrs.
Through participation the student is introduced to the various aspects of play production. Experience can include performance, design, and management. Lecture and laboratory requirements are assigned by the instructor. May be repeated two times toward degree requirements.

DR 123A. Theatre Practicum 3 hrs.
Designed with application of basics of rehearsal and performance study in mind. A substantial increase in participation in theatre productions through practical experience in performance and/or technical assignments. May be repeated two times toward degree requirements. Prerequisite: DR 123. Production hours as assigned.

DR 123W. Stage Craft 3 hrs.
Theoretical introduction to basic aspects of technical theatre production and scene shop procedures. In-shop practicum hours toward fulfillment of the course credit is required. May be repeated two times toward degree requirements. Three hours per week.

DR 133W. Beginning Acting 3 hrs.
Acting is designed to enhance the student's ability for performance appreciation and to create a foundation for utility of the craft. Both novices and more advanced practitioners will have the opportunity to benefit from the course. Through involvement in the study and application of the form, students will be better prepared to continue their interest in performance or to focus their ability to appreciate

a wider range of performance art. Artistic growth in performance is a main consideration. Three lecture and laboratory hours per week. May be repeated two times toward degree requirements.

DR 143A. Technical Production3 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 Acting3 hrs.
This class is designed to build on the basics of beginning actor training, with particular emphasis placed upon the principles of Constantin Stanislavski; including artistic and creative development, theatre discipline and ethics, and professional standards. Prerequisite: DR 133W or instructor permission. May be repeated two times toward degree requirements. Three hours per week.

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 112B. Blueprint and Shop Equipment

Identification2 hrs.
Includes current welding machinery, tools, and equipment. Design and construction fundamentals for shop layout of structural steel and pipe. Examine the uses of symbols, blueprints, and written specifications in the layout and fabrication of welded structures. Meets four hours per week.

WE 113D. Destructive Testing3 hrs.
This course is designed to develop an understanding of the nomenclature of testing processes, equipment and materials. Techniques, positions and trade terms are stressed. Material testing on the ferrous, carbon alloy steel and nonferrous material testing. Tests will meet the National board, ASME, AWS, and API standards. Prerequisites: WE 114, WE 124, WE 113M. Meets six hours per week.

WE 113M. Basic Metallurgy and Welding3 hrs.
A study of ferrous and nonferrous metals from ore to the finished products. Emphasis on metal alloys, heat-treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability, and ductility. Technical terms used in the various phases of metallurgy, from early history to classification of steel. Prerequisite: WE 114. Meets six hours per week.

WE 114. Introduction to Welding4 hrs.
This course is designed to develop an understanding of the nomenclature of welding processes, equipment, and materials used in the various types of gas and electric welds. Techniques, positions, and trade terms are stressed. Fusion welds on different types of metals using gas and electric arc are introduced as well as cutting of ferrous metals with the oxyacetylene torch. Meets six hours per week.

WE 123S. Estimating, Safety and Symbols3 hrs.
A study of industrial blueprints with an emphasis placed on terminology, symbols, graphic description, and welding

processes, including systems of measurement and industry standards. Identify, explain and interpret weld symbols, identify structure shapes, demonstrate the proper use of measuring devices, read and interpret blueprints, read welding detail drawings, and calculate dimensions and materials. Prerequisite: WE 114. Meets six hours per week.

WE 124. Advanced Welding4 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 214. Inert Gas Welding4 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 223N. Non-Destructive Testing3 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 223P. Pipe Welding3 hrs.
This course is a continuation of WE 124, including shielded metal-arc welding in the horizontal, vertical and overhead positions. Pipe welding procedures and arc welding of basic pipe joints used in oil and gas line welding and farm and ranch construction using irrigation pipe and stainless steel plates using the STIG welding system. Cutting with a plasma cutting torch. Weld in different positions from 1G through 4G with the capacity of heat transfer or heat resistance and treatment. Prerequisites: WE 114, WE 124. Meets six hours per week.

WE 224. Advanced Theory and Practice4 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 Welding4 hrs.
This course is designed to give advanced practice in pattern, development, and layout. Individual projects that the class can work on are encouraged. This course may be repeated for credit, but may only be counted once by degree seeking students. Prerequisites: WE 114, WE 124, WE 214, and WE 224, if the student is degree seeking.

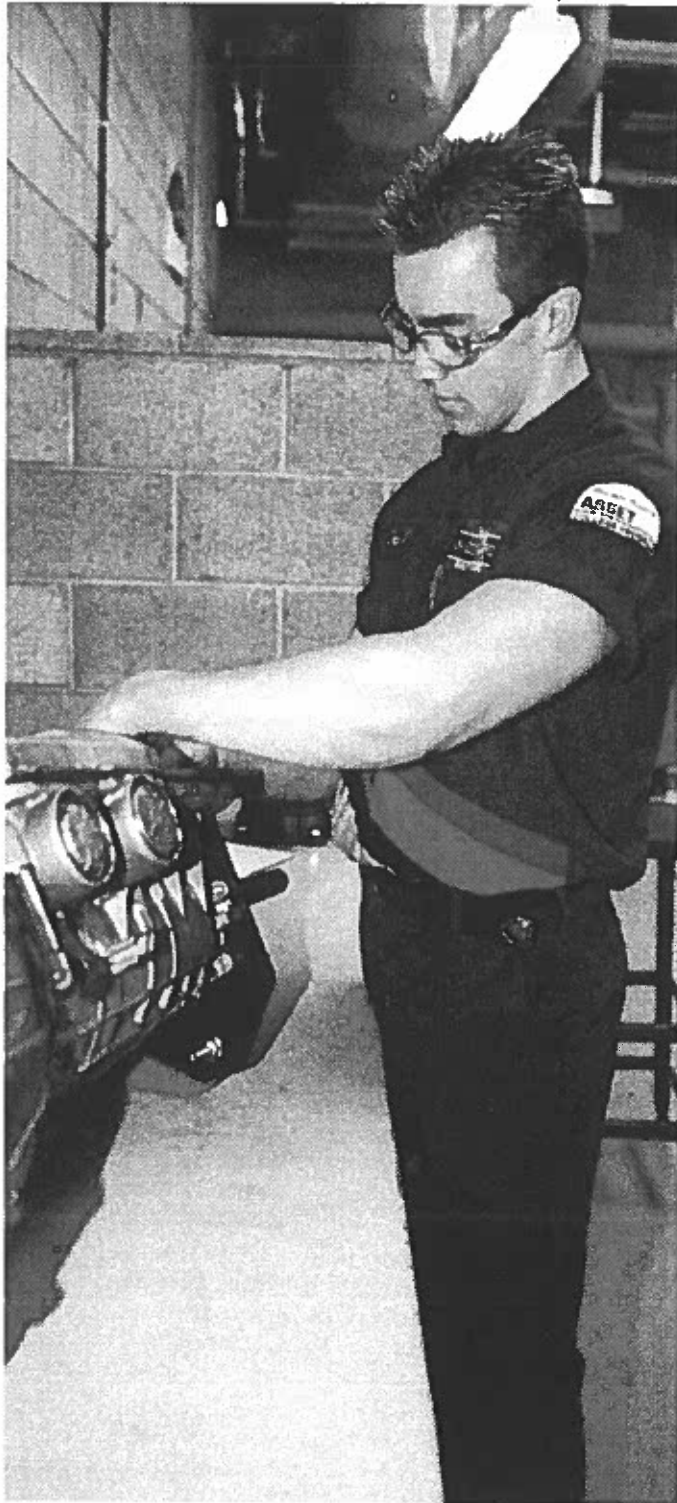
WE 224Q. Advanced Theory and Application4 hrs.
This course is a technical course studying the materials and methods of applying welding knowledge in industry. Includes welding different metals in various positions, study of welding codes, metallurgy of rods, electrodes and materials. Additional practice in all areas of the department, fabrication of individual projects, discussion of farm building construction. Prerequisites: WE 114, WE 124, and WE 214. Meets six hours per week.

WE 243C. Industrial Codes and Standards 3 hrs.
This course includes various codes and standards that are used in welding and fabrication. Major codes and standards are API, ASME, and AWS. API is the standard for all pipe used by companies in the oil industry; ASME coding includes the use of vessels, pressure, and structural needs for the power plants, nuclear plants, and water power dams; and AWS includes D-11, the study of structural welding. Covers the building of oil platforms, offshore platforms and rigs, railroads, automobiles, and welding in the agriculture industry. Prerequisites: WE 114. Meets six hours per week.

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**.....Telecommunications
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/
Women's Head Basketball Coach
B.S., Eastern New Mexico University (1995)
M.S., Eastern New Mexico University (1998)
- 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 J. Birmingham**.....Physical Education/
Baseball Coach
B.S., New Mexico State University (1978)
M.Ed., College of the Southwest (1999)
- James R. Black**.....Physical Education/
Golf Coach
B.S., Lamar University (1977)
PGA Certification (1996)
- Patricia Sue Black**.....Office Technology
A.A.S., New Mexico Junior College (1990)
B.B.A., College of the Southwest (1993)
- 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)
- Linda E. Connell**.....English
B.S., Texas Tech University (1969)
M.Ed., Eastern New Mexico University (1986)
- Darryl B. Cook**.....Computer Information Systems
A.A., New Mexico Junior College (1987)
B.S., DeVry Institute of Technology (1992)
- H. Wayne Cox**.....Agriculture
A.A., Clarendon College (1991)
B.S., New Mexico State University (1993)
M.A., New Mexico State University (1996)
- Marilyn A. Duke**.....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)

- Christopher 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)**
 Line Mechanics Certificate, New Mexico Junior College (1977)
- Katherine D. Goad**.....**Biology**
 B.S., Biology, New Mexico State University (1980)
 B.S., Medical Technology, New Mexico State University (1981)
 M.S., College of the Southwest (1999)
- Shelby L. Gowen**.....**Cosmetology**
 A.A.S., New Mexico Junior College (1999)
- Ronnie J. Gray**.....**Music**
 A.A., New Mexico Junior College (1986)
 B.M.E., Eastern New Mexico University (1992)
- Anton A. Green**.....**Computer Science**
 A.A., Midland College (1986)
 B.B.A., Angelo State University (1988)
 M.Ed., Northwestern State University (1996)
- Robert T. Guthrie**.....**Accounting**
 B.B.A., College of the Southwest (1982)
 C.P.A., New Mexico (1988)
- Terry K. Halladay**.....**Automotive Technology**
- Gregory A. Hammond**.....**English**
 A.A., Orange Coast College (1991)
 B.A., New Mexico State University (1997)
 M.A., New Mexico State University (1999)
- Nelda G. Helms**.....**Physical Education**
 B.S., Eastern New Mexico University (1968)
 M.S., Eastern New Mexico University (1986)
- 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)
- Sondra L. Hutson**.....**Nursing**
 A.A.S., New Mexico Junior College (1986)
 B.S.N., University of Phoenix (1999)
- Robert C. 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 Junior College (1987)
 M.S.N., University of Phoenix (2001)
- Terri A. Jenkins**.....**Nursing**
 A.A.S., Tarrant County College (1995)
 B.S.N., The University of Texas at Arlington (1998)
- Sonya D. Jimenez**.....**English**
 B.A., Eastern New Mexico University (1989)
 M.A., Eastern New Mexico University (1991)
- Gregory Keane**.....**Psychology**
 B.A., The University of Hawaii at Hilo (1995)
 M.A., Eastern New Mexico University (1999)
- Joel A. Keranen**.....**Mathematics/Physics**
 B.S., Michigan Technological University (1991)
 M.S., Univer. of Illinois at Urbana-Champaign (1992)
 M.S., Michigan Technological University (1995)
- 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)
 M.S.N., University of Phoenix (2001)
- Matthew B. Kriftcher**.....**Commercial Graphic Design/
 Computer Graphics**
 B.A., California University of Pennsylvania (1992)
 M.S., Pittsburg State University (1994)
 Ed.S., Pittsburgh State University (1995)
- Karen M. Landers**.....**Nursing**
 A.A.S., New Mexico Junior College (1981)
 B.C.H., New Mexico State University (1990)
 M.S.N., University of Phoenix (2001)
- John D. Lathrop**.....**Business/Economics**
 B.A., Eastern New Mexico University (1956)
 M.A., Eastern New Mexico University (1958)
- Russell H. Laverentz**.....**Physical Education
 Assistant Women's Basketball Coach**
 B.S., Missouri Western State College (1996)
 M.S., Arkansas State University (1998)
- 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.Ed., 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**
 A.A., New Mexico Junior College (1986)
 A.A.S., New Mexico Junior College (1995)
 B.S.N., University of Phoenix (2000)
 M.S.N., University of Phoenix (2001)
- Lynda 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 R. Salazar.....Automotive Technology

A.A.S., New Mexico Junior College (1986)

Mary L. Shelton.....Reading/Education

B.S., College of the Southwest (1985)

M.Ed., Eastern New Mexico University (1987)

Misty B. Stine.....Nursing

A.A.S., New Mexico Junior College (1995)

Raymond J. Taylor.....Psychology/Sociology

B.A., Lakeland College (1976)

M.S.W., San Diego State University (1984)

Ph.D., The Union Institute (1997)

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 A. Townsend.....Government/History

B.A., Texas A& I University (1987)

M.S., Texas A& I University (1989)

Ph.D., University of North Texas (2001)

Maria E. Vick.....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)

Garry A. Wilson.....Computer Science/CAD/AVHS

Margaret L. Wilson.....Office Technology

B.B.Ed., Eastern New Mexico University (1975)

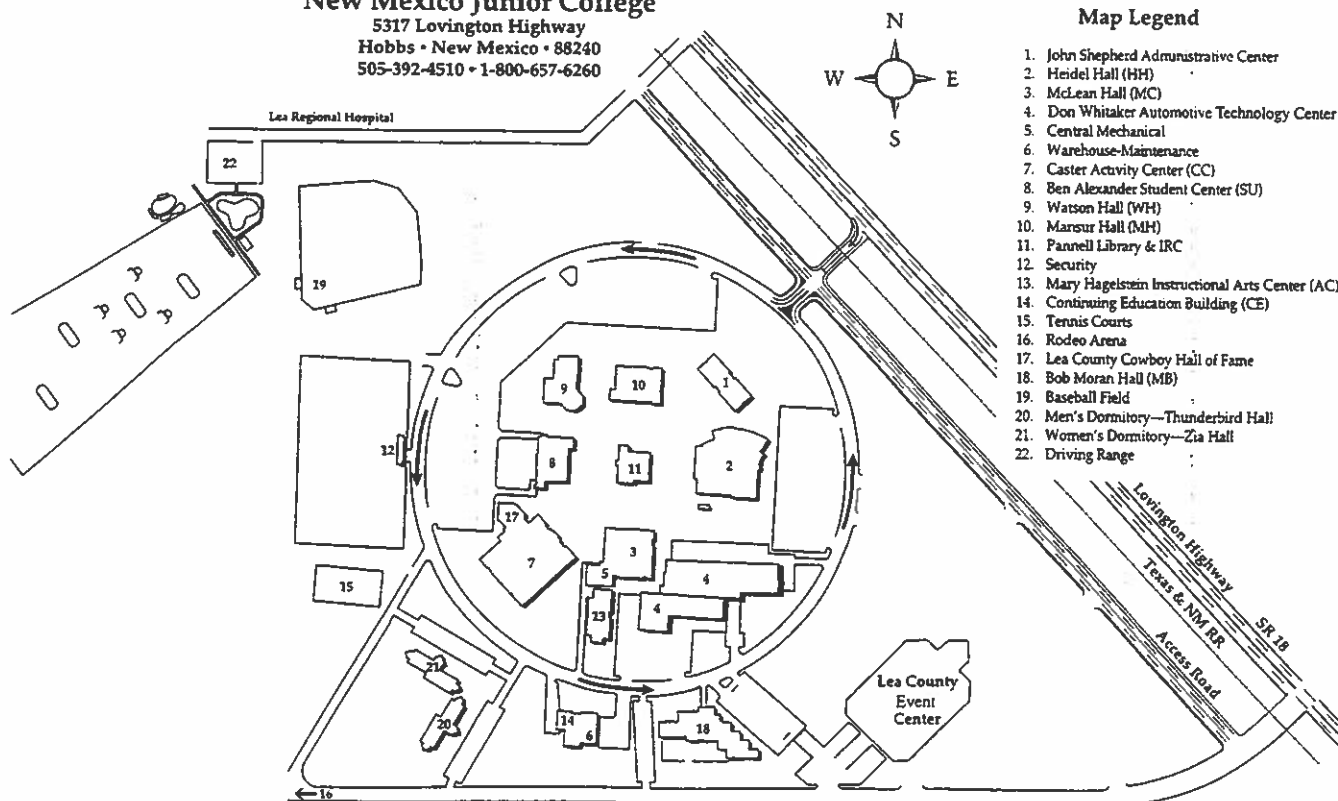
M.B.Ed., Eastern New Mexico University (1978)

Homer A. Youngblood.....AVHS/EMT-B

A.S., Eastern New Mexico University

New Mexico Junior College

5317 Lovington Highway
Hobbs • New Mexico • 88240
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. Caster Activity Center (CC)
8. Ben Alexander Student Center (SU)
9. Watson Hall (WH)
10. Marsur Hall (MH)
11. Pannell Library & IRC
12. Security
13. Mary Hagelstein Instructional Arts Center (AC)
14. Continuing Education Building (CE)
15. Tennis Courts
16. Rodeo Arena
17. Lea County Cowboy Hall of Fame
18. Bob Moran Hall (MB)
19. Baseball Field
20. Men's Dormitory—Thunderbird Hall
21. Women's Dormitory—Zia Hall
22. Driving Range

Index

A

Academic Honesty	17
Academic Renewal	27
Accounting	36, 47, 56-57
Accreditation	10-11
Activities	29
Administration	4
Admission	12-13
• High School Graduate	12
• Home School Graduate	12
• International Student	12-13
• Non-High School Graduate	12
• Transfer Student	12
Adult Basic Education	29
Advisement	29
Advanced Placement	19-20
Agriculture	57
Alliance for Minority Participation Programs	29
Alternative Methods of Earning Credit	19-20
Animation	50
Anthropology	57
Area Vocational High School (AVHS) Courses	54-56
Art	57-59
Arts and Sciences Division	33
Articulation	28
ASEP	38, 60-61
Assessment	30
ASSET	37, 61-63
Associate of Arts Degree Plan	35
Associate of Applied Science Degree Plans	36-46
Associate of Science Degree Plan	36
Attendance	17
Auditing a Class	17
Automotive Technology	37, 47, 59-60

B

Barbering	48
Biology	63
Board members	4
Bookstore	30
Business	38, 64
Business Law	64
Business and Technology Division	33-34

C

Calendar	6-9
Campus Map	93
Campus Tours	34
Career Center	30
Catalog Statute of Limitations	16
Certificate Plans	47-53
Cheating	18
Cheerleading	30

Chemistry	65
Child Care Grant	24
Classroom Conduct	18
Clubs	30
College Level Examination Program (CLEP)	19-20
Communication	65
Community Services	34
Computer Assisted Drafting	40, 49, 66-67
Computer Graphic Design	40, 71-72
Computer Information Systems	39, 48, 67-69
Continuing Education	34
Contract Training	34
Cosmetology	39, 48, 69-70
Counseling	30
Course Changes	17
Course Descriptions	56-90
Course Numbering System	54
Credit for Prior Learning	20
Crime Awareness	30
Criminal Justice	69-71

D

Deans	4
Design Communication	40, 49-50, 71-72
Developmental Studies	72-73
Discipline	30
Drama (Theatre)	30, 88-89
Drug Free Campus	30

E

Early Childhood Education	35, 51, 74
Economics	73-74
Education	74
Electronics	74-75
Emergency Medical	75
Engineering	75
English	75-76
Environmental Technology	41, 51, 76-77
Esthetician	51

F

Facility Use	34
Faculty	91-93
Family Educational Rights And Privacy Act (FERPA)	1
Fees	20-21
• Arts and Science Course and Lab Fees	21
• Business and Technology Course and Lab Fees	21
• Special Fees	21
Financial Aid	23-25
Fire Academy	77
Fire Science Technology	41, 51, 77-78
Ford ASSET Program	37, 61-63
Food and Drink Policy	18
Food Service	30-31

G	
General Business.....	64-65
General Information	10
General Academic Policies and Procedures	17
Geography	78
Geology	78
GM ASEP Program	38, 60-61
Government	79
Grades	25-26
Graduation Honors	27
Graduation Requirements	27

H	
High School Graduate	12
History	79
History of NMJC	10
Home Economics	79
Home School Graduate	12
Honesty (Academic)	17
Housing	31

I	
ID Cards	31
Institutional Challenge	20
Instructional Divisions	33-34
Intercollegiate Athletics	31
International Student Admission	12-13
Interpretation of NMJC Regulations	10
Intramurals.....	31

J	
----------	--

K	
----------	--

L	
Law Enforcement Academy	42, 52, 79-80
Learning and Career Services	31
Legal Assistant	42, 80-81
Legal Secretary	43
Library	32-33
Loans	23-24
• Allied Health Loan for Service	24
• Federal Direct Stafford	23
• Federal Plus	23-24
• Stafford	23

M	
Management	43
Manicurist.....	52
Map	93

Marketing	44
Mathematics	81
Medical Terminology	81
Memberships	10-11
Military Absence	26
Mission of NMJC.....	10
Music	31, 81-82

N	
National Assessment Institute	34
New Mexico 3% Scholarship Program	24
New Mexico Lottery Scholarship	24
Non-Credit Student	12
Non-Degree Student	12
Non-High School Graduate	12
Nursing	13-16, 44, 82-83
• Accreditation	16
• Admissions	14-15
• Admission Requirements for Freshmen	15
• Admission Requirements for Sophomores	15-16
• Admission Process	14-15
• Assistant (CNA)	13-14
• Associate (RN)	14
• Courses	82-83
• Faculty Initiated Student Dis-Enrollment	16
• Legal Issues Affecting Nursing Students	16
• Practical Nurse (LPN)	14, 53
• Readmission Process	16

O	
"Open Door" Policy	11
Orientation	31
Office Technology	45, 53, 83-84

P	
Pannell Library	32-33
Paralegal	42, 80-81
Parking Permits	31
Pedicurist.....	52
Pell Grants	23
Petroleum Technology	45, 84-85
Pharmacology	85
Phi Beta Lambda	31
Philosophy	85
Phi Theta Kappa	31
Physical Education	85-87
Physical Examination	17
Physics	87
Placement	25
Placement (Job Placement).....	31-32
Plagiarism	18
President's Honor List	27
Probation (Academic)	27
Professional Staff	4-5
Psychology	87

Q

R

Reasons for Attending NMJC	11-12
Refunds	22
Refund Appeal Procedure	22
Registration for Courses	17
Repeating Courses	26
Residency Status	17
Retention of Records	1

S

Satisfactory Progress Policy-Financial Aid	24-25
Scholarships	23-24
Scholastic Honors	26-27
Security	32
Smoking	17
Sociology	87
Spanish	87-88
Special Needs Student Services	32
Special Topic Courses	54
Speech (Communications)	65
Stafford Loan	23
Statute of Limitations for Catalog	16
Student Center	32
Student Classification	17
Student Development	29-32
Student Government	31
Student Incentive Grant	24
Student Load	18
Student Support Services	32
Subject Matter Classifications	27
Supplemental Educational Opportunity Grant	23
Suspension (Academic)	27

T

Theatre	88-89
Theory, Practice, Semester Hours	18
Title IV Financial Aid Programs	23-24
TOEFL Score for International Student Admission	13
Tours	34
Transcripts	32
Transfer	27-29
• Admissions	12
• Among New Mexico Colleges and Universities	27
• College Transfer Course	28
• Common Core	28-29
• Complaint Procedure	29
• Credit from Other Colleges and Universities	28
• Guides and Catalogs	29
• Modules 64-Hour	29
• Student Responsibilities	28

• To Other Colleges and Universities	28
Tuition	20-23
• Competitive Scholarships	21
• In-District	20
• Out-of-District	20
• Out-of-State	20-21
• Payment Policy	22-23
• Per Semester	21
• Policy	21-22
• Refunds	22
• Refund Appeal Procedure	22
• Refunds for Special Courses	22
• Special Consideration	21
Tutoring Program	32

U

V

Veterans Benefits	25
Vietnam Veterans Scholarship	24
Vocational and Technical Preparation	11
Vice Presidents' Honor List	27
Vision Statements of NMJC	10

W

Web Page Design	50
Welding	46, 53, 89-90
Who's Who	32
Woodworking	90
Work Study	24

X

Y

Z
